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!

Written by: Harry E. Payne, Sr., Class of 1935
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 November 2016
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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.
SHAW UNIVERSITY HISTORY

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 Institute 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 Institutell 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 A‖ 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 celebrated its 150th birthday in 2015 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

<table>
<thead>
<tr>
<th>President</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry Martin Tupper</td>
<td>1865–1893</td>
</tr>
<tr>
<td>Nicholas Franklin Roberts</td>
<td>1893–1894</td>
</tr>
<tr>
<td>Charles Francis Meserve</td>
<td>1894–1919</td>
</tr>
<tr>
<td>Joseph Leishman Peacock</td>
<td>1920–1931</td>
</tr>
<tr>
<td>William Stuart Nelson</td>
<td>1931–1936</td>
</tr>
<tr>
<td>Robert Prentiss Daniel</td>
<td>1936–1950</td>
</tr>
<tr>
<td>William Russell Strassner</td>
<td>1951–1962</td>
</tr>
<tr>
<td>James Edward Cheek*</td>
<td>1963–1969</td>
</tr>
<tr>
<td>King Virgil Cheek*</td>
<td>1969–1971</td>
</tr>
<tr>
<td>J. Archie Hargraves</td>
<td>1971–1977</td>
</tr>
<tr>
<td>Stanley Hugh Smith</td>
<td>1978–1987</td>
</tr>
<tr>
<td>Talbert O. Shaw</td>
<td>1988–2002</td>
</tr>
<tr>
<td>Clarence G. Newsome</td>
<td>2003–2009</td>
</tr>
<tr>
<td>Dorothy Cowser Yancy</td>
<td>2009–2010</td>
</tr>
<tr>
<td>Irma McClaurin</td>
<td>2010–2011</td>
</tr>
<tr>
<td>Dorothy Cowser Yancy (Interim)</td>
<td>2010–2013</td>
</tr>
<tr>
<td>Gaddis Faulcon (Interim)</td>
<td>2014–2015</td>
</tr>
<tr>
<td>Tashni-Ann Dubroy*</td>
<td>2015–2017</td>
</tr>
<tr>
<td>Paulette Dillard (Interim)</td>
<td>2017–present</td>
</tr>
</tbody>
</table>
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 interdependence 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 let 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
  - Thomas J. Boyd Chapel
- Finance and Administration
- Institutional Advancement
  - Divinity School
- Office of Strategic Planning, Institutional Research and Effectiveness (OSPIRE)

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 Services; student academic appeals; certification and recommendation of candidates for degrees.

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.
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. The departments of Student Affairs include: The Department of Campus Safety and Security, Counseling Center, Chapel, Experiential Learning and Career Services, Health Center, Intramurals, Judicial Services, and Residence Life.

The Department of Student Affairs is responsible for establishing policies and procedures that regulate and govern student life; facilitating student participation in institutional and student governance (e.g., Student Government Association and Board of Trustees); administering the student judicial system; developing student leadership; and budget development and management.

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. The Chapel services students and the university community in the attempt to foster graduates with leadership, spiritual, and moral integrity.

Institutional Advancement

The role of the 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.

Office of Strategic Planning, Institutional Research and Effectiveness (OSPIRE)

The Office of Strategic Planning, Institutional Research and Effectiveness (OSPIRE) conducts a number of surveys and polls that measure satisfaction, knowledge, behavior, cognitive, and social development, and programmatic outcomes at an institutional level. Each year OSPIRE administers surveys and standardized assessments that provide Shaw University with a comprehensive picture of student and program level outcomes. Shaw University continues to enhance its culture of assessment and evidence. The University recognizes that assessing student and program learning outcomes should not be restricted to a single day each year. As a result, assessment scheduling and activities are conducted at appropriate times throughout the academic year.

The institution implements the following yearly standardized assessments: National Survey of Student Engagement (NSSE) given every other year, College Student Inventory (CSI) given at each New Student Orientation, Student Satisfaction Inventory (SSI), College Senior Survey (CSS), Student Instructional Report (SIR II), Major Field Test (MFT), and the Area Concentration Achievement Tests (ACAT). The institution also implements several survey’s using Qualtrics to include; Student Engagement, Support Program Effectiveness, Program Level Senior Exit Survey’s, Academic Advising, and other survey’s as deemed appropriate by Academic and Non-Academic Programs.
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.

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:


For over 40 years, Shaw University has been a leader in offering innovative degree programs for adult learners designed with one objective in mind: helping you succeed in college.

At Shaw University, busy adults can advance their careers, gain skills necessary to change jobs, or vastly enrich their personal lives through part-time or full-time evening studies. The Shaw University Center for Alternative Programs in Education (CAPE) offers undergraduate degree completion programs designed to meet the unique needs of adult learners.

As an adult student at Shaw University, you will embark on a journey that is sure to challenge and develop your already proven talents and abilities. Your Shaw University experience will be filled with new perspectives, life-changing lessons, and exciting opportunities.

Shaw University professors who understand adult student motivation combine theory and research with practical experience to facilitate learning outcomes in the classroom, online, and in the field.
Dedicated academic resources are available throughout the year to provide assistance and support at times that are convenient for you.

**The Shaw University CAPE Program features:**

- Evening classes for working adults
- Part-time or full-time options
- Federal Financial Aid
- Academic Support Resources
- Internships & Career Service

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 all official college transcripts 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.
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 Jan 1 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 and 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.
Scholarships

United Negro College Fund (UNCF)

For more than seven decades, this principle has remained at the heart of UNCF, enabling us to raise more than $4.5 billion and help more than 430,000 students and counting not just attend college, but thrive, graduate and become leaders.

We do this in three ways: By awarding more than 10,000 student scholarships, worth more than $100 million, each year. By providing financial support to 37 historically black colleges and universities (HBCUs) and by serving as the nation’s leading advocate for the importance of minority education and community engagement.

Minimum Eligibility Requirements

- Must have at least a 2.50 GPA or higher
- Must be a U.S. Citizen or have a valid social security number
- Must be enrolled at a UNCF member institution
- Must have a financial need

*If you meet the minimum eligibility requirements, visit the UNCF website at www.uncf.org for available scholarships and complete the UNCF General Scholarship application online.

Other Useful Scholarship Search Engines Websites:

- www.fastweb.com
- www.iie.org/en/Programs/Gilman-Scholarship-Program
- www.apiasf.org/scholarships.html
- www.hbculifestyle.com/101-minority-scholarships
- www.goarmy.com/amedd/education/hpsp.html
- http://go.salliemae.com/scholarship
- www.varsitytutors.com/college-scholarship
- www.reedtech.com/about-us/scholarship
- www.southlandelectrical.com/scholarship.asp
- www.distinctivewindows.com/scholarship.htm
- www.activecalendar.com/1000-active-calendar-scholarship
- www.ameriquestcorp.com/transportation/contact/ameriquest-transportation-services-scholarship.aspx
- www.corcentric.com/contact/accounting-software-scholarship.aspx
- www.gdnlaw.com/Internet-Law-Scholarship.htm

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 have trouble 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.

EXPERIENTIAL LEARNING AND CAREER DEVELOPMENT

Located in Suite 222 in the Dorothy Cowser Yancy Building, the mission of the Experiential Learning and Career Development Center is to provide centralized, comprehensive and progressive programs, services, and resources in preparing students to achieve meaningful and successful career development, such that, students may pursue their chosen professional fields with confidence upon graduation.

The purposes of the Experiential Learning and Career Development Center is:

- To assist students/graduates in locating and obtaining suitable employment
- To assist local businesses and industries in solving their staffing needs by providing them with qualified employable applicants
- To assist Shaw University by providing follow-up data to administration and faculty in order to facilitate program evaluation and improvement

The Experiential Learning and Career Development Center is a vital component of the University. The Center offers a variety of services for all enrolled students and graduates. Career counseling is available to any 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 the Experiential Learning and Career Development Center will be responsible for the implementation and coordination of Placement Services for current students and alumni. The Center’s Director and staff, along with other faculty and staff members, will provide job leads, career counseling, assistance with resume preparation, job interviews, guidance, and more; however, 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.

Communication to Students

Students are required to use their Shaw University issued email accounts to receive information that is disseminated through Experiential Learning and Career Development. All registered students have access to BearLink job board, provided by Symplicity. BearLink provides internship and job opportunities, as well as a calendar of events, and other resources for professional development. They can also access information through Shaw University approved social media portals for Career Development -- Facebook and Instagram.

BearLink

BearLink is a full service online recruiting system encompassing job and internship postings, as well as a calendar of events to include employer recruiting and information sessions, and workshops. Shaw University students and alumni can also post their resume, schedule appointments to work with staff, and practice their interview techniques. The program also has a smartphone application so students will be able to have access at any time. Current students are registered once they are in the system for classes; alumni must log-on to the system and register.

Optimal Resume

Optimal Resume is an innovative resume building web application. 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 Experiential Learning and Career Development Center. Optimal Resume provides professionally written samples based on industry and experience level, plus styling options to match any personality.

Senior Clearance

All graduating seniors are required to clear through the Experiential Learning & Career Development Center.

- Center approved resume
- Attend 2 Professional Development Workshops during the student’s senior year
- Participate in 1 Mock Interview during the student’s senior year

CAPE students that are unable to attend the professional development workshops will be allowed to receive credit for completing two webinars and questions.
ATHLETICS

The mission of the intercollegiate athletic program at Shaw University is to provide athletic programs to a diverse population of student-athletes and to achieve the same standards of excellence in its athletics programs as exists in the academic programs. The Athletics program seeks to enhance character building through competition, sportsmanship, leadership and community service. Our commitment is to the well-being of all student athletes and embraces the NCAA principles of sportsmanship and ethical conduct. Our goal is to aid in the student-athlete’s effort to graduate from Shaw University and advance to careers that will enable them to be a productive member of society.

Shaw University’s student-athletes must meet both the academic standards of Shaw, the CIAA (Central Intercollegiate Athletic Association) and the regulations set forth by the NCAA in order to practice and compete.

Shaw offers 11 varsity teams: men’s football, men’s and women’s basketball, women’s bowling, men’s and women’s cross country, softball, men’s and women’s tennis, women’s outdoor track & field and women’s volleyball.

Shaw has a proud athletic tradition, having won at least one Central Intercollegiate Athletic Association (CIAA) championship for the past decade. The championship tradition stretches back to 1925.

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

LIBRARY SERVICES

- **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. The G. Franklin Wiggins Library supports the Graduate Programs of Shaw University Divinity School. The most current information can be found on the Libraries’ webpage at [www.shawu.edu/libraries](http://www.shawu.edu/libraries).

- **The Learning Resources Center** collection includes over 80,000 volumes, 700 videos, as well as access to over 5,700 full text journals. In support of teacher education, the Curriculum Materials Center holdings are housed at Cheek and include over 10,000 volumes of professional, reference, text and general books. This collection also has over 500 non-book materials.

- **The Wiggins Library** has a collection of over 10,000 volumes on religion, ethics, and philosophy. The library subscribes to 95 electronic full text titles in the Proquest database, as well as, the full range of electronic periodical resources provided through the ATLA database.

**The Wiggins Library** provides 4 computers including one which caters to the visual or hearing impaired user. The Library is staffed with experienced professionals and paraprofessionals to provide the university community with assistance and instruction on the state of the art for accessing information both electronically and in print. For non-circulating materials, a copy
machine is provided for duplicating, at a minimal fee. The staff also provides information literacy instruction for all members of the community.

- **Access to electronic books** is provided through NC LIVE to enhance the at the distance education sites. The library provides its own collection of electronic books in the online catalog to 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 on the first floor of the LRC is equipped with 15 computers for general use. The open computer lab on the second floor has 22 computers for general and classroom use.

- **Interlibrary Loan** services to locate and borrow materials wherever they exist are available from the Library staff as well. Users can be referred to 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 is located on the first floor of LRC. A depository for records having research or historical value and including 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.

### 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 8:00 a.m. to 5:00 p.m., 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.
Eligibility for Registration

Eligibility for registration is determined by the following categories:

- **New Student** - Upon receipt of a letter of admission, the new student is eligible for registration on the stated days of registration upon completing the orientation program and/or meeting with their academic advisor.
- **Re-admitted Student** - A student previously registered at the University who was not registered during the preceding semester must apply for and be granted readmission by the Admissions Office before being eligible for registration. Registration may occur after meeting with their academic advisor.
- **Continuing Student** - A student registered in the immediately preceding semester or the summer session proceeding the fall semester is eligible to register, assuming good standing and enrollment in a continuing program after meeting with their academic advisor.

Changes in Registration

Add/Drop/Withdrawal

Any change in a student's registration must be made during the official drop-add period. Changes to the schedule must have approval by the student's academic advisor and the Registrar before the course is changed. Changes in registration can normally occur only within the prescribed dates shown on the academic calendar. Exceptions must receive special permission from the Vice President for Academic Affairs, or his or her designee. A student may drop/add a course electronically during the prescribed period. However, after the drop/add period, a student cannot change his/her schedule electronically. To change a schedule after the drop/add period; a student must obtain written approval through use of a registration transaction form. A student can only withdraw from a course after the drop/add period; they cannot add a course. If a student withdraws from a course, he/she will receive a grade of "W." A student cannot withdraw from all courses using this procedure. To withdraw from all courses, a student must withdraw from the University using the approved procedure to withdraw from the University.

Interinstitutional Registration - CRC

Shaw University is a member of a six Cooperating Raleigh Colleges (CRC) consortium. This membership also includes Meredith College, William Peace University, Saint Augustine's University, Wake Technical Community College and North Carolina State University, through which the use of their respective facilities is coordinated.

Each semester, students in approved programs leading to degrees in any one of these institutions have the opportunity to select and register for courses from the combined courses offered at CRC schools, provided the course is not available at their home institution. This privilege is subject to the regulations of the school in which the student is currently enrolled. Even though credits earned in the CRC program are not considered to be transfer credits, written permission, on forms provided, is required in all cases prior to registration at a CRC institution. Approval to take a course through CRC is also subject to space availability, as determined by the institution offering the course.

Interinstitutional registration among Cooperating Raleigh Colleges (CRC) must be approved by the faculty advisor, and the Division Head, and the Registrar of the college to be visited. Information about the program and the CRC cross registration form are available online on the Cooperating Raleigh Colleges website at http://crcraleighcolleges.org/courses/cross-registration/. The student is required to meet registration requirements and to follow procedures being used at Shaw University and the college to be visited. Space in a CRC course or availability of CRC courses is not guaranteed. Credit for courses taken at CRC institutions is processed and posted for Shaw University students the same as for courses taken in residence. Full-time registration as a full time student at the home institution is required for a
student to be eligible to participate in the program. Generally, students may enroll in no more than two
courses or courses with laboratories in any single semester.

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 six (6) 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
Head and Vice President for Academic Affairs.
• Students in the graduate program must secure approval from the Division Head 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 Registrar’s Office.

Academic Honors

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

• Awards Day, which recognition through the National Dean’s List
• Who’s Who Among Students in American Universities and Colleges

Shaw University awards the Bachelor of Arts degree and the Bachelor of Science degree.

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
—CII) 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.

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.

**OFFICE OF 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.

**About the Office of Student Affairs**

The Office 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 Office 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 Office of Student Affairs promotes student involvement, leadership development, and opportunities to influence decision-making.

The Office of Student Affairs, through its six 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 are as follows: Campus Police and Security, Counseling Services, Health Services, Judicial Services, Residence Life, and Student Activities and Greek Life. In its quest to meet the developmental needs of maturing young adults, the Office 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 principle 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 Office 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 and Associate 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.

**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 that students understand their rights as students and their responsibility to others. It is the student’s responsibility to follow the guidelines created to ensure that students share a living environment that complements the educational mission of the University, assisting in their pursuit of a quality education. As a member of the residential community students 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 the housing contract and in the Student Handbook

**Housing Contract**

The Housing Contract is binding for each academic year. Freshmen are required to live 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.

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

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

*Housing for honor students is located in the TOS Living and Learning Centers.
Residence Hall Staff

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

- Residence Hall Manager who is responsible for the daily operation of the Residence Hall.
- Residence Coordinator who assists with daily operation and provide programming.
- Resident Success Coach who assists with daily operations, residential tutoring program, and academic advising in the residence halls.
- Resident Advisors (RAs), who assist with all functions of the residence hall and who are selected on the basis of leadership, maturity, experience, scholastics and who 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 fee will be charged for a first time replacement and a $50 charge thereafter for additional replacements.

Housing Assignments

New, Transfer, and Returning students must submit a housing reservation form as part of the housing process. Reservation forms are available online at www.shawu.edu (see Residence Life). The Housing reservation form must be submitted by June 15 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 university.

Change of Residency Status

A student must complete a Change of Residency Status form if they choose to move on or off campus. The form can be obtained in the Office of Residence Life. The Director of Residence Life must approve all status changes. Room and board charges will be prorated for the amount of time on-campus.

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. Student’s requesting a premium or single room must be approved by Student Accounts and Financial Aid. Students will then 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 assignment if the room drops below capacity.

Room Changes

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 will 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 room 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 environments.

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.

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 Coordinator and develop a roommate contract.
3. Meet with their Resident Hall Manager 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 the Director/staff, roommates should not remain together, an “as needed” 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.

Room 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 consolidation process occurs as the university is obligated to maximize bed space for new and returning students for the Fall and Spring semesters. 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, the Residence Hall staff may honor the voluntary consolidation. Administrative consolidation may require relocating one resident to another resident’s room.
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 upon check-in: a key form, housing contract, and data sheet. 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 University has 24 hours to vacate the residence hall.

Housing During Session Breaks

Shaw University requires all students to vacate the Living and Learning Centers during Winter break and Spring 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 these periods are 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 lockout charge for 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 a room key is lost, the student will be charged the complete cost of a lock change. A spare key 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 is in question

About Off Campus Living

Although Shaw University does not sponsor off-campus, housing all students 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 student’s 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 homeowner’s insurance policies provide coverage for the student’s property while at school. Residents may wish to purchase personal property insurance if they are not covered under a homeowner’s 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 the university 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. Use of extension cords and/or unauthorized appliances may result in confiscation and a fine may be assessed.

Prohibited items

Partial List

- Alcohol
- Animals
- Candles/Incense
- Curtains and draperies
- Drugs and/or controlled substances that are illegal, and any drug paraphernalia (including electronic smoking devices)
- Electrical cooking appliances (including microwaves, toaster ovens, grills)
- Explosives, fireworks, pyrotechnic devices, or flame-producing materials
- Extension Cords
- Firearms, projectile firing devices, and other weapons, including but not limited to air rifles, pellet guns, or other weapons including realistic facsimiles; ammunition; switchblades; knives; biological or chemical weapons such as mace and tear gas; hazardous materials or chemicals (examples: gasoline, lighter fluid, or other flammable liquids); or items which may pose a danger to the Shaw community
- Hookahs
- Hover boards
- Space heaters
- Removal of University-issued room furniture or relocation of any University-issued residential furniture
- Wireless internet routers

Telephone Service, Cable Lines, Computer Lines

All students who reside on campus are provided internet service and cable TV at a reasonable cost that 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 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 Facilities

Washing machine and dryers are located in each hall. Your Residence Hall Staff can tell you where they are located. Please remember to stay with your belongings at all times. 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 (collective assessment). 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, may be held responsible for any damages incurred as a result of the actions of their guest(s).

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. Any appeals to “damage billing” must be in writing to the Office of Residence Life within 2 weeks.

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. Community damage charges are not subject to appeal.

Accidental damages – 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, the 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 then 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. Students may participate in general and overnight guest visitation as outlined below. Students are responsible for the behavior of their guest during their visit. **Visitation will be cancelled during required University activities and closures.**

**General Visitation**
- Monday-Sunday: 12:00 p.m. - 11:00 p.m.
- Opposite sex visitation, first floor lobby area only unless Coed Visitation is approved.
- Picture ID is required from all visitors
- Visitors must sign log book upon entering Living and Learning Centers
- Children under 13 years old are not allowed to visit in student rooms
- Babysitting is not allowed
- Hairdressing and other forms of grooming are not allowed in lobby areas

**Overnight Visitation**
- Requests must be made 48 hours prior to the overnight stay. Overnight guests can only be approved for 2 weekends a month.
- Requests 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 all halls and does not include overnight stays. Visitation may take place in a student’s 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.

**FLEMING-KEE AND DIMPLE NEWSOME CAMPUS CO-ED SCHEDULE**
- COED VISITATION HOURS 6:00 p.m.- 11:00 p.m. - Friday-Saturday
- COED VISITATION HOURS 4:00 p.m. – 8:00 p.m. - Sunday
  - (No overnight stays permitted by the opposite sex)

**TOS CAMPUS CO-ED VISITATION SCHEDULE**
- COED VISITATION 5:00PM – 11PM Thursday-Sunday
  - (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 “Quad” or first floor lobby areas of the Living and Learning Centers.

Fleming-Kee/Dimple Newsome
- Sunday – Thursday: 12:30 a.m.
- Friday – Saturday: 2:30 a.m.

Campus Leave

Students who leave campus overnight are required to sign the Residence Leave 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.

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 day of graduation.

During Christmas, 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 7 days 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.

Fire 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. No flammable liquids are permitted inside University buildings/vehicles or in personal vehicles on the campus.
5. Candles, incense, or open-flame devices are not permitted inside University buildings.

Setting Fires

Due to the threat of safety and damage to property, setting fires for any reason is considered felony arson. Fire safety equipment such as fire extinguishers should not be tampered with. 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, be assessed a $500 charge and be recommended for loss of housing.

Security in Living and Learning Centers

All security 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 any 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 are 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. 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 of the Living and Learning Centers and all other buildings under the University’s auspices is prohibited at all times.

Personal 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, when withdrawing or departing from the university, otherwise those items will be discarded.

STUDENT ACTIVITIES

The Office of Student Activities which includes Greek Life and Leadership is focused on enhancing the university community by providing inclusive environments where all students are valued for their individual differences through quality programs. The Office of Student Activities is responsible for annually registering all student organizations and providing assistance in sponsoring activities. Many opportunities exist at Shaw University for student involvement.

Why Get Involved?

The college experience is more satisfying and rewarding when students are able to pursue individual interests as well as demonstrate their talents and skills. Research has proven that students that are engaged in extra-curricular activities have higher retention rates and higher levels of student satisfaction. Student engagement in extracurricular activities promotes student development and cultivates lifelong communication and 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 Office of Student Activities is located on the 2nd floor of the Willie E. Gary Student Center.

Planning Student Activities and Events

The Director of Student Activities is responsible for helping to plan and coordinate the University’s activities program. Student Government Association has a specific responsibility to work closely with the Director of Student Activities.

Reference: See Speaker Policy for Student Events

Meeting Rooms and Facilities

To serve students and promote student engagement, the University maintains facilities that may be used to conduct the business of registered organizations.

Educational functions and activities shall not be hindered nor 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 Director 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 Student Affairs. 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 Director of Student Activities.
- Conference rooms are available Monday through Saturday from 9:00 A.M. until 10:30 P.M. The Director of Student Activities must grant requests for other times.
- Requests for meeting rooms, displays and special arrangements must be made by first obtaining the appropriate forms on line or from the Director of Student Activities prior to securing a facility for the event.
- 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. Failure to comply with regulations may result in a fine, denial of future use of university space and/or suspension of reservation privileges.
- The Director 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 Director 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 the official medium for addressing student concerns and the chief avenue for promoting campus involvement. The Student Government Association has a major responsibility of assisting organizations in the planning of campus wide activities and events through both direct sponsorship and allocations to these organizations. 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 works closely with the Director of Student Activities, Greek Life and Leadership.

The SGA is the student leadership body of the University and comprised of the following:

- Executive Board
- Senate
- Class Officers
- General Body

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, representing the Student Body.

Student Organizations

All student organizations must be registered with the Office of Student Activities. There are many diverse organizations, such as dance groups, modeling troupes, interest clubs, etc. Student Organization packets are available on the website www.shawu.edu/students/Student_Activities_and_Greek-Life. Packets must be renewed annually.

Greek Life

Greek Life is composed of NPHC and Social 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 espirit 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 membership intake process will not be allowed to join the organization.
- 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 Student Affairs has certified the student's eligibility with respect to grades and conduct.
- A list of all prospective members must be submitted to the Office of Student Activities prior to the start of the intake process.

The National Pan-Hellenic Council consists of:

| 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 Fraternity, Inc. | |
Groove Phi Groove Fraternity and Swing Phi Swing Sorority are social organizations recognized on the campus of Shaw University. 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

- 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 or have any disciplinary infractions.
- Applicants must be classified as a full-time student the semester prior to and during the current semester of intake.
- Applicants must be of sophomore status with 30 earned credits or more (transfer students must have 15 earned credits from Shaw University)
- Applicants must have completed CASES (Cultural, Academic, Spiritual Enrichment Seminars)
- Applicants cannot have outstanding financial accounts with Shaw University
- **NOTE: All Greek letter organizations 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-up 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, Director of Student Activities, Campus Police and Security and the Director of Judicial Services.
Activities for New and Prospective Members

The organization advisor must submit to the Director of Student Activities the following:

- Meeting schedules
- Dates
- Informational Meetings
- Interest Meetings
- Voting Schedule
- New members list

The Director of Student Activities approves the new and prospective membership period. Organization presidents, members and prospective members are required to complete all university clearance forms, which includes a statement of understanding of the University's definition of hazing. The clearance form also states that all prospective member will agree to abide by all policies regarding hazing. A copy of the organization hazing statements are required prior to intake period.

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 Director 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 accessed a damage fee.
Establishing a New Student Organization

All new student groups must apply for University recognition by submitting the following documents to the Director 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 Director of Student Activities to the Associate Vice President of Student Affairs.

Change or Amendments to the Nature or Purpose of an Organization

The Director 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.

RESPONSIBILITY OF ADVISORS

• Meeting with the organization;
• Assisting the organization in developing programs and projects consistent with the University’s policies and regulations;
• Meeting with the Coordinator of Student Activities at the beginning of each semester;
• Supervising all activities and functions;
• Signing all requisitions for facilities, etc.
• Ensuring that all requirements for recognition are met;
• Ensuring that all officers meet the guidelines of the constitution.
• 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.

1. **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:
   a. Cease all organizational activities; vacate any appointed or elected office;
   b. 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.

2. **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.

3. **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:
   a. Denial of the right to represent the University;
   b. Denial of the right to maintain an office or other assigned space on University property;
   c. Denial of privileges of receiving or retaining funding
   d. Participation in intramurals
   e. Sponsoring any social event
   f. Sponsoring any speaker or guest on campus
   g. Participating in any social event
   h. Co-sponsoring any social event or other event
   i. Membership recruitment or intake and
   j. 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.

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
SHAW UNIVERSITY STUDENT HANDBOOK 2017-2020

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.

HEALTH SERVICES

The objective of Student Health Services is to provide quality healthcare 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 nurse, who is a certified instructor in First Aid and CPR and provides health supervision and medical care. The University Physicians are available during Doctor’s Clinic Hours, Tuesdays and Fridays from 3:00 pm to 5:00pm. The University’s Physicians will treat students who are ill or in need of a physical. 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. A validated Shaw identification card is required to see the nurse. To see the physicians, students will need their Shaw identification card and insurance card.

The Student Health Center is located on the first floor in the west wing of the Fleming-Kee Living and Learning Center. Regular office hours are Monday, Tuesday, Thursday and Friday from 8:30 a.m. to 4:30 p.m. The health center is closed on Wednesdays.

Medical Information

It is the responsibility of the student to notify the University Nurse and Director of Residence 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 are encouraged to self-disclose to the University Nurse and Director of Residence Life. All medical information is confidential, and handled in accordance with HIPPA and FERPA laws.

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

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. For emergencies after hours, call 911 and notify Residence Staff.

Reporting Illnesses

Students who become ill should report to the Student Health Center. In case of severe illness while living in the residence hall, notify the Residence staff on duty. The residence staff will contact the Student Health Center at 919-546-8286 / 919-719-6324 or Campus Security 919-564-8249, for assistance.
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 nurse before returning to class.

If a student is under a doctor’s care and confined to the Residence Hall or 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

All medical excuses are issued by the University’s physicians, or personal physicians. Any student who has been under a doctor’s care due to hospitalization or confinement at home must submit a written excuse from the doctor before returning to class. The excuse should include the first date seen by a doctor, the date of release, the diagnosis, and any remaining physical limitations. Medical excuses for students missing class for family member illness are not issued through the Student Health Center; these excuses are issued through the Department of Student Affairs. Medical excuses for job absences will be issued by the University’s physicians during Doctor’s Clinic Hours. Doctor’s Clinic Hours are Tuesdays and Fridays from 3:00pm. to 5:00pm.

Services Offered

Administer Depo Injections – (students must provide Depo) Blood Glucose Checks Blood Pressure Checks Dressing changes Birth Control Prescriptions First Aid/CPR Training Eye Acuity Tests Removal of Stitches Pregnancy Tests HIV/STD Counseling & Testing Pelvic Exams Weight and Height Checks HIV/STD Treatment

Health Information Privacy

HIPPA - 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 protects 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 healthcare 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.
Prescription drugs are covered with a $10 co-pay for generic drugs and a $20-$40 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 nurse in the Student Health Center for a list of participating pharmacies. Also, 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 a university to provide proof of required immunizations. Students who are enrolled in less than 4 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, or local health department. 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)
- Hepatitis B
- Meningeal Coccus

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 a physical examination 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 also required to provide immunization records and a current physical the first semester of matriculation at Shaw University. Students who do not provide the required medical information will not be treated in the Student Health Center and may be dismissed for noncompliance.

CAMPUS POLICE AND SECURITY

The mission of the Department of Campus Police and Security 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 is 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 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. The Department of Campus Police and Security coordinates criminal investigations with the Raleigh Police Department and the Wake County Sheriff’s Department, as needed, and as a part of the community policing/crime prevention effort.

Law Enforcement Authority

Campus police officers have full police authority on College property under the provisions of Paragraph 74E of the General Statutes of the State of North Carolina. Police commissions are granted under that statute by the Attorney General of North Carolina, including the power to make arrests for felonies and misdemeanors within the agency’s jurisdiction.

Weapons Policy

The possession, use, or sale of firearms and ammunition, knives of any kind, fireworks, major and minor explosives or any illegal weapon is forbidden and subject to University disciplinary actions as well as criminal sanctions as pursuant to the general statute(s) of North Carolina.

Campus Access

Students, faculty and others associated with the University must either purchase a decal or come to the Police Department to obtain a temporary visitor pass or hang tag for their vehicle. Vehicles without proper identification will be ticketed and/or towed at owners’ risk. Faculty, staff and students are required to register their vehicle annually.

Visitors

Visitors must have proper vehicle identification to enter the campus. Campus visitation hours are 6:00 a.m. to 10:00 p.m. All visitors must report to the Campus Police Department located at the Blount Street entrance of the University to receive a visitor or parking pass. All passes expire within 24 hours or a designated time frame.

COUNSELING CENTER

Mission

The Counseling Center’s focus is to maintain the emotional and psychological well-being of all Shaw University students. In order for students to succeed in their chosen fields of study they have to be free of emotional and psychological distress. Stress, depression, relationship issues, and dependencies are major factors in a students’ failure to compete academically. The Counseling Center endeavors to plan, organize, implement, and evaluate programs that provide for personal-social counseling, referral services, and general guidance that helps to prepare and accommodate students to college life and ultimately retention and graduation. The Counseling Center is committed to providing confidential services for a diverse student population who otherwise may not have or may not take the opportunity to receive these services.

Goals

To attain the outcomes identified in the mission statement, the Counseling Center has established the following goals:
• To expand current programs to insure that all students are served
• To provide ongoing information to students in order to help them make informed decisions regarding emotional and psychological issues that confront them
• To provide direct services for substance abuse
• To provide services and support groups to assist the student community in coping and survival skills
• To increase effectiveness of Disability Services
• To increase outreach services to enhance and increase visibility of the Counseling Center
• To continue to upgrade and utilize technology to support student learning outcomes
• To implement the use of a satisfaction survey to monitor student satisfaction
• To develop new positive lifestyles without the use of drugs and alcohol

Services Provided:

• Individual Counseling
• Support Groups
• Student Disability Services
• Workshops
• Assessments
• Substance Abuse Counseling
• Peer Educators

Individual Counseling

Confidential counseling is provided for students who have personal concerns, difficulties adjusting to the college, and other stressors with daily living. Individual counseling is short-term in nature. Services are available if long-term treatment is necessary.

Support Groups

Support groups are available on a continual and as-needed basis. Students can request for specific support groups to be implemented.

Workshops/Seminars

Each month workshops or seminars are available for students. Workshops vary in topics such as: Alcohol Awareness, Stress Management, Time Management, Conflict Resolution, Healthy Lifestyle Choices, Violence Against Women and Men, Dating and Relationships, Marijuana 10, Alcohol 101, and Bystander Intervention.

Substance Abuse Counseling

Counseling will be provided in an assertive and positive effort to empower the administration, faculty, staff, and students to maintain an addiction free campus. The campus addiction professional will conduct workshops and provide both individual and group sessions. Shaw University has a “Zero” tolerance policy regarding drugs and alcohol. Students receive optimal care, treatment, and education relevant to drug and alcohol prevention.

The university also uses eCHECKUPTOGO. This is a personalized, evidenced-based, online prevention and intervention program for alcohol and marijuana. It is also engineered to motivate individuals to reduce their consumption using personalized information about their own drinking and risk factors. The prevention and intervention programs are developed and updated with the most current and reliable research available.
Peer Educators

Peer Educators have been established to make recommendations and to provide practical strategies for greater communications among the entire campus.

Substance Abuse Resources


Any student who violates the campus drug policy will be referred to the university’s Judicial Affairs division. For additional information, contact the Counseling Center at 919-546-8525 or 8283.

Disability Services

The mission of the Disability Services Program is to offer quality services and reasonable and effective accommodations to students with disabilities in order to enhance their academic success, participation in educational programs, and quality of campus life. Shaw University does not discriminate in the recruitment, admission, educational process, or treatment of disabled individuals, pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Shaw University is committed to the equal opportunity of education and does not discriminate on the basis of race, color, sex, sexual orientation or sexual preference, national origin, age or disability. Disability Services has been established to ensure that every individual with a disability has an equal opportunity to participate in the college community. Assessment constitutes the basis for determining reasonable accommodations; therefore, it is in the student’s best interest to provide recent and appropriate documentation, which will serve as the basis for the student’s need for accommodations. Any student or visitor with a documented disability who wishes to request appropriate accommodations may contact The Office of Disability Services.

Another part of the Disability Services Program is to help students to become better self-advocates. As effective self-advocates, students learn to speak and to act for themselves. The Counseling Center and The Office of Disability Services provides services for students with permanent and/or temporary disabilities to ensure all university programs are accessible. Each qualified person, based on accurate documentation, will receive appropriate accommodations to ensure equal access to educational opportunities and activities in the most integrated setting possible. For additional information, contact Mrs. Jerelene Carver, Director of the Counseling Center/Disability Services at 919-546-8525.

Procedures for Student Disability Services

Purpose

To provide a process for services to students with disabilities to ensure receipt of appropriate accommodations and equal access to educational opportunities, programs, and activities in the most integrated setting possible.

Procedure

Shaw University makes no pre-admission inquiry about an applicant’s disability. The University recognizes that the decision to self-identify any disability is a personal decision. Once an applicant has been accepted for admission into the university, the applicant will receive a Self-Identification Form and a Authorization for Release of Confidentiality Information Form from the Counseling Center. At this point, it is the student’s responsibility to advise the Counseling Center that he/she has a disability.
Complaint Process-Procedure

The complaint process can be invoked if a student’s requested academic adjustments have been denied, not just “are not being met.” If for any reason the student feels that their privacy has been compromised or if the student feels that their accommodations are not being met, please inform the Office of Disability Services of any complaint and follow the procedures as outlined:

Step-1 The Office of Disability Services will receive the complaint.

Step-2 The Disability Services office will respond in writing within a 30-day time period from the date that the complaint is received in the Office of Disability Services. This time period will allow for collecting information and utilizing the investigative process to make a determination.

In an effort to provide resolution for any complaint(s), the University will provide prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or Title II and will include provisions for adequate, reliable, and impartial investigations of complaints including the opportunity to present witnesses and other evidence and the requirement that the investigation including witness statements, interviews, documentary evidence, and analysis of the evidence in support of the conclusion will be documented and maintained in a locked file in the Counseling Center’s records room.

Required Documentation

1. Self-Identification Form: Voluntary procedure to disclose the type of disability and the current medical/psychiatric documentation.

2. Authorization for Release of Information Form: Allows Shaw University to disclose confidential information only to those persons designated by the student.

3. Disability Verification: Current documentation that states the disability.

4. Release of Confidential Information Form: Allows Shaw University to obtain confidential information from relevant and appropriate agencies to assist in providing accommodations for students.

5. Course Accommodation Plan: An agreement between student and instructor to implement appropriate accommodations for class instructions.

Documentation should be current as of three years, but exceptions may be necessary dependent upon the individual and disability.

Responsibility of Students

1. Self-identify by completing the appropriate documentation.

2. Consult with a counselor to determine specific accommodations based on documentation.
Disability Resources

- Disability Services Handbook
- "Driven to Distraction", Ed Hallowell MD, and John Ratey MD, Pantheon
- "You Mean I'm Not Lazy, Stupid or Crazy?" Kate Kelly and Peggy Ramundo Tyrel and Jerem Press
- National Resume Database for Students with Disabilities: www.business-disability.com
- LDA/Learning Disabilities Association of America: www.ldanatl.org
- The International Dyslexia Association: www.interdys.org
- NCLD/National Center for Learning Disabilities: www.ncld.org
- NICHCY/National Information Center for Children and Youth with Disabilities: www.nichcy.org
- AHEAD/Association on Higher Education and Disability: www.ahead.org

Office of Violence Against Women (OVW) - Resources Intervention Services and Education (RISE)

Office on Violence Against Women Grant (OVW) the campus program has been implemented here at Shaw University to develop effective culturally-relevant campus based programming that builds upon strong campus based programming that builds upon strong campus and community partnerships with the goals of strengthening services for victims of sexual assault, domestic violence, dating violence, and stalking as well as promoting multifaceted prevention strategies within the campus community.

Tips On What to Do If an Incident of Sexual Violence Were to Occur:

- Use your own instinct and judgment to protect yourself
- Call 911, seek medical attention, and document injuries
- Store extra money, keys, clothes, and important documents in a safe place
- Call Interact 24 Hour Crisis line if you need help planning where to stay
- Call Attorney or Crisis line for Legal Advice
- Inform trusted family members, friends, and co-workers of the situation. If you have been raped or sexually assaulted: DO NOT eat, smoke, drink, shower, douche, change clothes, or use the bathroom as it may destroy the evidence.

Shaw University Counseling Center: (919) 546-8525 or 8283 or 8302
Interact/24 hour Crisis Hotline: (919) 828-3004 for Sexual Assault
North Carolina Coalition against Sexual Assault: (919) 871-1015

Hospital/ Medical Assistance

- Shaw University Student Health Center: (919)719-6324
- Wake Medical Center: (919) 350-8000
- Rex Healthcare: (919)784-3100
- Duke Raleigh Hospital: (919) 954-3000

Legal and Administrative

- Campus Security and Police: (919) 546-8249
  Wake County Sheriff’s Department: (919) 856-6900
Counseling Center Resources

The following is a list of related websites and organizations intended to provide additional information to students, parents, faculty, and staff. This list is for informational purposes only and does not guarantee the accuracy, relevancy, timeliness, or completeness of this outside information. This is not all-inclusive and users are encouraged to research for additional information.

Assessments

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

- Substance Abuse assessment and evaluation
- Echeckuptgo
- Substance Abuse Intervention Program (SAIP)
- College Student Inventory

Counseling

- www.psychology.com
- www.apa.org
- HIV/AIDS
- www.hivatis.org
- www.hivpositive.com
- www.thebody.com

Substance Abuse

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. Violation of the substance abuse policy (see Appendix C) will result in a fine and referral to the University’s Judicial System.

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 and that fee will be charged to the students account. The program requires six 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 90 minutes. In addition to six face to face counseling sessions, participants in this program will be required to attend six support group meetings. The Center currently uses the Marijuana Anonymous (MA) and Alcohol Anonymous (AA) on-line to serve as meeting locations.

The University also uses eCHECKUPTOGO. This program is a personalized, evidenced-based, online prevention intervention for alcohol and marijuana. This program is designed to motivate individuals to reduce their consumption using personalized information about their own drinking and risk factors. The programs were designed and are updated with the most current and reliable research available.
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 tests positive while enrolled in this program.

Problem Gambling Outreach

Shaw University was first awarded a mini-grant from the North Carolina Department of Health & Human Services for Problem Gambling Outreach, Prevention and Awareness in the fall of 2012 to the present. The goals of this project are to raise awareness of problem gambling on our campus, increase screening for problem gambling, and collect data about the prevalence of problem gambling behaviors among students. Based on feedback from our students, increased awareness has made a tremendous difference in their decisions and behaviors. Throughout the span of the grant, the counseling center will continue to meet goals, activities and accomplish proposed programs and activities outlined in the mini grant proposal.

For more information, contact the NC Problem Gambling Helpline at 877.718.5543 or visit their website at www.morethanagamenc.com.

Smoking Cessation Programs and Resources

Students who are interested in smoking cessation programs can contact University Counseling Center located on the main campus building 744 for an appointment and information.

Related Policies

- Substance Abuse Policy
- Gambling Policy
- Smoke-Free Policy

JUDICIAL SERVICES

Philosophy on Student Responsibility

The premise of our student judicial process is that we expect students to take responsibility for their behavior in addition to holding their peers accountable for being good citizens. The student judicial process allows the University to address behavior that has a negative impact on individuals and/or the campus community. The Code of Conduct is designed to clearly communicate behaviors that negatively impact our community. As a member of Shaw University, you have voluntarily entered into a community of learners who are expected to exhibit thoughtful academic study and discourse, and ethical and socially responsible behavior on and off-campus. The University has developed the Code of Conduct, and other policies and procedures to support its academic mission, objectives, processes, functions, and general operations. These standards represent the core values of integrity, fairness, respect, community, and responsibility.

Purpose of Community Standards and the Code of Conduct

Shaw University is committed to the development and personal growth of students. Students are encouraged to be reflective of the university’s values and behavioral expectations as they engage in their academic studies and co-curricular activities. Research has demonstrated that students who are active participants in the university and surrounding communities are more likely to uphold university policies.
and maintain a positive community environment. Conduct occurs in the context of a community of scholars dedicated to seeking excellence in academics, personal learning and leadership.

The student judicial process, including the right to appeal, is established to support the rights and responsibilities of each student, to sustain the university’s values and behavioral expectations, in addition to determining future privileges as a member of the Shaw University community. This is accomplished by holding individual students and student organizations responsible and accountable to the university’s stated values and behavioral expectations. [BA1]

Rights of Students

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 surrounding neighborhoods, and contribute positively to student and university life.

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 obey 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.

Responsibilities of Students

- 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.
Judicial Process

Core Values of the Student Judicial Process

1. Integrity- All members of our community are expected to exemplify honesty, respect for truth, and congruence with university standards and behavior expectations in all exchanges and interactions.
2. Responsibility- Members of our community are expected to take ownership of individual choices and any subsequent consequences.
3. Respect- All community members are expected to honor and esteem the rights and freedoms of each unique individual, to understand the value and worth of college property and the property of others, and to demonstrate care for individuals and property.
4. Fairness- Members of the community are expected to follow all published rules and guidelines in good faith as the university is committed to developing consistent, honest and just systems.
5. Community- Learning to live as a member of a community is an important part of the personal development of our students. Each individual must learn to respect other individuals. As members of the Shaw University community, students are provided numerous venues to voice their own expectations and concerns about community life. It is the university’s expectation that students will use available campus resources to resolve differences and conflicts peacefully.

Responsibilities of the Office of Judicial Services

The Office of Judicial Affairs is responsible for:

- Working with students to encourage support of and compliance with the Student Code of Conduct
- Providing training to the student body
- Investigating and reviewing alleged violations
- Providing administrative support for all judicial bodies
- Coordinating the University’s judicial process
- Conduct investigations when appropriate
- Arranging conferences or hearings with the student involved
- Adjudicating disciplinary referrals
- Notifying students of the time and place of the hearing /conference
- 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.

Campus Police and Security receives, investigates, and handles complaints where violations of public law are indicated, and assists when and as needed.

Campus Governance

Administration of the Judicial Process

The president of the University 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 Student Affairs and Judicial Services. The University reserves the right to discipline any student who violates or disregards policies and regulations to the extent that the integrity of the institution is compromised.
The Judicial Conduct Board

The Judicial Conduct Board is composed of 7 members and may include faculty, staff and a student. It addresses violations of general university regulations, student conduct, Title IX referrals and matters involving the image and integrity of the institution and may adjudicate appeals.

The Judicial Conduct Board chairperson oversees the conduct hearings and executes the Resolution conference. The Judicial Chairperson only votes in a tie. The Director of Judicial Services will use alternates to fill vacancies as needed. Members hearing Title IX cases must have training specific to sexual misconduct. See Gender Based Sexual Misconduct Policy for more information. [BA3]

Jurisdiction in the Residence Hall

Residence Hall Staff are responsible for governance of student behavior in the residence halls that arise from violations of residence hall policies. It is the discretion of the Hall Manager to refer specific violations of the Student Code of Conduct to the Office of Judicial Services.

The Appeals Process

Grounds for Appeals

A student may appeal the Judicial Conduct Board’s ruling to the Office of Student Affairs. During the appeal the decision of the committee will abide and take effect unless expressly reprieved or delayed by Student Affairs administration. The student must appeal on at least one of four separate grounds listed below. It is essential that the student describe in detail his/her arguments with respect to the grounds for appeal.

- Procedural irregularity that resulted in an unfair hearing
  - Mitigating circumstances
  - Undue severity of sanction
  - New evidence

Granting or Denying of Appeals

A written request for an appeal must be submitted by the student to the Office of Student Affairs or its designee within forty-eight (48) business hours after receiving the disciplinary decision. Should the deadline fall during the weekend, the next business day (M-F) shall be considered the final day to submit an appeal. The appeal may be denied if it does not meet the grounds for appeal (see previous section). The Judicial Services Office has the discretion to amend the period of appeal. A student may appeal to the next administrative level.

Contents of Appeal Letter

Letters of appeal shall contain a statement or statements of the grounds for the appeal in order to allow the Student Affairs staff 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 case and information has been reviewed, one of the following actions may occur:

1. Deny the appeal affirming the decision and sanction
2. Affirm the decision and amend the sanction
3. Reverse the decision and, if necessary, impose a penalty
4. Order a new hearing
WAIVER/HEARING

A student may waive his/her right to a hearing. Such a waiver must be executed by the student in writing or during a resolution conference with the Office of Judicial Services and/or the Office of Student Affairs. In this case, the sanction is imposed by the Student Affairs administration or Director of Judicial Services and cannot be appealed.

RIGHTS OF THE ACCUSED

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

- A pre-hearing conference
- Written notification of the time and place of the hearing
- A written statement of the charges to enable the student to prepare an argument;
- The names, if known, of witnesses who may testify at the hearing;
- To appear in person and to present his/her defense to the judicial committee or administrator and may call witnesses in his/her behalf;
- To decline to answer questions;
- To be accompanied by representative counsel of his/her choice. The representative may be an attorney, a member of the faculty/staff or student body. If the student engages an attorney, written notice must be given to the Vice President for Student Affairs 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;
- To an expeditious hearing of his/her case;
- To be notified of his/her right to appeal the decision of the Judicial Committee or the Student Affairs administrator within a period of forty-eight hours. Should the accused appeal, the findings of the Judicial Committee will remain in effect unless overruled by a higher body.

If a student fails to attend the scheduled hearing without notification it will still be held.

Disciplinary Sanctions

Assigning Sanctions

If a student is found responsible for a violation through a hearing the Judicial Conduct Board will assign sanctions. If a student admits responsibility for a violation sanctions will be assigned through a resolution conference. For offenses that are considered major infractions and where there is evidence of physical violence toward persons which result in any injury, possession of weapons or distribution of drugs on campus, the ZERO TOLERANCE POLICY may be imposed or interim measures may be taken and expulsion may be imposed. 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.

The following are examples of sanctions that may be assigned in response to students found in violation of the campus policies and Code of Conduct. Sanctions may be imposed independently or in combination with other sanctions.

Sanctions listed are not inclusive of all sanctions that can be imposed.

1. **Administrative Fees** – Fees may range from $35–$500.
2. **Counseling** – The student may be required to attend counseling sessions with a member of the Counseling Staff or referred to a professional off campus.
3. **Dismissal/Expulsion** – Dismissal/expulsion requires that the student completely sever any and all connection with Shaw University within 48 hours of notification. Students will be charged the
full housing fee for the entire semester and refunded tuition based on the refund schedule outlined in the University Catalog. The University has the right to require immediate separation.

4. Educational Project – The student is required to conduct research or a project in an area relevant to the offense. They may be required to present information as a campus program.

5. Housing Dismissal – Students who are permanently dismissed from housing will be required to vacate their residence halls within 48 hours of notification of the disciplinary action. In the event of suspension, students will be charged the full housing fee for the entire semester. The student may not reapply for residency. The University has the right to require immediate separation.

6. Housing Relocation – If a student is living in a residence hall, she may be required to move to another floor or into another residence hall.

7. Housing Suspension – Students who are suspended from University housing will be required to move out of housing within 48 hours of notification of the disciplinary action for the length of time specified by the hearing officer. The University has the right to require immediate separation.

8. Loss of Privileges – Denial of specified privileges for a designated period of time. This may include limited access to residence halls, participation in clubs, organizations and/or activities, intramurals, intercollegiate athletics and/or activities, loss of privilege to participate in special weeks organized by campus groups, Student Activities or SGA, and loss of privilege to participate in Commencement activities (seniors only).

9. No Contact Order – A No Contact Order may be imposed in instances where it is determined that a student poses a potential threat to another person. Student 1 and Student 2 shall have no physical, verbal, or written contact with each other, directly or indirectly through any third parties at any time (this includes but is not limited to any contact via mail, text messages, e-mails, telephone calls, social media tags or references, and/or the use of any other electronic means of communication). Each student shall also make every reasonable attempt to avoid eye contact with each other, and shall maintain a minimum distance of 25 feet from each other at all times.

10. Official Warning – The official warning is notification to the student(s) that she has been found responsible for a violation and that any other violations will result in more serious sanctions.

11. Parents/Guardian Notification – Parents and legal guardians may be notified of violations of University policies pertaining to alcohol and drugs, potentially life-threatening emergencies, incidents involving hospitals or police agencies, and violations of any federal, state or local laws. In addition, parents and legal guardians will be notified in cases of suspension or expulsion/dismissal.

12. Participation in Special Workshops – Students may be required to assist in developing, coordinating, and evaluating special workshops. The nature of the workshop may/may not be related to the offense 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 Services office within 36 hours of the event. Failure to comply with this sanction may result in temporary suspension from the University.

13. Probation – Probation is a sanction permitting a student to remain enrolled under prescribed conditions. The Probation may be imposed for a specified period of time, or through graduation. During the Probation, the student must demonstrate that her behavior conforms to University standards of conduct. Student conduct violations are cumulative. Therefore, all subsequent violations of the University policy and Code of Conduct will be subject to suspension or dismissal.

14. Restitution – The student is required to pay for repair or replacement of damaged or stolen property. The payment required may not exceed the cost of repair or replacement of the damaged or stolen item, but a lesser amount may be specified.

15. Suspension – Students will be removed from the University within 48 hours of notification of the disciplinary action. While a student is suspended, he/she is not to return to the campus, programs, facilities, and activities of the university without written permission from the Office of Student Affairs or a designee. In the event of suspension, students will be charged the full housing fee for the entire semester and refunded tuition based on the refund schedule outlined in the University Catalog. All other fees and charges are forfeited. If a student is suspended from the University, a letter will be sent to her parent(s) or legal guardians with notification of the suspension. The student is not eligible for transient status or enrollment at another CRC institution.
16. **Suspension of University Recognition** - Suspension of University recognition refers to the termination of recognition as a registered student organization for a specific or indefinite period of time.

17. **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 Services Office. Failure to comply with these terms may result in temporary suspension from the University.

Students who are suspended for Code of Conduct violations must be approved for readmission by the Office of Judicial Services or Office for Student Affairs, before they are eligible to return. This written request should show evidence that all conditions of the suspension have been satisfied/completed. If approved they must apply for re-admission through the Admissions Office. The decision will be forwarded to the Registrar’s Office for action. (Students suspended for arrests related to felony or misdemeanor charges, must provide documentation to show that their legal case has been adjudicated.)

**Options for Student Affairs Administration**

In certain circumstances following an incident of serious misconduct by an individual or group, Office of Student Affairs Administrator may impose a suspension, expulsion/dismissal, or other sanctions without a formal hearing process. The Office of Student Affairs may also take the following actions:

1. **Interim Suspension** – When imposed, the student may be temporarily separated from the University until such time as the incident is resolved before a hearing officer or hearing board, and until a final decision including any appeal is issued. This interim action may be imposed if there is any reason to believe that it is necessary to ensure the safety and well-being of members of the campus community, to ensure the student’s own physical or emotional safety and well-being, if the student poses a threat of disruption of or interference with the normal operations of the University or when a felonious act has been committed. The interim suspension may also include other losses of privileges. Examples of behavior that may lead to immediate suspension are, without limitation, physical violence, sexual assault, disruption of the educational mission or civil living environment of the University, larceny, severe damage to property, and possession and distribution of controlled substances.

2. **Medical Leave of Absence** - Shaw University offers Counseling & Disability Services and Student Health Services to assist students with managing emotional and other health and wellness needs. Students may sometimes be referred to off-campus facilities and service providers to assist with managing health and wellness concerns. However, students who cannot adequately be helped by the available facilities and/or refuse to accept recommended emotional and/or medical treatment and whose resulting behavior renders them unable to effectively function in the residential or University community, without harming themselves, others, or disrupting the University community, may be required to separate from the University for a prescribed period of time.

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**THOMAS J. BOYD CHAPEL**

**Mission Statement**

The Thomas J. Boyd Chapel exists to equip and encourage Shaw University students in their spiritual and emotional development as a millennial population in the 21st century.

**Overview**

The Thomas J. Boyd Chapel is the central location for all religious activities which develop a shared sacred experience among the Shaw University family. The Chapel features ecumenical worship for
students and faculty on a weekly basis. Those services are based on creating a vivacious community that values **Worship, Relationships, Community, and Creativity**. Other ministry opportunities sponsored by the Chapel include the Shaw University Gospel Choir, Intervarsity Bible Studies (Men of Wisdom, “Real Talk Tuesday,” Athletes in Action), Prayer Groups, El Saddai (Dance Team), and Monthly Community Service to feed the homeless. Ministries are designed to enhance the spiritual lives of students and faculty throughout the campus.

Chapel programming includes the Bessie Boyd Lecture Series, Opening and Closing of Homecoming, Religious Emphasis Week, Martin Luther King, Jr. Celebration, C.A.S.E.S., and Baccalaureate.

The University Chaplain is available for Pastoral counseling, Grief counseling, Outreach Ministry, Mentorships, and Life Coaching. All programming is open for willing participants.

**Events**

**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 designed to challenge the critical thinking skills of students and to explore their own thoughts and values while making decisions that will affect their future. The series is named for the mother of the benefactor of the Thomas J. Boyd Chapel, Mrs. Bessie Boyd-Holman.

**Opening and Closing of Homecoming**

A worship service begins the opening of all homecoming activities. Homecoming is also officially closed with a worship service. Those services take place in the Thomas J. Boyd Chapel as Shaw University remembers its origin as being grounded on its motto, “For Christ and Humanity.”

**Religious Emphasis Week**

Shaw University was founded on religious principles, therefore; a Religious Emphasis Week observance is planned yearly. This event includes ministers, soloists, choirs, and dancers who minister with the intent of accentuating an awareness of the need to examine one’s own spirituality.

**Martin Luther King, Jr. Celebration**

Shaw University remembers the life of Dr. Martin Luther King, Jr. with a celebration observance in the Thomas J. Boyd Chapel. The celebration honors Dr. King’s commitment to service to humankind by summoning voices from the field of service who have continued to make the vision of Dr. King a reality.

**CASES**

Cultural, Spiritual, Academic, and Enrichment Seminars (CASES) are a mandatory series of seminars that are designed for all first year students. The aim of CASES is to expose first year students to a multiplicity of cultural, spiritual, and educational practices that will enhance and expand each student’s overall college experience. The seminars feature renowned leaders, artists, and scholars who bring their expertise to the campus of Shaw University. The CASES program is a graduation requirement for all Raleigh day students.

**Baccalaureate**

A farewell ceremony for graduating seniors to honor their commitment to learning and wisdom is held in the Chapel before graduation. Graduating seniors begin this service with “Ringing the Bell” at the bell tower to signify that they have completed graduation requirements and are now ready to move out and influence the world at large.
INTRAMURALS

Shaw University Intramural Sports program offers a variety of competitive and non-competitive activities for students, faculty, staff and the university community. This program provides the university community the opportunity to participate in organized individual and team sports. The activities do not require the intense training and high degree of skill associated with varsity athletics; therefore, an individual’s playing ability is not considered as important. Our goal is to provide an enhancement of professionally administered activities and services designed to improve student life and development in which the entire university community can develop leadership, social, and personal skills that they will need throughout and beyond their collegiate years. Students, faculty, and staff must present a valid Shaw University ID to participate in intramural sports. All enrolled students must maintain a 2.0 cumulative GPA after completion of one semester and must have a current physical form and immunization record on file in the Student Health Center to participate. Participants must also have a sickle cell test performed in order to participate. Intramurals is under the auspices of the Department of Student Affairs and is housed in the Spaulding Gymnasium (Lower Level- Room #104).

The mission of Intramural Sports is to:

- Provide the campus community with the opportunity to participate in a variety of intramural sports and recreational activities
- Provide a clean and safe atmosphere to participate in intramural sports and recreational activities
- Provide structured and organized programs that promote basic human needs such as: socialization, relaxation, character growth, maintenance of physical fitness, and most importantly, having fun
- Provide the university community with a friendly non-antagonistic environment with friendly competition

Professional Athletes

Students who have established themselves as professionals in any sport will not be eligible to participate in the sport in which they forfeited their amateur standing. A professional is classified as someone who receives payment for their performance. It is the responsibility of the individual athlete to inform the Intramural Sports Office of his or her standing. This applies to all students, faculty and staff.

Sportsmanship

Team Sportsmanship: Team sports activities find their origin in the basic human need for play. Winning and losing are mere outcomes of this play. Abusive language toward officials, supervisors, other participants, and manipulation of the rules are not a “part of the game.” This negative sports behavior distracts from the satisfaction of competing, exercising, and enhancing friendships. Intramural Sports Staff jurisdiction is in effect from the time teams arrives at the playing site, until the time the team leaves; incidents outside of these limits may be examined, as well. Good Sportsmanship is a requirement, not an option, for participation in Intramural Sports.

Code of Conduct

During any Intramural Sports activity, all participants are expected to display those qualities and behaviors associated with good sportsmanship. Failure to maintain control during participation may result in suspension from play. Any player who is ejected from a game for unsportsmanlike conduct may not play with his or her team for the next scheduled game. Additionally, an ejected participant will need to depart the site (in a timely fashion) for the remainder of the contest to avoid a team forfeit. Disciplinary meetings for ejections pertaining to unsportsmanlike conduct must take place in person and no individual will be reinstated in any intramural sport prior to this meeting.
The following offences are merely guidelines; disciplinary actions may result in more severe penalties.

1. First Offense: Suspension from play for a minimum of one game
2. Second Offense: Suspension from play for a minimum of one semester and referral to the Office of the Associate Vice President for Student Affairs
3. Third Offense: Suspension from Intramural Sports for the remainder of time in school and referral to the Office of the Associate Vice President for Student Affairs

Additionally, at any time when Campus Police/Public Safety is called to diffuse a situation, all suspensions will start immediately.

All unsportsmanlike conduct brought to the attention of the Intramural Sports Staff will be reviewed and ruled on by the Intramural Sports administrative staff.

Severe Penalties:

1. Intentionally assaulting a staff member or participant in any manner will result in an immediate ejection and suspension from participating in Intramural Sports for a minimum of one year to the date of the offensive action. Intentional assault is also defined as and includes an attempt or the act of attempting to strike another individual even though there may not be physical contact made at the time of the incident.
2. Participants using threatening behavior, intimidation tactics, or taunting game officials, staff members, and participants will result in immediate ejection and suspension from participating in Intramural Sports.
3. Fighting, this also includes an attempt to strike as previously defined in Penalty A, even though there may not be physical contact made.

Appeals

Decisions on participant suspensions made by the Intramural Sports administrative staff may be appealed to the Director of Intramural Sports within one business day of the suspension. Appeals will take approximately one week. During the appeals process the individuals(s) involved will not be allowed to participate in intramural sports until a final decision has been determined.

Winter Sports          Spring Sports
Fall Tennis            Basketball
Swimming               Volleyball
3 on 3 Basketball      Softball
Futsal (Indoor Soccer) Soccer
Flag Football

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.

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 BRB 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 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.

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.
11. 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.

Hours of Operation

**Monday – Friday**

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

**Saturday – Sunday**

- Brunch 10:00 AM – 1:00PM
- Dinner 3:00 PM – 6:00 PM
BRB (The Grill) Hours of Operation

Monday – Friday
8:00 AM – 10:00 PM
11:00 AM – 9:00 PM

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

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. The Office of Student Affairs expounds the concept of developing and preparing our students for the future. 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 $25 fee will be charged for a first time replacement and $50 thereafter for lost identification cards.

**UNIVERSITY EXCUSES**

Shaw University does not issue University excuses. Students needing an 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 to their instructor.

**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**

1. Obtain withdrawal form from Registrar’s Office
2. Take form to the Counseling Center for signature (Counseling Center will advise student regarding process.)
3. Obtain signature of Division Chair of declared major. Undeclared major should obtain signature of Academic Advisor.
4. Obtain all other appropriate signatures
5. Submit withdrawal form to the Registrar’s Office for final processing.
6. 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 ‖F 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

Campus Map
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 for 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
Graduating seniors are advised to consult the Graduation Clearance Process page and the Commencement FAQ page. Also, please visit www.shawu.edu/commencement to find out more about the commencement ceremony and graduation process.

**QUICK REFERENCE DIRECTORY**

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<td>Student Center</td>
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<td>WSHA 88.9 FM</td>
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APPENDIX C

General Policies

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 students’ enrollment at the University may be interrupted or terminated.

Termination of the students’ 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.

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 and 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.

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 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 provided 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
- Associate Vice President for Student Affairs
- Health Service Nurses
- Counseling Services
- On-call Physicians

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:

- Doses of DTP (Diphtheria, Tetanus, Pertussis) or Td (Tetanus-diphtheria). One Td dose must have been within the last 10 years.
- POLIO (oral) doses.
- 2 Measles (Rubella), 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:

- 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.

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 the 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 division heads and 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

- Users must only use the computing resources for which they are authorized and only for the purposes specified when their accounts were issued.
- 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 user’s accounts.
- Using offensive words to name files, in the text messages or on screen saver messages is prohibited.
- 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, 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 Vice President for Student Affairs. 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 Vice President for Student Affairs).
  - 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.
  - Evidence of improper activities by University employees will be referred to the Director of Human Resources or the appropriate University officers.
  - Evidence of violation of law will be referred to the appropriate law enforcement officials.
  - 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:
  - 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.
  - 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.
  - Using a copyrighted program on more than one machine at the same time, unless this is permitted by a specific license provision.
  - Copying any copyrighted printed documentation.
  - Interfering with others’ legitimate use of computing facilities.
• Using the computer access privileges of others.
• 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.
• 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.
• 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.
• 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.
• Sending harassing or libelous messages via any digital means or downloading any pornographic, racial or offensive material into the computer.
• Sending chain letters or frivolous messages via electronic mail.
• Music to be downloaded on university public computers.
• Using University facilities to gain unauthorized access to computer access to computer systems off campus.
• Use of campus computer facilities for commercial purposes without prior written permission.
• 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 statues 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.

• Suspension of one’s ability to perform interactive logins on relevant machines on campus.
• Suspension of one’s ability to login to a campus network.
• Suspension of one’s ability to send e-mail.
• Suspension of one’s ability to receive e-mail.
• 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 enactor‖) 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 from 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.

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.

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 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 are 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.

Students with Disabilities Policy

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

- Identify him/herself and provide documentation
- Written Authorization to release information
- Meet with instructors at the beginning of the semester to discuss arrangements for accommodations
- 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

Shaw University Gender Based Violence Policy for Students

I. Policy Statement

Gender-based violence is an unfortunate reality on college campuses in the United States. If you have experienced gender-based violence, you are not alone.

- 1 in 6 women will experience completed or attempted rape in her lifetime*
- 1 in 33 men will experience completed or attempted rape in his lifetime*
- College-age women are 4 times more likely to be sexually assaulted than women in the general population**
- 20% of college women (1 in 5) will experience completed or attempted sexual assault at some point during college***
- in 5 campus survivors of sexual assault knew their attackers****
Shaw University is committed to providing a safe learning and working environment and, in compliance with federal law, has adopted policies and procedures to prevent and respond to incidents of gender-based misconduct including sexual assault, domestic violence, dating violence, stalking and sexual harassment. These gender-based misconduct acts are serious violations of federal, state, and local laws, and are also serious violations of Shaw University’s student judicial code, faculty standards, and employee policies. Such misconduct is strictly prohibited and will not be tolerated at Shaw University. This policy applies on and off campus, as well as in any situation where Shaw University has reasonable responsibility to ensure the safety and welfare of the University community which will require action pursuant to this policy. These guidelines apply to all students.

II. Prohibited Conduct

A. Gender-Based Misconduct: A broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature. Sexual harassment, sexual assault, gender based harassment, stalking, and intimate partner violence are forms of gender-based misconduct under this policy. Misconduct can occur between strangers or acquaintances, including between people involved in an intimate or sexual relationship. Gender-based misconduct can be committed by anyone regardless of gender identity, and it can occur between people of the same or different sex or gender.

1. Sexual Assault: An assault that is sexual in nature including a sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will when the victim is incapable of giving consent (due to incapacitation by alcohol or drug use, unconsciousness, disability, or other forms of helplessness).

2. Sex while incapacitated: To have sex with someone whom you know to be, or should know to be, incapable of making a rational, reasonable decision due to his or her consumption of substances is a violation of policy. If you choose to drink alcohol or use other drugs, you run the risk of impaired thinking and communication, which may result in inappropriate choices about sex.

3. Sexual Exploitation: Any conduct in which a student takes advantage of another without his/her consent for his/her own advantage or benefit or to benefit or to benefit or advantage anyone other than the one being exploited.

4. Sexual Harassment: Unwelcomed conduct of a sexual nature. It includes unwelcome sexual advances, sexual gestures, touching, requests for sexual favors, verbal or non-verbal physical aggression, dirty jokes, spreading rumors of a sexual nature, comment or questions about a person’s body, dress or personal life, offensive language of a sexual nature, intimidation, hostility, or stereotyping, even if those acts do not involve conduct of a sexual nature.

5. Intimate Partner Violence (also known as Domestic and Dating Violence): A pattern of abusive behavior in an intimate relationship that is used by one partner to gain or maintain power and control over another partner such as the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse.

6. Stalking: When a person, on more than one occasion, engages in any behavior or conduct directed at another person with the intent to place that other person in reasonable fear. Examples of stalking behaviors include, but are not limited to: sending unwanted or non-consensual communications (letters, telephone calls, voice mails, e-mail messages, text messages); the physical appearances of the stalker; unwanted gifts; threatening or obscene gestures; pursuing or following; surveillance or other observation; trespassing; vandalism; and non-consensual touching.

7. Cyber Stalking: A form of stalking or harassment that involves the intentional act of using the Internet (social media such as Instagram, Twitter, or Facebook) to cause someone emotional distress.

8. Revenge Porn: The publication of sexually explicit photographs or videos posted without the consent or knowledge of the subject of the content. “Involuntary porn” or
“nonconsensual pornography” to emphasize that subject of the pornographic photos and videos have not consented to the publication of their most intimate moments.

B. Related Concepts

1. Consent is based on an explicit understanding and mutual agreement and permission to engage in any form of sexual activity with a person or persons legally capable of providing consent. Sexual activity with a minor is unlawful with or without consent and sexual activity with a person who is incapacitated mentally, emotionally, or physically. Forcing or manipulating someone into having sex is not consent. It is the duty of the sexual aggressor to show respect and to recognize boundaries, and to ensure the partner has the capacity to provide consent. It should also be noted that even if a person gives consent, the person has the right to withdraw consent at any time. Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent can be withdrawn at any time.

2. Mental Incapacity means the condition of the victim existing at the time of the sexual act prevents the victim from understanding the nature or the consequences of the sexual act involved, and about which the accused knew or should have known.

3. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force includes threats, intimidation (implied threats) and coercion that overcome resistance or product consent (i.e., threats such as “Have sex with me, or I’ll hit you,” etc.).

4. Coercion is unreasonable pressure for sexual activity. Coercive behavior can occur based on the type of pressure someone uses to get consent from another. For example, when someone makes it clear they do not want sex, or they want to stop, or they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

III. Resources for Students

A. Counseling and Victim Support Services: A victim may speak confidentially to a counselor or advocate on campus or off-campus to gain valuable resources and information regarding crisis intervention (See Chart Below on page 2).

B. Victim Assistance Resources: Shaw University offers important resources to the victims of gender-based misconduct crimes including medical treatment, counseling and advocacy that they may wish to utilize. At Shaw University, the Office of Student Affairs, the Health Center and Counseling Center are available to assist students free of charge. The Office of Human Resources is available to help employees also free of charge. These offices will help victims consider their options and navigate through any resources or recourse they elect to pursue. A victim need not make a formal report to law enforcement or Shaw University to access these resources that include the following:
## On Campus Resources Chart

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Center</td>
<td>(919)546-8203 (919)546-8525 (919)546-8283</td>
<td>Mobile Unit #744</td>
</tr>
<tr>
<td><em>Confidential Resource</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Health Services</td>
<td>(919)546-8286</td>
<td>Fleming Kee Residence Hall</td>
</tr>
<tr>
<td>Campus Police and Security</td>
<td>(919)546-8249</td>
<td>Graphics Building, 730 S. Blount St.</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>(919) 546-8533 email: <a href="mailto:lwood@shawu.edu">lwood@shawu.edu</a></td>
<td>Tyler Hall, 1st Floor</td>
</tr>
<tr>
<td>Lee Wood</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Off Campus Resources Chart

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wake Medical Center (*Rape Kit Provided)</td>
<td>(919)350-8000</td>
<td>300 New Bern Ave. Raleigh, NC 27610</td>
</tr>
<tr>
<td>Raleigh Police Department</td>
<td>(919)996-3855</td>
<td>218 W Cabarrus St Raleigh, NC 27601</td>
</tr>
<tr>
<td>Local Rape Crisis Center: Interact of Wake County (*Rape Kit Provided)</td>
<td>(919)828-7750(mainline) 24-hour Crisis Line numbers: Sexual Assault Services: (919)828-3005 Domestic Violence Services (919)828-7740 Solace Center(Forensic Exam Center): (919)828-3067</td>
<td>1012 Oberlin Rd. Raleigh, NC 27605</td>
</tr>
<tr>
<td>North Carolina Coalition Against Sexual Assault</td>
<td>(919) 871-1015</td>
<td>811 Spring Forest Rd., Suite 900 Raleigh, NC 27609</td>
</tr>
</tbody>
</table>

## IV. Reporting an Incident

Complaints against students are handled by our Office of Judicial Services. Responsible Employees and Students must always report complaints to the Shaw University Title IX Coordinator. Students may also report any incidents of gender-based misconduct to the Office of Student Affairs. Campus Police will assist any victim in notifying law enforcement, including our local police department, but only if victims elect to do so.

If a student, employee, or visitor has been the victim of an incident of gender-based violence on campus they can report to Campus Police. If off campus they should immediately report the emergency to 911 or The Raleigh Police Department at 919-546-8249. For additional contact information:
The Shaw University Title IX Coordinator oversees all matters related to gender discrimination, including gender-based misconduct. Students, faculty and staff may contact Lee Wood, Title IX Coordinator, Department of Human Resources, Tyler Hall, First Floor, (919)546-8533, lwood@shawu.edu

Complaints against Shaw University Employees: The Department of Human Resources oversees discipline involving faculty and staff, (919)546-8533

Emergencies and Criminal Investigations: Contact Shaw University Campus Police, (919)546-8249

Complaints against Students: The Office of Judicial Services oversees student discipline. Contact Mrs. Agnes Baxter, Director of Judicial Services, (919)546-8618.

A. **Blind Reporting.** Blind reporting is used to describe the method for providing information to police about a gender-based misconduct crime (or any other type of incident, for that matter) without recording any identifying information. Confidentiality of the victim is therefore maintained. On the basis of such information, law enforcement personnel can then conduct a limited investigation, perhaps by checking to see if there are any other similar reports – either by geography or pattern of behavior. The agency can thus increase its intelligence on the realistic numbers and characteristics of gender-based misconduct crimes taking place in a particular area. The information may also help investigators to link together gender-based misconduct crimes committed by the same perpetrator, based on the similarities in the geographic region or patterns of behavior.

B. **Victim Confidentiality.** The University recognizes the sensitive nature of gender-based misconduct crimes and is committed to protecting the privacy of any individual who reports an incident of sexual violence. Different officials on campus are, however, able to offer varying levels of privacy protection to victims. Some information in reports made to law enforcement may be made public consistent with the requirements under N.C. Gen. Stat 132.

Confidentiality will be maintained as much as possible; however, there are limits to confidentiality when reports are made to University officials, as designated Responsible Employees are required to report to the Title IX Coordinator. The University will not make identifying information about the victim public. Reports made to medical professionals and mental health counselors will not be shared with third parties except in cases of imminent danger to the victim or a third party.

Some level of disclosure may be necessary to ensure a complete and fair investigation, although the University will comply with requests for confidentiality to the extent possible.

North Carolina requires mandatory reporting of child abuse (N.C. Gen. Stat 7B-301). Abuse of a disabled or elder adult (N.C. Gen Stat 108 A-2), and certain offenses including sexual assault or rape (N.C. Gen Stat 115C-288(g)).

C. **The Role of Certain Employees to Report and Respond to Gender-based misconduct Crimes.** The University encourages anyone who has experienced gender-based misconduct to talk to someone about what happened, to ensure they are informed of the available support, resources and applicable complaint processes and to allow the University to respond appropriately. The information below explains the obligations of certain employees to report information brought to their attention regarding incidents of sexual misconduct to the appropriate University officials.

1. **Responsible Employees.** Pursuant to Title IX, a “responsible employee” includes those University employees who have the authority to redress gender-based misconduct, who have the duty to report incidents of gender-based misconduct, or
whom a student could reasonably believe has this authority or duty. The University’s responsible employees include, but are not limited to:

a. All instructors, including full-time professors, adjuncts, lecturers, associate instructors (AIs), teaching assistants (TAs), and any others who offer instruction (whether in-person or online) or office hours to students;

b. All advisors;

c. All coaches, and other athletic staff who interact directly with students;

d. All student affairs administrators;

e. All residential hall staff;

f. All employees who work in offices that interface with students; and

g. All supervisors and University officials.

2. **Campus Security Authorities.** Pursuant to the Cleary Act, campus security authorities (CSAs) are individuals who have significant responsibility for student and campus activities. The Act (34 CFR 668.46) defines a CSA as:

a. A campus police department or a campus security department of an institution.

b. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department such as an individual who is responsible for monitoring entrance into institutional property.

c. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

d. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

3. **Title IX Coordinator:** Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault. In accordance with its Title IX obligations, Shaw University has designated Mr. Lee Wood of the Department of Human Resources as the University’s Title IX Coordinator who works collaboratively throughout the University to enforce and monitor gender-based misconduct proceedings. The Title IX coordinator should be notified immediately upon the report of any sexual assault or sexual misconduct in order to monitor proceedings and address any systematic problems or patterns of abuse. The Title IX Coordinator will conduct an investigation, which may take up to 60 days to complete, and provide results of the investigation to the Judicial Affairs committee for review and appropriate action. Persons with questions, concerns or complaints regarding Title IX violations should contact the Title IX Coordinator, Mr. Lee Wood who is located in Shaw University’s Department of Human Resources, 1st Floor, Tyler Hall, (919)546-8533 lee.wood@shawu.edu.
4. **Retaliation.** Retaliation against any person involved in the investigation, including the complainant, respondent, witnesses, or the investigators, is strictly prohibited and may result in disciplinary action, including additional interim or permanent measures. The University defines retaliation as any adverse action taken against an individual who has participated in any manner in an investigation, proceeding, or hearing under these policies and procedures. Shaw University prohibits all forms of retaliation, intimidation, threats or harassment via online or through use of technology against anyone for reporting gender based misconduct crimes, and the University will take strong responsive action if retaliation occurs. Retaliation should be reported immediately to the Title IX Coordinator (*refer to chart for contact information).

V. UNIVERSITY RESPONSE

A. **Victim Accommodation.** Shaw University is committed to providing students and employees a safe learning or working environment regardless of whether or not they report an incident of gender-based misconduct to law enforcement or pursue any formal action. Upon request, Shaw University will make any reasonably available change to a victim’s academic, housing, transportation, and/or working situation. Students may contact the Office of Student Affairs at 919-719-6333 or Residential Life for assistance.

If the victim reports to Campus Police, the office can refer the victim to local law enforcement to obtaining a North Carolina protective/restraining order from a criminal court. The University is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. The University is also committed to protecting victims from any further harm, and Campus Police, Vice President of Student Affairs and Judicial Affairs may issue a no-contact.

B. **Education Programs.** The University is committed to increasing the awareness of and prevention of the forms of gender-based misconduct. All incoming students and new employees are provided with programming and strategies intended to prevent the occurrence of gender-based misconduct acts such as sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches; that includes a clear statement that the University prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include:

1. Student Orientation
2. New Employee Orientation
3. Housing and Residence Life Workshops
4. Alcohol, Drug, and Sexual Assault Prevention
5. Bystander Intervention Training
6. Title IX Workshops

C. **Judicial/Adjudication Proceedings.** The University strictly prohibits all acts of gender-based misconduct crimes including sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students, employees and other affiliates may also face disciplinary action by the University. Individuals found responsible for having committed such a violation may face permanent expulsion, termination of employment, suspension, or probation. The Office of Judicial Services will handle incidents involving accused students.

All judicial proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution by officials who have
received annual training on how to conduct an investigation, and conduct a hearing in a manner that protects the safety of victims and promotes accountability. The Vice President for Student Affairs and the Judicial Conduct Board will make the determination of responsibility for students. Some examples of the interim measures they can be put into place are as followed: no contact order, class changes, rescheduling assignments and examinations, housing assignment change, ability to drop courses after normal dates and providing an escort to walk with reporting party around campus.

In all proceedings, including any related meetings, both the complaint and respondent are entitled to the same opportunities to have others present including the right to be accompanied by an advisor of their choice. Both the student respondent and the complainant shall simultaneously be informed in writing of the outcome made by the Vice President of Student Affairs and the Office of Judicial Services. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

Sanctions for a finding of responsibility include, but are not limited to, expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions. The Judicial Conduct Board has complete discretion regarding sanctioning. In determining appropriate sanction(s) for a violation of this policy, the hearing body will first consider whether expulsion (permanent removal) from the University is appropriate. While expulsion is the starting point for consideration, the Judicial Conduct Board has discretion to decide that different sanctions are appropriate. Factors that are pertinent to the determination of what sanctions applies include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the respondent (shared with a panel only upon a finding of responsibility to the allegation), respondent’s willingness to accept responsibility for his/her actions, previous University response to similar conduct and University interests.

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

Violations may result in policy education, 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.

D. Timing. The Title IX Coordinator will notify Judicial Services (*Judicial Services will also notify Title IX if they are made aware of any cases before the Title IX Coordinator) of gender misconduct incidents. The Title IX Coordinator will conduct an investigation, which may take up to 60 days to complete, and provide results of the investigation to the Judicial Affairs committee for review and appropriate action. After receipt of information, if appropriate a hearing will be held within 5-10 business days after close of Title IX investigation. It need not take longer unless exigencies or the investigation require delay. The longer you have a potentially dangerous student at-large on campus, the greater your institutional vulnerability if another student is assaulted. A finding should be reached by the board within 48 hours (2 business days) of the conclusion of the hearing. Again, the victim should be made aware of when the accused is informed of the outcome and the sanction, because of the possibility of retaliation.

E. Appeals. After a decision has been made by an initial hearing body, a student can choose to accept the decision or a student can file an appeal of the decision. An appeal request should be written by the student that was found responsible. The request should be submitted to the Judicial Office via the electronic link found in the decision letter sent to the student after the conduct hearing. A request for an appeal must be completed within 120 hours from the time the decision letter was sent.
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.

Key points relative to complaints of gender-based misconduct in the University’s process include:

1. The victim is identified as the complainant. The accused is identified as the respondent.
2. Mediation between the parties is not appropriate in gender-based misconduct cases.
3. If the respondent accepts responsibility for violation of the Student Code, the hearing officer will issue the appropriate sanction and no hearing will be held before the Judicial Conduct Board.
4. The standard for determining responsibility is the preponderance of the evidence (i.e. more likely than not).
5. The Judicial Conduct Board members have been trained for their responsibility, including training for adjudication of gender-based misconduct complaints. Either the complainant or the respondent may object to any member of the Board based on bias.
6. All rights throughout the process, including notice of hearing, opportunity to present witnesses or other relevant evidence, having an advisor present, etc. are provided equally to both the complainant and respondent.
7. Questions for either party may only be asked by members of the Judicial Conduct Board. Cross examination of a party by a party is not permitted. Either party may submit a question for consideration to the Judicial Conduct Board. There will be no questions about the complainant’s prior sexual conduct with anyone other than the respondent.
8. Evidence of a prior consensual relationship between the parties does not by itself imply consent or preclude a finding of responsibility for gender-based misconduct.
9. Upon request of the complainant or the respondent, arrangements will be made to allow the hearing to continue without both parties present in the same room. The use of closed circuit TV or similar technology may be used.
10. If the respondent is found to be responsible for gender-based misconduct, the extent of the misconduct, as well as the respondent’s prior disciplinary history if any, will determine the resulting sanction. The sanction imposed will range from University Suspension to University Expulsion.

Under the *Good Samaritan Practice, the University will not pursue disciplinary action for drug or alcohol violations, or most other violations of the Code of Student Conduct, against a victim or witness who comes forward in good faith to report sexual misconduct or harassment. While violations cannot always be completely overlooked, the University will provide educational options rather than punishment, in such cases. This limited immunity does not extend to the perpetrator(s) of the gender-based misconduct or harassment, crimes of violence, or other serious criminal behavior.

For additional information regarding student conduct proceedings, please consult the Student Handbook concerning Student rights and steps in the judicial process or available copies of the policy are located in Student Affairs offices. For additional information about employee conduct proceedings please consult the following: (See Handbook of Student Discipline and the Judicial Process for additional information
F. References

2. **Rape, Abuse, & Incest National Network (RAINN).

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 an 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.

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 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.

**Intellectual Property Policy**

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. *(See Appendix D)*

**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:

- Students must fully disclose any medical or psychological information that may affect the health
  and safety of said student, other students, faculty or staff.
- All student records are held in strict confidence and will only be released on a need to know
  basis.
- 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.
- No health or psychological records will be used to persecute, punish, ostracize or otherwise
  intimidate any student.
- 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.
- 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

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.

Residences Safety Policies and Regulations
All students desiring to live on campus must complete the required housing reservation forms and submit the required $150 non-refundable reservation fee. New freshmen receive priority consideration for on campus housing. Returning students must submit housing reservation forms prior to June 15 for the upcoming semester to be considered for on campus housing. The University reserves the right to deny on campus housing if deemed necessary.

1. 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.

2. 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.

3. **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 be assessed the cost of the lock change.

4. 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 its original place before checking out of the residence hall.

5. 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 charge and have the item(s) confiscated.
   g. Extension cords are prohibited. Only surge-protected power strips are permitted. Use of extension cords may result in a $50.00 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.**
6. Room inspections will be conducted on a regular basis as determined by the Residence Staff. Official room inspections do 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.

7. 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.

8. "Quiet Hours" are 11:00 p.m.-8:00 a.m. in the Living and Learning Centers. The “quiet hours” policy guarantees individual’s 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, 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.

9. To maintain a safe, comfortable and quiet environment, playing sports in hallways or lobbies is also not allowed.

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 a Shaw University. Plagiarism is:

1. Presenting someone else’s idea but not giving credit for it (thereby implying the idea is ours).
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 expulsions 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.

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

2. 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.

3. A complainant is a person who is subject to alleged sexual harassment. A respondent is a person who’s 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. RESPONSIBILITY

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.

E. **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 Campuses:

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:
   a. 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.

V. 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 severe 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 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.

**Gambling Policy**

The Shaw University Counseling Center has developed a gambling policy to be included in the student handbook. The University expects students and student organizations to abide by federal and state laws prohibiting illegal gambling.
Gambling shall mean any illegal game or contest played for money or for any form of property or item of value. Gambling includes, but is not limited to, games played with cards, dice, or other gambling devices which involve betting and/or wagering.

Shaw University's code of conduct lists gambling as a disciplinary offense. Participation in any gambling-related activities on campus or on University-controlled property that have not been approved and or administered in accordance with the laws and regulations of the State of North Carolina.

Smoke-Free 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.

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

SECTION 1. FINDINGS AND INTENT.

The 2006 U.S. Surgeon General's Report, *The Health Consequences of Involuntary Exposure to Tobacco Smoke*, has concluded that (1) secondhand smoke exposure causes disease and premature death in children and adults who do not smoke; (2) children exposed to secondhand smoke are at an increased risk for sudden infant death syndrome (SIDS), acute respiratory problems, ear infections, and asthma attacks, and that smoking by parents causes respiratory symptoms and slows lung growth in their children; (3) exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer; (4) there is no risk-free level of exposure to secondhand smoke; (5) establishing smoke free workplaces is the only effective way to ensure that secondhand smoke exposure does not occur in the workplace, because ventilation and other air cleaning technologies cannot completely control for exposure of nonsmokers to secondhand smoke; and (6) evidence from peer-reviewed studies shows that smoke free policies and laws do not have an adverse economic impact on the hospitality industry. (U.S. Department of Health and Human Services. *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006.) According to the 2010 U.S. Surgeon General's Report, *How Tobacco Smoke Causes Disease*, even occasional exposure to secondhand smoke is harmful and low levels of exposure to secondhand tobacco smoke lead to a rapid and sharp increase in dysfunction and inflammation of the lining of the blood vessels, which are implicated in heart attacks and stroke. (U.S. Department of Health and Human Services. *How Tobacco Smoke Causes Disease: The Biology and Behavioral Basis for Smoking-Attributable Disease: A Report of the Surgeon General*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2010.) According to the 2014 U.S. Surgeon General's Report, *The Health Consequences of Smoking—50 Years of Progress*, secondhand smoke exposure causes stroke in nonsmokers. The report also found that since the 1964 Surgeon General's Report on Smoking and Health, 2.5 million nonsmokers have died from diseases caused by tobacco smoke. (U.S. Department of Health and Human Services. *The Health Consequences of Smoking—50 Years of Progress*. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014.)
Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke (also known as environmental tobacco smoke) is a cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. The National Cancer Institute determined in 1999 (Monograph #10) that secondhand smoke is responsible for the early deaths of approximately 53,000 Americans annually. (National Cancer Institute (NCI), "Health effects of exposure to environmental tobacco smoke: the report of the California Environmental Protection Agency. Smoking and Tobacco Control Monograph 10," Bethesda, MD: National Institutes of Health, National Cancer Institute (NCI), August 1999.)

Based on a finding by the California Environmental Protection Agency in 2005, the California Air Resources Board has determined that secondhand smoke is a toxic air contaminant, finding that exposure to secondhand smoke has serious health effects, including low birth-weight babies; sudden infant death syndrome (SIDS); increased respiratory infections in children; asthma in children and adults; lung cancer, sinus cancer, and breast cancer in younger, premenopausal women; heart disease; and death. (California Air Resources Board (ARB), "Appendix II Findings of the Scientific Review Panel: Findings of the Scientific Review Panel on Proposed Identification of Environmental Tobacco Smoke as a Toxic Air Contaminant as adopted at the Panel’s June 24, 2005 Meeting," California Air Resources Board (ARB), September 12, 2005.)

The U.S. Centers for Disease Control and Prevention has determined that the risk of acute myocardial infarction and coronary heart disease associated with exposure to tobacco smoke is non-linear at low doses, increasing rapidly with relatively small doses such as those received from secondhand smoke or actively smoking one or two cigarettes a day, and has warned that all patients at increased risk of coronary heart disease or with known coronary artery disease should avoid all indoor environments that permit smoking. (Pechacek, Terry F.; Babb, Stephen, "Commentary: How acute and reversible are the cardiovascular risks of secondhand smoke?" British Medical Journal 328: 980-983, April 24, 2004.)

Unregulated high-tech smoking devices, commonly referred to as electronic cigarettes, or “e-cigarettes,” closely resemble and purposefully mimic the act of smoking by having users inhale vaporized liquid nicotine created by heat through an electronic ignition system. After testing a number of e-cigarettes from two leading manufacturers, the Food and Drug Administration (FDA) determined that various samples tested contained not only nicotine but also detectable levels of known carcinogens and toxic chemicals, including tobacco-specific nitrosamines and diethylene glycol, a toxic chemical used in antifreeze. The FDA’s testing also suggested that “quality control processes used to manufacture these products are inconsistent or non-existent.” ([n.a.], "Summary of results: laboratory analysis of electronic cigarettes conducted by FDA," Food and Drug Administration (FDA), July 22, 2009; http://www.fda.gov/NewsEvents/PublicHealthFocus/ucm173146.htm Accessed on: October 22, 2009)

According to a more recent study, electronic cigarette emissions are made up of a high concentration of ultrafine particles, and the particle concentration is higher than in conventional tobacco cigarette smoke. (Fuoco, F.C.; Buonanno, G.; Stabile, L.; Vigo, P., "Influential parameters on particle concentration and size distribution in the mainstream of e-cigarettes," Environmental Pollution 184: 523-529, January 2014.) Electronic cigarettes produce an aerosol or vapor of undetermined and potentially harmful substances, which appear similar to the smoke emitted by traditional tobacco products. Their use in workplaces and public places where smoking of traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing the smoking prohibitions.

According to the American Nonsmokers’ Rights Foundation, more than 1,300 colleges and universities in the United States have adopted smoke free or tobacco-free policies and this number is rising steadily. The American College Health Association “encourages colleges and universities to be diligent in their efforts to achieve a 100% indoor and outdoor campus-wide tobacco-free environment.” The United States Department of Health and Human Services (HHS) has created the Tobacco-Free College Campus Initiative (TFCCI) to promote and support the adoption and implementation of tobacco-free policies at universities, colleges, and other institutions of higher learning across the United States.
The smoking of tobacco, hookahs, or marijuana and the use of electronic cigarettes are forms of air pollution and constitute both a danger to health and a material public nuisance.

Accordingly, the Shaw University Governing Body finds and declares that the purposes of this policy are (1) to protect the public health and welfare by prohibiting smoking, including the use of electronic cigarettes, on the Shaw University campus; (2) to guarantee the right of nonsmokers to breathe smoke free air, while recognizing that the need to breathe smoke free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive living/learning environment for all members of our campus community.

SECTION 2. DEFINITIONS

A. **Electronic Smoking Device** means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

B. **Hookah** means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

C. **Smoking** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

SECTION 3. SMOKING PROHIBITED ON SHAW UNIVERSITY CAMPUS

In light of the above findings, the Shaw University campus shall be entirely smoke-free effective August 1, 2015.

The Smoke-free Policy applies to all Shaw University facilities, property, and vehicles, owned or leased, regardless of location. Smoking shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, and waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within Shaw University housing. Smoking shall also be prohibited outdoors on all Shaw University campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Section 4. Promotion and Sale of Tobacco Products Prohibited on Shaw University Campus

In further recognition of the incompatibility of the University’s educational mission and the promotion of tobacco products:

- No tobacco-related advertising or sponsorship shall be permitted on the Shaw University property, at any university sponsored events, or in publications produced by the University, with the exception of advertising in a newspaper or magazine that is not produced by the University and which is lawfully sold, bought, or distributed on Shaw University property. For the purposes of this policy, “tobacco related” applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.
- Cigarettes, including electronic cigarettes, cigars, and pipes, including hookah pipes, shall not be sold or distributed as samples on university grounds, either in vending machines, the student union, or any area on campus.
Copies of this policy shall be distributed to all faculty and staff and shall be included with information given to all admitted students. Announcements shall also be printed in campus newspapers to insure that everyone understands the policy. No Smoking signs shall be posted at all points of entry to the Shaw University campus and at all University building entrances. No ashtrays shall be provided at any location on campus.

On-site smoking cessation programs shall be made available to assist and encourage individuals who wish to quit smoking.

Questions and problems regarding this policy should be handled through existing departmental administrative channels and administrative procedures.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All students, faculty, and staff share in the responsibility for adhering to and enforcing this policy. Violations of the policy will be treated in accordance with general campus disciplinary procedures.

This Policy has been effective since August 1, 2015.

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 drivers' license. Report a lost or stolen card immediately to the ID Office. A $10 fee will be charged for a first replacement and $50.00 thereafter.

- CAMPUS POLICE EMERGENCY: 919-546-8249
- ID OFFICE: 919-546-8620

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 credit hours x 0.67 = 21 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 credit hours x 150% = 185 credit hours).]

QUALITATIVE STANDARD:

A student’s cumulative grade point average must meet the criteria specified 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.

1. Students who have an academic warning, readmitted after an academic suspension or dismissal must adhere to the following:
2. Enroll in no more than 13 semester hours.
3. Repeat all failed courses that are core requirements for their degree or required for their major.
4. 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.
5. 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

Student 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) Grievances may entered online at https://bearsnet.shawu.edu/ICS/Grievance_Form/.

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:

1. Instructor
2. Division Head
3. Vice President of Academic Affairs

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. The Associate Vice President for Student Affairs 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. Associate Vice President for Student Affairs
6. Vice President for 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 Associate Vice President of Student Affairs 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 Associate Vice President of Student Affairs.

All student concerns will be addressed within two weeks of notification to Student Affairs/Academic Affairs. Issues will be resolved in a timely fashion as time and resources will allow. Grievances may entered online at https://bearsnet.shawu.edu/ICS/Grievance_Form/.
STUDENT COMPLAINT/GRIEVANCE FORM

Please file all complaints/grievances within ten (10) days.

Date:__________________ Complainant Name:_________________________________________

ID#: ___________________________ Phone: _________________________

Address________________________________________________________________________

_______________________________________________________________________________

E-mail ___________________________ Semester: ☐ Fall ☐ Spring ☐ Summer

Date Complaint Filed ____________________

Pertinent Information _____________________________________________________________

Name(s) involved Date(s) of incident(s) Witnesses ______________________________________

Please indicate the type of complaint:

☐ Disciplinary Action Food Services ☐ Library ☐ Sexual Harassment
☐ Student Services ☐ Custodial Services ☐ Chapel
☐ Discrimination ☐ Housing Maintenance ☐ Classroom
☐ Personal Records ☐ Health Services ☐ IT Services
☐ Instructor Non-Academic ☐ Student Activities ☐ Mailroom
☐ Grades ☐ 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 Office 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
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;

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.

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.

Social Media Policy

The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. Social media includes, without limitation, blogs, texting and propriety platforms such as Facebook, Twitter, Instagram, YouTube, LinkedIn, Google+, Flickr and Snapchat. However, use of these tools also hold the possibility of a host of unintended consequences. The University has therefore developed a social media policy to provide guidance concerning the use of social media through the University’s network, systems or equipment and/or the use of social media to represent or discuss matters related to Shaw University and/or members of the University community.
This policy applies to use of all social media by Shaw University students, faculty and staff and provides rules for the administration of official University social media sites and profiles.

SOCIAL MEDIA GUIDELINES WHEN POSTING AS AN INDIVIDUAL

Students are encouraged to share University news and events that are a matter of public record with their family and friends. Linking straight to the information source is an effective way to help promote the mission of Shaw University and build community.

When you are using social media for personal purposes, you need to make sure it is clear to the audience that you are not representing the position of the University or any University policy. When posting to a social media site, you should:

- **Do no harm.** Let your Internet social networking do no harm to Shaw University or to yourself, whether you’re navigating those networks on the campus or off.
- **Does it pass the publicity test?** If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this published in the newspaper or posted on a billboard tomorrow or 10 years from now?
- **Be aware of liability.** You are personally responsible for the content you publish on blogs, wikis, or any other form of user-generated content. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the courts). Increasingly, employers are conducting web searches on job candidates before extending offers. Be mindful that what you publish will be public for a long time—be sure that what you post today will not come back to haunt you.
- **Maintain transparency.** The line between professional and personal business is sometimes blurred: Be thoughtful about your posting’s content and potential audiences. Be honest about your identity. In personal posts, you may identify yourself as a Shaw University student. However, please be clear that you are sharing your views as an individual. If you identify yourself as a member of the Shaw University community, ensure your profile and related content are consistent with how you wish to present yourself as a scholar and professional.
- **Think before you post.** There’s no such thing as a “private” social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Only post pictures that you would be comfortable sharing with the general public (current and future peers, employers, etc.).
- **Take the high ground.** If you identify your affiliation with Shaw University in your comments, readers may associate you with the University, even with the disclaimer that your views are your own. Remember that you’re most likely to build a high-quality following if you discuss ideas and situations civilly. Don’t pick fights online.
- **Respect your audience.** Don’t use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in Shaw University’s community. You should also show proper consideration for others’ privacy and for topics that may be considered sensitive, such as politics and religion. You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.
- **Correct mistakes.** If you make a mistake, admit it. Be upfront and be quick with your correction. If you’re posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.
- **Protect your identity.** While you should be honest about yourself, don’t provide personal information that scam artists or identity thieves could use. Don’t list your home address or telephone number. It is a good idea to create a separate email address that is used only with social media sites.
- **Don’t use pseudonyms.** Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.
• **Use a disclaimer.** If you publish content to any website outside of Shaw University and it has something to do with the subjects associated with Shaw University, use a disclaimer such as this: “The postings on this site are my own and do not represent Shaw University’s positions, strategies, or opinions.” A common practice among individuals who regularly post to an audience is to include a disclaimer on their site, usually on their “About Me” page. If you discuss higher education on your own social media site, we suggest you include a sentence similar to this: “The views expressed on this [blog, website] are mine alone and do not necessarily reflect the views of Shaw University.” This is particularly important if you could be perceived to be in a leadership role at Shaw University.

• **Don’t use the Shaw University logo or make endorsements.** Do not use the Shaw University logo, wordmark, or any other Shaw University marks or images on your personal online sites. Do not use Shaw University’s name to promote or endorse any product, cause, or political party or candidate.

• **Maintain Confidentiality of the University.** Do not post confidential or proprietary information about Shaw University, its faculty and staff, alumni or fellow students. Use good ethical judgment and follow the University’s policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA). Please review the student code of conduct for more information.

• **Maintain privacy.** Do not discuss a situation involving named or pictured Shaw University community members on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.

• **Be responsible.** What you write is ultimately your responsibility. What you say directly reflects on the University.

• **Be accurate.** Make sure that you have all the facts before you post. It’s better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible—that’s how you build community.

### SAFETY AND PRIVACY TIPS FOR SOCIAL MEDIA NETWORKING

The Internet is open to a worldwide audience. When using social media channels, ask yourself:

1. Did I set my privacy setting to help control who can look at my profile, personal information, and photos? You can limit access somewhat but not completely, and you have no control over what someone else may share.

2. How much information do I want strangers to know about me? If I give them my cell phone number, address, email, class schedule, a list of possessions (such as my CD collection), how might they use it? With whom will they share it? Not everyone will respect your personal or physical space.

3. What if I change my mind about what I post? For instance, what if I want to remove something I posted as a joke or to make a point? Have I read the social networking site’s privacy and caching statements? Removing material from network caches can be difficult. Posted material can remain accessible on the Internet until you’ve completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.

4. Have I asked permission to post someone else’s image or information? Am I infringing on their privacy? Could I be hurting someone? Could I be subject to libel suits? Am I violating network use policy or HIPAA privacy rules?

5. Does my equipment have spyware and virus protections installed? Some sites collect profile information to SPAM you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.
Social media can pose risks for many users, particularly young people. Social media has been used to facilitate “new” crimes such as revenge porn, prompting calls for harsher criminal punishment. Please be aware that the following social media behaviors can incur both on campus disciplinary and criminal consequences. Please refer to the Student Discipline and Judicial Process handbook for detailed information.

1. Online Threats, Stalking, Cyberbullying. The most commonly reported and seen crimes that occur on social media involve people making threats, bullying, harassing, and stalking others online. If you feel threatened by a statement made online to you, or believe a direct threat is credible, it’s probably a good idea to consider contacting Shaw University Campus police.

2. Hacking and Fraud. Although logging into a friend’s social media account to post an embarrassing status message may be forgivable between friends, it, technically, can be a serious crime. Additionally, creating fake accounts, or impersonation accounts, to trick people (as opposed to just remaining anonymous), can also be punished as fraud depending on the actions the fake/impersonation account holder takes.

3. Buying Illegal Things. Connecting over social media to make business connections, or buy legal goods or services may be perfectly legitimate. However, connecting over social media to buy drugs, or other regulated, controlled or banned products is illegal.

4. Posting Videos of Criminal Activity. As smartphone and social media technology continue to improve hand in hand, more and more criminals are posting videos of their crimes such as theft and assault on social media.

5. Posting “Revenge Porn”. Revealing or sexually explicit images or videos of a person posted on the Internet, typically by a former sexual partner, without the consent of the subject and in order to cause them distress or embarrassment is considered “revenge porn”. These postings are unethical and immoral and further presents a life-altering problem for the victim because being exposed in a compromising situation (such as being photographed or videotaped in the nude or in sexual acts) violates the victim’s privacy and causes immense humiliation.