



# University of Mount Olive 2019-2020

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## **USING THIS BOOK**

The Student Handbook is designed to answer students' questions and to make students aware of important information and policies at all University locations. Since no one publication can adequately do this for all students, you are encouraged to seek and use other resources also available to you, specifically the University Catalog and the University faculty and staff at each location. Questions pertaining to this publication should be directed to the Office of the Vice President for Student Affairs. The University of Mount Olive reserves the right to change policies and procedures. Students are usually notified of changes by campus e-mail. Link to the University of Mount Olive Public Policies: <https://myumo.moc.edu/services/ir/Policies/Pages/default.aspx>

# **THE UNIVERSITY OF MOUNT OLIVE**

## **A COMMITMENT TO EDUCATION**

### **SECTION 1**

#### **THE UNIVERSITY OF MOUNT OLIVE MISSION STATEMENT**

**1.1**

##### **Mission**

The University of Mount Olive is a Christian faith-based, values-centered private institution rooted in the liberal arts tradition. We serve our students, our founding church, and our communities.

##### **Vision**

The University of Mount Olive will exemplify lifelong learning and engaged participation among our students, faculty, staff, and constituents. To serve our students, our founding church, and the communities in which we are located, we will:

- Provide our students – regardless of age, location, or learning style – a high quality education rooted in the liberal arts and strengthened by Christian values
- Enrich and support the ministries of our founding church
- Customized innovated and beneficial services to each community in which we are located

##### **Values**

The following core values are fundamental to achieving our mission and vision and are articulated in our University Covenant:

- Honesty and Trustworthiness
- Justice and Courage
- Responsibility and Gratitude
- Caring and Respect

## UNIVERSITY COVENANT

## 1.2

The University of Mount Olive strives for higher learning, higher standards and higher values for its Board of Trustees, administration, faculty, staff and students through its commitment to integrating a chosen set of virtues into all aspects of the University. These virtues illustrate what the University considers appropriate and necessary for fostering the development of a healthy, safe, and caring University community. The University community includes the Board, administration, faculty, staff and students. Established by the Original Free Will Baptist Church, The University of Mount Olive calls for each person in this community to demonstrate the virtues modeled by Jesus Christ who taught that the demands of the gospel could be summarized in one word: love. “. . . Love the Lord thy God with all thy heart . . . soul . . . mind and . . . strength and love thy neighbor as thyself. There is none other commandment greater than these.” (Mark 12:30-31) The New Testament word for love is agape, which has been defined as sacrificial love and the desire for the highest well-being of other persons. This kind of love provides the conceptual framework for the discussion of the virtues that persons in this community are called to manifest. The virtues are described below:

**Honesty & Trustworthiness:** People who are honest tell the whole truth to people who have the right to know the truth, which includes telling the truth about issues that people may be unaware exist but which directly affect them. They do not shade the truth, withhold parts of the truth, or remain silent when others are misrepresenting the truth. People who are trustworthy keep promises, commitments, and confidences, and are steadfast in their honesty, support, and loyalty.

**Justice & Courage:** People who are just are fair in their interaction with others, treating them in ways that they themselves expect to be treated and are advocates for those who are not being treated justly. They do not place others at a disadvantage by harassing, intimidating, cheating, stealing, damaging their reputations or property, or in any other way deprive others of their rights to free speech, privacy, equal opportunity, and due process. Courageous people have a moral compass which they carry with them in all situations and follow it even when it costs them dearly. They do not rationalize their lack of courage by assuring themselves they cannot correct the situation or it is not their responsibility to do so.

**Responsibility & Gratitude:** People who are responsible accept full accountability for all of their behavior, including mistakes and wrongdoing, and do all in their power to undo any harm their behaviors have caused. They do not shirk opportunities to admit their mistakes by making excuses, blaming others, or diminishing the gravity of their mistakes. People who have gratitude acknowledge the help and support they receive from others and demonstrate their thankfulness in clear and meaningful ways. They do not ignore the help they receive from others, forget to acknowledge it or feel that they somehow deserve the help, and hence experience no need to express gratitude.

**Caring & Respect:** Caring people are sensitive to the material, psychological, and spiritual needs of others and are willing to make sacrifices to help others meet those needs, whether these individuals are friends or disenfranchised people. They do not assume a self-centered or permissive attitude, which frees them to concentrate on their own welfare and ignore that of everyone else. People who are respectful behave in a way that is appropriate for their environment including physical location, people and situation, and they are good stewards of our community. Respectable behavior mandates decent etiquette and quality of character.

In summary, the Board of Trustees, administration, faculty, staff, and students at The University of Mount Olive recognize the importance of Christian values and high standards of education. While people come to this University from many backgrounds, each person who chooses to be a part of this community is expected to strive for these high standards.

*\*The University of Mount Olive does not discriminate on the basis of race, sex, color, national or ethnic origin, age, or handicap in the administration of its personnel and educational policies. It admits all qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.*

**David L. Poole, President**

B.A., M.Ed., Ed.D.

**The Executive Council includes the following administrative officers:**

**Carol G. Carrere, Executive Vice President**

B.S., M.S., Ph.D.

**David Dommer, Associate Vice President for Adult and Graduate Programs**

B.S., Ph.D.

**Jeff Eisen, Director of Athletics**

B.S., M.S., J.D. K.

**David Hines, Vice President for Academic Affairs**

A.S., B.A., M.Div., D.Min.

**Jeremy Shreve, Vice President for Finance and Administration**

B.S., C.P.A.

**Lisa Nuesell, Associate VP for Adult and Graduate Operations  
and Enrollment Management**

B.A., M.Ed., Ed.D.

**Dan Sullivan, Vice President for Student Affairs**

B.A., M.Ed., Ph.D.

**Tim Woodard, Vice President for Enrollment**

B.S.

## HOURS OF CAMPUS SERVICES

## 1.4

### Bookstore (Barnes & Noble)

8:00 a.m. – 5:00 p.m. Monday – Friday

### Deacon Jones Coffee Shop (Located on ground floor of Raper Hall)

7:30 a.m. – 8:00 p.m. Monday – Thursday  
(Sandell's Cafe 11:30 a.m. – 8:00 p.m.)

7:30 a.m. – 2:00 p.m. Friday  
(Sandella's Cafe 11:30 a.m. – 2:00 p.m.)

### Dining Hall

<b>Breakfast</b>	7:30 a.m. – 10:00 a.m.	Monday – Friday
<b>Continental Breakfast</b>	10:00 a.m. – 11:00 a.m.	Monday – Friday
<b>Brunch</b>	11:00 a.m. – 1:30 p.m.	Saturday- Sunday
<b>Lunch</b>	11:30 a.m. – 1:15 p.m.	Monday – Friday
	1:15 p.m. – 5:00 p.m. (Salad bar, subs, pizza, & grill)	
	11:30 a.m. – 2:00 p.m.	Sunday
<b>Dinner</b>	5:00 p.m. – 7:30 p.m.	Monday – Thursday
	5:00 p.m. – 6:00 p.m.	Friday- Sunday

### Moye Library

8:00 a.m. – 11:00 p.m. Monday – Thursday

8:00 a.m. – 4:30 p.m. Friday

11:00 a.m. – 3:00 p.m. Saturday

2:00 p.m. – 11:00 p.m. Sunday

Summer Hours (Early May – Late August)

8:00 a.m. – 8:00 p.m. Monday – Thursday

8:00 a.m. – 4:30 p.m. Friday

Closed Saturday & Sunday

(Schedule varies during exams and holidays)

### Pope Wellness Center

6:00 a.m. – 10:00 p.m. Monday – Thursday

6:00 a.m. – 8:00 p.m. Friday

8 00 a.m. – 5:00 p.m. Saturday

1:00 p.m. – 8:00 p.m. Sunday

### Registrar's Office

8:00 a.m. – 6:00 p.m. Monday – Thursday

8:00 a.m. – 5:00 p.m. Friday

### Students Accounts (Business Office)

8:00 a.m. – 6:00 p.m. Monday – Thursday

8:00 a.m. – 5:00 p.m. Friday

### Student Health Services

Nurse: 7 a.m. – 4 p.m. Monday – Friday

Counseling Services: By appointment

\*All hours subject to change due to holiday schedules and inclement weather

## UNIVERSITY DIRECTORY

1.5

The University of Mount Olive, Mount Olive, NC 800-653-0854

Academic Affairs .....	919-658-7704
Academic Resource Center .....	919 658-7693
Admissions .....	919-658-7794
Athletics .....	919-658-7759
Bookstore .....	919-658-7763
Business Office .....	919-658-7883
Campus Safety .....	919-658-7520
Career Development .....	919-658-7750
Campus Chaplain .....	919-658-7749
Counseling Services .....	919-658-7500
Food Services .....	919-658-7767
Student Accessibility .....	919-658-7750
Financial Aid .....	919-658-7892
Health Services .....	919-658-7888
Moye Library .....	919-658-7869
Maintenance .....	919-658-7171
Pope Wellness Center .....	919-635-3774
Public Relations .....	919-658-7754
Registrar .....	919-658-7835
School of Arts and Sciences .....	919-635-2787
Student Affairs .....	919-658-7838
Switchboard .....	919-658-2502
Technology Services & Support .....	919-658-7679
Tillman School of Business .....	919-658-7692
Writing Center .....	919-658-7772

## THE UNIVERSITY OF MOUNT OLIVE LOCATIONS

1.6

New Bern .....	252-633-4464	800-868-8479
Research Triangle Park .....	919-941-2970	888-258-5188
Goldsboro (SJAFB) .....	919-658-7752	
Wilmington .....	910-256-0255	800-300-7478
Washington .....	252-940-0146	866-316-1757
Jacksonville .....	910-455-1677	
Evening College Office .....	919-658-7775	



## UNIVERSITY OFFICES AND SERVICES

### SECTION 2

*The following is a listing of services and programs sponsored by The University of Mount Olive. For further information, students are encouraged to review the University Catalog (<https://myumo.umo.edu/academic/umocatalog/Pages/default.aspx>) see the specific office, or inquire at the Student Affairs Office.*

#### **ACADEMIC ADVISING**

**2.1**

Academic advising is coordinated through the Registrar's Office and Director for Traditional Academic Advising. This includes assignment of students to an academic advisor, assistance with building a schedule and registration procedures, and coordination of declaring a major or changing majors. New and transfer student orientation is also coordinated through this office in conjunction with the Office of Student Affairs.

##### **Proactive Advising**

All students at the University of Mount Olive are assigned an academic advisor that will work proactively with students to identify potential issues before they become critical. Advisors monitor attendance, GPA, and performance of students in each semester, and recommend courses of action utilizing a host of student services to coordinate efficient processes.

##### **University Administration**

##### **K. David Hines, Vice President for Academic Affairs,**

A.S., B.A., M.Div., D.Min.

##### **Delight B. Yokley, Dean of Learning Commons**

B.A., M.Ed., Ph.D.

##### **Sonya M. O'Brien**

##### **Director of Academic Advising**

A.A., B.S., M.B.A.

#### **BOOKSTORE**

**2.2**

The University of Mount Olive Bookstore, a service of Barnes and Noble University Booksellers located in the Poole Administration Building, is your one-stop-shop for textbooks, apparel, school supplies, and snacks. We offer the largest selection of textbooks in a wide variety of formats, so you save money and textbook dollars stay on campus.

With rental textbooks, you can save more than 50% off the price of a new textbook. If you prefer to keep your textbook, a used copy offers 25% savings, with the option to sell the book back to the campus bookstore at the end of the semester. Our digital titles offer convenience, amazing features, and savings of up to 60%. As always, we also offer the largest selection of new titles as well.

Shop in store or online at <https://umo.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=53551&catalogId=10001&langId=-1>. We look forward to helping you be successful in your university career! Please contact the store manager with any questions at 919-658-7763.

#### **CAMPUS MINISTRY**

**2.3**

The University of Mount Olive is concerned for the whole person and makes every effort possible to affirm each student and considers the development of sound Christian philosophy and character to be the foundation of a well-rounded life. The University seeks to accomplish this through several different ways. The Campus Ministry Office, located in the E. Lee Glover Center for Religious Studies, provides students with counseling services for personal, academic, and religious concerns. When there is a sickness or death in a student's family, the Chaplain should be notified.

## **CAMPUS SAFETY**

**2.4**

### **Mission Statement**

Every effort is made to keep each location a safe place for students to study, work, and live. Questions and concerns should be referred to the Campus Safety Office of Student Affairs. Campus Safety Officers are on duty 24 hours a day at the Mount Olive location to ensure the safety of the university campus. Any condition that could endanger the welfare of students should be reported immediately to the appropriate authority (a Campus Safety Officer or other Student Affairs staff member).

The local police, fire and rescue departments are available to service the campus or students when needed. All students, personnel and visitors are subject to University policies, city ordinances, and state and federal laws. In compliance with the Campus Security Act of 1990, University of Mount Olive annually publishes and distributes statistics about the range of crimes and other violations of law at each location, as well as specific policies outlined in the Act. This information is included in the Student Handbook.

Campus Safety's number one priority is the safety and well-being of our campus community. The Campus Safety Office is located at 512 Henderson Street. Campus Safety is under the division of Student Affairs. We provide 24-hour coverage seven days a week. Officers' duties consist of patrolling the entire campus, enforcing campus policies, securing buildings and property, issuing parking citations, working special events, and responding to calls for assistance and providing educational seminars and events.

### **Student Responsibility for Safety and Security**

Reasonable measures are taken to maintain a safe and secure environment at every University location, but the University does not intend to guarantee that the campus is safe and secure at all times in all areas for all purposes. Therefore, students and University personnel should always exercise prudent judgment and common sense with regard to safety and security.

<http://www.umo.edu/student-life/campus-safety>

## **CELL PHONES**

**2.5**

Cell phones should be turned off when entering the Chapel, classrooms and any presentations. Please remember cell phone etiquette when you need to use your phone.

## **COUNSELING SERVICES**

**2.6**

Counseling Services provides assessments, evaluations and referrals for any students with any emotional and/or personal problems that interfere with their educational success while attending The University of Mount Olive. Counseling Services also promotes wellness, which is communicated through educational programming and activities. Counseling Service is a support service provided for current University of Mount Olive students only. Each student is allowed three free sessions.

*Please note: Counseling Services is not a substitute for any current professional service or resources already established for a student. Students with chronic needs that lack compliance with treatment recommendations, causing Counseling Services to extend its involvement beyond the three free sessions, can be charged by Mount Olive Counseling for those extra sessions.*

Please call (919) 658-7500 to make an appointment during the academic calendar year. Faxed appointment requests or referrals by concerned faculty, staff, or students can be made to (919) 658-7509. Walk-in appointments during scheduled office hours are also welcome. All sessions are considered confidential unless otherwise specified. The Counseling Services request form is available on the website and at Student Health Services.

## DINING SERVICES

## 2.7

All students are welcome to use the Dining Services at Mount Olive, located in the Holmes and Lois Murphy Center. Commuters, University personnel, and members of the community may eat in the Alumni Dining Hall at stated prices per meal or may purchase meal plans. Anyone with dietary concerns or nutritional questions is encouraged to consult with the Executive Chef by calling 919-299-4595.

Sodexo is the food service vendor for The University of Mount Olive. Please visit our website at <http://UMO.sodexomyway.com/>.

Some of the things you will find on our website are:

- Meet the Dietitian
- Nutrition Calculator
- For Your Health
- Food Allergies
- Local Initiatives

### Special Services:

- Special Ways to Stay in Touch Parents and/or students can order treats such as birthday cakes, cookies, whole fresh fruit, and snack packs.
- Add money to “flex” debit account
- Let your voice be heard by joining the food service committee. The committee provides feedback and helps us to improve our services.

For any of these services, please contact the Food Service Director, Terri Feathers at [teresa.feathers@sodexo.com](mailto:teresa.feathers@sodexo.com) or call 919-658-7767.

### The following regulations pertain to Dining Services:

1. Students with meal plans are required to scan their ID’s at all meals. Lost cards can be replaced at the Student Affairs Office for a \$10 fee. Cards that are damaged or worn out will be replaced free of charge.
2. Food may not be carried into the classrooms, the gym, or library except when served in these locations.
3. To secure meals for a resident student who is ill, the Residence Life Coordinator, Director of Health Services, or the Office of Student Affairs must send a written request to the Director of Food Services. This is the only availability of take-out meals for students on a meal plan.
4. Proper attire, including but not limited to shirts and shoes, must be worn in the Dining Hall.
5. Irresponsible behavior, including but not limited to excessive noise and improper use of food, will not be tolerated. Such behavior will be referred to the Director of Food Services and to the Vice President for Student Affairs for possible disciplinary action. A student may also have Dining Hall privileges suspended or terminated for such behavior.
6. Food, beverages, dishes, glasses, etc. should NOT be taken from the Dining Hall.
7. Providing food to someone not participating in a meal plan is a violation of University policy.
8. You may NOT enter the dining room during meal services, without first using a meal swipe or paying door rate.

All resident students are required to have a meal plan while living on-campus. All charges are included in the room and board fees for residential students. Commuter students have the option to choose to participate in a meal plan package. The cost will be based on the meal plan they choose. Commuters may add a meal plan by completing a *Meal Plan Change Request Form* in the Office of Student Affairs by the specified date each semester.

The 10-Meal and 20-Meal Plans are on a weekly basis.

All apartment residents are assigned the 10-Meal Plan. Students residing in the residence halls are assigned the 20-Meal Plan. For an additional fee, students may request to change from the 10-Meal to the 20-Meal by completing a *Meal Plan Change Request Form* in the Office of Student Affairs by the specified date each semester. Fall Semester – September 1, 2019; Spring Semester – January 19, 2020.

## HEALTH SERVICES

2.8

Health Services is located in the Pope Wellness Center. Health Services is staffed by a health professional who serves as Director of Health Services. He/she works with local physicians and/or the student's insurance company's designated physicians to provide general health care and consultation. University health services include triage and limited treatment, administration of selected immunizations, consultation and referral services. Health/wellness education is provided as well.

### 1. Hospitalization

2.8.1

Hospitalization or other medical services received off campus by resident students should be reported to the Director of Health Services.

### 2. Class Absences for Health Reasons

2.8.2

*A visit to Health Services is NOT considered an excused absence from class.* It is the student's responsibility to inform the professor of any absences due to illness and to adhere to the attendance policy of each class.

### 3. Required Medical Form

2.8.3

The University of Mount Olive requires that all students in the traditional program have a physical examination prior to attending the University. A medical history and physical examination form provided by the University must be completed by a health care provider of the student's choice and be filed in the Health Services Office prior to enrollment. Failure to do so will result in a student not being permitted to utilize Health Services. Students who are absent from the University for more than one academic semester are required to submit a new medical history and physical examination form.

### 4. Immunization Requirements

2.8.4

Students in the traditional program must have an immunization form completed, SIGNED by a physician, and returned to the University before the student starts attending class. The form is provided by the University.

The student must provide evidence of immunization against specific diseases as required by North Carolina Immunization Law G.S. 130 A-155.1(a). All resident students and those students taking more than 4 hours (internet courses are excluded from this count) must submit compliant immunization records to the Health Services Office by August 1st. Students found to be non-compliant will be removed from classes. Students registering for night or weekend classes or for classes at locations other than Mount Olive are exempt.

The following immunizations are required:

1. 3 DPT (Diphtheria/Pertussis/Tetanus) childhood series doses and 1 tDap (Tetanus/Diphtheria/Pertussis) or 1 TD (Tetanus/Diphtheria) dose as a booster within the last 10 years.
2. 3 OPV (Polio) childhood series
3. 2 Measles, on or after the first birthday (usually given as an MMR vaccine).
4. 1 Rubella on or after the first birthday, or serologic proof of immunity (usually given as an MMR vaccine).
5. 2 Mumps on or after the first birthday, or serologic proof of immunity (usually given as an MMR vaccine).
6. 3 Hepatitis doses if born after July 1, 1994.
7. 1 Varicella (Chicken Pox) if born after April 1, 2001.

The following immunizations are strongly recommended:

1. HPV
2. Varicella (chicken pox) if have not had the disease
3. Meningitis B
4. Flu-annually

## Location

2.8.5

Health Services is located in the Pope Wellness Building and open Monday through Friday from 7:00 a.m. - 4:00 p.m. during the traditional academic calendar year. We do take an hour for lunch, but it may vary daily due to the demand for services during that time. In the event that Health Services are not open or available, please contact Campus Safety or the RA on duty for assistance. In the case of an emergency, please contact 911.

**Transportation: In case of medical emergency, local EMS (911) will be called.**

**In non-emergency situations, students are encouraged to arrange transportation with a roommate or friend.**

## IDENTIFICATION CARD

2.9

All full-time students in the traditional program at Mount Olive will be issued one picture University Identification Card for admission to the cafeteria (for those on the meal plan), library and most University events. ID cards should be carried at all times and must be presented to a University official upon request. ID cards are for the exclusive use of the student who has been issued the card. ID cards must remain in the possession of the issued cardholder at all times. Lost IDs can be replaced by paying \$15.00 at the Business Office and then taking your receipt to the Student Affairs Office.

## LEARNING COMMONS

2.10

The University of Mount Olive is committed to ensuring your retention and college graduation. The mission of the Learning Commons is to help students navigate the institution and academically succeed. The Learning Commons brings together Academic Advising, the Academic Resource Center, Career Development, Student Accessibility and the Writing Center to support the holistic academic support of students. The Learning Commons developed as part of the Title III grant from the Department of Education to support the university's mission to improve retention and graduation rates. Our goal is to ensure students reach their classroom and graduation goals.

For more information go to: <https://umo.edu/academics/academic-support-services-team/>

Phone: 919-299-4635

Email: [learningcommons@umo.edu](mailto:learningcommons@umo.edu)

## Academic Resource Center

2.10.1

The Academic Resource Center is a part of the UMO Learning Commons which provides academic support at UMO. The ARC is located on the first floor in Moye Library. Appointment times are available for traditional and adult/online students; please see TutorTrac (<https://trac.umo.edu/tracwebb40/main.4sp>) for available appointments.

**The ARC provides 6 major programs at UMO to support learning:**

### 1. Supplemental Instruction (SI) –

The SI program offers structured weekly learning sessions, attached to historically difficult general education courses, in cooperation with the course professor. These sessions are an extension of the classroom experience, and are led by highly qualified, trained upper classmen who have successfully completed the course. The purpose of SI is to assist students master the required material successfully, and to model “how” to learn the material, not “what” to learn. Finally, SI is intended to develop transferable learning skills necessary for collegiate learning and prevent student attrition.

### 2. Cooperative Group Sessions (CoGS) –

CoGS are voluntary peer-led study groups attached to historically difficult that receive a high volume of tutoring requests. These study groups are led by a peer tutor who has demonstrated high leadership skills and academic excellence, and is trained by the ARC in peer learning techniques. The emphasis is group study, corporate textbook reading, class note review, and utilization of additional resources to enhance learning.

### 3. Learning Accountability Program (LAP) –

LAP is a structured metacognitive support program designed to enhance student learning and achievement by developing academic skills and behaviors. LAP is a mandatory requirement for students Accepted on Advisement, enrolled in MAT 110 and ENG 110 concurrently, or placed on Academic Probation. LAP is also open to volunteer enrollees.

#### **4. Peer Tutoring –**

Offer students additional short-term assistance to master a specific concept in the course that is obstructing their understanding of the material. Sessions are offered both virtually and seated, and are flexible to accommodate the student/peer tutor schedules.

#### **5. Personal Consultations –**

Any student who desires a personal consultation to evaluate their learning skills may do so by contacting the ARC at [arc@umo.edu](mailto:arc@umo.edu).

#### **6. Clinics –**

Clinics are set drop-in times throughout the week in which students can come to the ARC to receive assistance for courses in Mathematics and Accounting.

Please contact [arc@umo.edu](mailto:arc@umo.edu) with any questions.

### **Career Development**

**2.10.2**

The staff of Career Development, located in Henderson 104, assist The University of Mount Olive students, and alumni in identifying and clarifying academic major and career objectives, developing skills and strategies for conducting a successful job search, and providing resources to assist in finding graduate school and professional positions. Students are encouraged to begin the career planning process from the beginning of their academic career and continue to utilize career resources throughout their years at and after graduation from The University of Mount Olive.

#### **Services Provided:**

- Major exploration and selection
- Personal career and job search counseling by a career services professional
- Resume and cover letter reviews
- Mock interviews for practice and feedback
- StrengthsFinder Assessment to discover your top five strengths
- Graduate and professional school information to assist with search and application processes
- Career resources and events including guides, workshops, seminars, and networking events
- Annual Spring Fair held at the University of Mount Olive and participation in the Eastern North Carolina Career Alliance Career Fair in Raleigh, NC
- UMO Job Network, a free online recruiting system for students and alumni to search job and internship postings, upload resumes and portfolios, and access job search resources

For more information go to: MyUMO > Campus Life > Career Development

<https://www.umo.edu/student-life/career-development/>

Job Network : <http://www.collegecentral.com/UMO/>

Email: [careerdevelopment@umo.edu](mailto:careerdevelopment@umo.edu) Phone: 919-658-7750

### **Student Accessibility**

**2.10.3**

The University of Mount Olive is committed to providing inclusive academic and campus programs to students with documented disabilities by providing reasonable accommodations. The Director of Student Accessibility assists the University in meeting the needs of students with disabilities through facilitating the coordination of service delivery to students with disabilities, maintaining records and documentation, and developing the program among students, faculty, and administration. A student with a disability who is requesting classroom, course, or campus accommodations must self-disclose and provide proper documentation. All documentation and paperwork is confidential and maintained in the Student Accessibility office. Accommodations are not retroactive; therefore, contact Student Accessibility as soon as possible.

To register with the Office of Student Accessibility:

1. Contact the Student Accessibility Director located in the Henderson 104 to discuss your circumstances and needs.
2. Complete the Information Intake form (available on the Student Accessibility Services portal site) and provide written documentation regarding your disability from a medical doctor or other health care/service provider - preferably on letterhead or copy of diagnostic paperwork, not written on a prescription pad.
3. Documentation will be reviewed by the Student Accessibility Director and discussed during the intake consultation with the student to determine reasonable and appropriate accommodations.
4. Letters requesting academic accommodations from the professors need to be requested for each course. Students should meet with their professors during the first week of class, if not earlier. During the conversation with the professor, both professor and student need to sign and date the letter, and then return a copy to the Student Accessibility office.

For more information go to MYUMO > Campus Life > Student Accessibility, or go to <https://www.umo.edu/student-life/student-accessibility>

Email: [studentaccessibility@umo.edu](mailto:studentaccessibility@umo.edu)

Phone: 919-658-7750

### **Writing Center**

**2.10.4**

The UMO Writing Center is a support structure to assist University of Mount Olive students in becoming more effective academic writers. The Writing Center supports students by teaching that writing is a skill continuously practiced, rather than perfected. The staff is comprised of student coaches, who intensively work one-on-one with those seeking writing assistance.

The Writing Center is located on the first floor of Moye Library. Appointment times are available for traditional and adult/online students; please see the MyUMO portal for details. Appointments are **45-minute sessions** with a trained peer Writing Coach. Students may request help with written assignments in any course, in any discipline — not just English classes.

Students visiting the Writing Center should not expect the Writing Coaches to proofread or edit papers; however, Coaches are specially trained to help guide students through their writing process, including, but not limited to:

- Crafting a thesis statement
- Summarizing a research article
- Constructing an outline
- And much more.

For more information, see the Writing Center tab on the MyUMO portal: <https://myumo.moc.edu/learningcommons/writingcenter/SitePages/Home.aspx>.

Email: [writingcenter@umo.edu](mailto:writingcenter@umo.edu)

Phone: 919-685-7772

### **LIBRARY SERVICES**

**2.11**

The basic mission of Moye Library is to provide materials, equipment, and services of an instructional and instructional-support nature.

**Hours:** (See Section 1.4)

Alterations to the library schedule, such as special holiday hours or extended hours during exams, are announced by email with other notifications placed on the Moye Library Facebook page, on Moye Library's Twitter account and on the library web page <https://www.umo.edu/academics/library>.

**Contact:** Students may contact Moye Library staff by telephone, email, or chat.

Reference Librarian, Kelsey Chandler 919-658-7711 [kchandler@umo.edu](mailto:kchandler@umo.edu)

Instruction Librarian, Jackie Hill 919-658-4917 [jhill@umo.edu](mailto:jhill@umo.edu)

Evening Library Supervisor, Beth Rose 919-658-4912 [nrose@umo.edu](mailto:nrose@umo.edu)

Library Clerk/Access Services, Wes Warren 919-658-2502 ext 1418 [jwarren@umo.edu](mailto:jwarren@umo.edu)

**Circulation:** Students may search the library’s online catalog anywhere Internet accessibility is available using the search box on the library’s homepage.

The following chart summarizes the various loan periods and fines associated with the library’s collections:

Collection	Loan Period	Late fine per day	Maximum
Reference	None	N/A	N/A
Reserve	Specified on card	\$.10/hour	\$10.00
General	+/- 1 month	\$.05/day	\$5.00
Kindle eReader	1 week	\$5.00/day	\$35.00
Special (Archive/FWB)	None	N/A	N/A

Students are responsible for any late fines accrued. Students will be charged replacement cost plus a \$10.00 processing for most lost item(s). Project theses and out-of-print books will be subject to special fees. Replacement cost for the Kindle eReader is \$100.

*Moye Library reserves the right to place a hold on students’ self-service accounts when library materials have not been returned or when fines have not been paid prior to the specified date at the end of the academic semester.*

**Interlibrary Loans:** Students may request books or journal articles not available at Moye Library through Interlibrary Loan. Most requests are available within two weeks of the request and are provided at no cost to students unless the lending charge is above the normal rate. ILLs circulate according to the policies of the lending library, not according to Moye Library policies. Complete the ILL Request form at <http://www.umo.edu/academics/library/forms> . Please note on your request the last date you can use the requested item.

**Research Assistance:** Students needing assistance searching the online catalog and/or locating needed resources should contact the library at 919-658-7869.

By telephone:	Regular library hours 919-658-7869 or 1-800-653-0854 ext. 1413 Evenings and weekends 919-658-2502 or 1800-653 0854 ext. 1413
By email:	Submit general questions to <a href="mailto:library@umo.edu">library@umo.edu</a> or contact a specific library employee. Contact information for specific library employees can be located under the “About” section of the Moye Library webpage.
By chat:	Refer to Moye Library’s web page for the “Ask Moye” where your question may be directed to a Moye Library staff person. When Ask Moye is not available, “Chat Staff” should be accessible. You will be directed to a librarian in North Carolina but not necessarily a UMO librarian.

**Photocopying:** Students may use the photocopying machine in the Reference area of the library. The cost for photocopying is \$.05 per page, paid to the desk attendant on duty.

**Library Instruction:** Moye Library provides library orientation opportunities for all new students and hosts workshops and instructional sessions throughout the year. Tutorials, subject guides to aid research, citation guides, and answers to frequently asked questions, etc., are available on the library’s web page <http://www.umo.edu/academics/library>. Students are encouraged to contact the instruction librarian, the reference librarian, or any other library employee for assistance. See specific contact information given above.

## MAIL SERVICES

### 2.12

The Campus Mail Room is located in the Holmes and Lois Murphy Center and is open Monday through Friday from 8:30 to 5:00 pm. Access to mailboxes is available at any time the Murphy Center is open. No mail is picked up from the Mount Olive Post Office during the weekend or on holidays observed by the University or the US Post Office. All residential students are assigned a campus mailbox. Students who live off campus (Commuting Students) may request a campus mailbox assignment. Postal mail received each morning is available for pickup after 12 NOON each day.



The Campus Mailroom receives packages from delivery companies Monday through Friday. Packages too large to fit into a student’s mailbox will be held for pick up from the mailroom window. A package notice will be placed in the student’s mailbox. The package notice and a picture ID are required for package pickup. A lost mailbox key is replaced for a \$5.00 charge.

Postage and business envelopes may be purchased for cash payment and debit card. Packages with prepaid shipping by USPS, UPS, FedEx and other delivery companies may be left at the mailroom for pick up. Outgoing postal mail will be transported to the Mount Olive Post Office in the afternoon Monday through Friday. No outgoing mail is processed between 9:30 A.M. and 11:30 A.M. Monday through Friday.

## **PARKING SERVICES**

## **2.13**

These traffic and parking regulations, authorized by the Executive Council, are intended to facilitate the safe and orderly conduct of University business, to provide parking services in support of these functions within the limits of available space, and to maintain the flow of traffic on our campus. These regulations are also designed to enhance the safety of our campus, by identifying visiting vehicles. Enforcement of these regulations is necessary to achieve these goals and to comply with fire codes. <http://www.umo.edu/student-life/campus-safety>

### Registration

All vehicles parked at the Mount Olive location must display a current registration permit or pass **displayed in the bottom left corner of the automobile’s rear window.**

Parking permits are free. Faculty/Staff and Resident/Commuter students may obtain permits at the Student Affairs Office, and Evening College Students may obtain parking permits at the Campus Safety Office for up to two vehicles. The fine for failing to register a vehicle is \$30.00. Parking permits are valid from August 1 to July 30. A permit does not guarantee a parking space.

### Vehicle Safety

Parked vehicles should be kept locked at all times. The University is not responsible for the theft of or damage to the vehicle or any personal property left in the vehicle. It is the responsibility of the owner to ensure that adequate liability coverage is in effect on the vehicle and its contents at all times.

### Designated Parking Areas

Please refer to the following chart for the lot in which you are authorized to park. Parking outside your authorized area in other than the designated short-term spaces will result in a parking fine:

	<b>Resident</b>	<b>Commuter</b>	<b>Faculty</b>	<b>Staff</b>
<b>Residence Halls and Apartments</b>	<b>X</b>			
<b>MRC/ Kornegay Arena Lot</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Poole Administration Lot</b>			<b>X</b>	<b>X</b>
<b>Henderson/ Academic Office Lot</b>		<b>X</b>	<b>X</b>	<b>X</b>
<b>Communications/ Chapel Lot</b>		<b>X</b>	<b>X</b>	<b>X</b>
<b>W. Burkette &amp; Rose M. Raper Hall Lot</b>		<b>X</b>	<b>X</b>	<b>X</b>
<b>Laughinghouse Lot</b>		<b>X</b>	<b>X</b>	<b>X</b>

Resident students must park their vehicles at their residence hall or at the Holmes and Lois Murphy Center/Kornegay Arena Parking lot **ONLY**. Resident students parking at the Poole, Henderson, and Communications/Chapel, Raper or Laughinghouse parking lots will be issued a citation for doing so. These areas are reserved for faculty/staff, commuters, and our visitors. Anyone may park in the Poole Administration building parking lot and the Communications/Chapel parking lot in the designated short-term spaces while conducting business in those buildings.

Resident students may park only in areas designated for resident students. Commuter students may park only in areas designated for commuters. Faculty and Staff may park only in areas designated for Faculty and Staff. The Holmes and Lois Murphy Center/Kornegay Arena lot is available to anyone.

### Temporary Permits

Any student who brings an unregistered car on campus for a short period (less than two weeks) must secure a Temporary Parking Permit from the Campus Safety Office or the Student Affairs Office. If a temporary permit is needed for a longer period, it may be obtained as stated above. A guest staying overnight in a residence hall must also obtain a Temporary Parking Permit.

### No Parking Areas

The yellow curbing indicates a NO PARKING ZONE mandated by the local Fire Marshall. Parking in these areas is a violation as well as unsafe for both your vehicle and for emergency vehicles. Although maintenance employees and contractors are allowed to park on the grass or sidewalks while conducting repairs to University facilities, no other vehicles may be so parked.

### Towing

Vehicle owners will be held accountable for violations or damages resulting from misuse of a vehicle registered in his/her name. Vehicles may be towed at the owner's expense for the following reasons: unregistered or improperly parked vehicles, vehicles that impede the safe and efficient flow of traffic, vehicles receiving three or more citations.

Disabled vehicles should be repaired or removed from campus as soon as possible. Towing of disabled vehicles may occur two weeks after notification to owner. Notification to the owner may be by letter, e-mail, phone call, or notice placed on vehicle.

### Fines

Ticket fines vary according to offense:

<b>Parking in No Parking Zone</b>	<b>\$ 20.00</b>
<b>Parking in an Unauthorized area</b>	<b>\$ 20.00</b>
<b>Unauthorized Parking-Handicapped Space</b>	<b>\$ 250.00</b>
<b>Failure to Register a Vehicle</b>	<b>\$ 50.00</b>

Note: Late payment of fines may result in revocation of parking privileges and restriction of future registration. Ticket fines must be paid in the Business Office. Anyone who feels he/she was issued a parking ticket unfairly may appeal the ticket in writing to the Campus Safety Supervisor. Academic transcripts will be withheld from any student owing parking fines.

### Violations

Campus Safety will ticket (\$20) when:

1. Parked in unauthorized areas
2. Driving in a reckless and careless manner
3. The driver fails to obey signage
4. The driver misuses parking decal
5. The vehicle does not display a valid permit
6. Blocking fire zones /emergency exits
7. Parked in handicap parking without authorization
8. Parking on or blocking sidewalks and passageways
9. Parking on grass or open areas not assigned for parking
10. Blocking trash receptacles
11. Speeding in parking lots
12. Parking in front of a hydrant
13. Parking to obstruct the normal flow of traffic
14. Parking in a space not designated for parking
15. Music or other noise from vehicle disrupts the function of the University
16. Other offenses, which impede the safe and efficient flow of traffic

## TECHNOLOGY SERVICES

## 2.14

Technology is embedded in every aspect of the 21st century learning environment. The University of Mount Olive's Technology Services and Support Department is committed to ensuring that our technology enriches and enhances your learning experience. We encourage you to log on to our portal at <https://myumo.UMO.edu/services/IT/default.aspx>.

**MYUMO:** The MYUMO Portal is where most of your interaction with the University of Mount Olive takes place. MYUMO contains links to self-service (where you can register for classes, look at your grades, and access numerous checklists that will enhance your learning experience at the University of Mount Olive).

The MYUMO portal displays information that is specifically targeted to your role as a student at the University of Mount Olive. You should log into the MYUMO Portal daily to find out what is happening all around campus.

**Self-Service:** As previously described, Self-Service allows you register for classes, view your grades, and check your balances. You enter self-service by clicking in the "quicklinks" box at the top left hand corner of the MYUMO homepage.

**Moodle:** Moodle the course management system at the University of Mount Olive. Every class you attend has a Moodle component. You will use Moodle to turn in assignments, take tests, and interact with your classmates. You enter Moodle by clicking in the "quicklinks" box at the top left-hand corner of the University of Mount Olive MYUMO Portal, and then typing your username and password into the dialog box provided.

**Email:** Your email address is simply [username@umo.edu](mailto:username@umo.edu) (e.g. [PKD4567@umo.edu](mailto:PKD4567@umo.edu)). You access your email by select the "Student / Adjunct Webmail" in the quicklinks box at the top left-hand corner of the University of Mount Olive MYUMO Portal.

**Wireless:** To use our wireless internet, select the "UMO-Wireless" connection on your wireless device. When you open a web browser, you will be automatically redirected to the University of Mount Olive wireless login page. Simply type your University of Mount Olive username and password into dialog box.

**Support Request:** If you need help with any aspect of our technology, you can file a support ticket by clicking on the "support ticket" heading found quick links box at the top left-hand corner of the University of Mount Olive MYUMO Portal. Our Technology Support staff is happy to help students connect to our core student services or provide more extensive help when our workload permits.

## TELEPHONES

## 2.15

Every University location is serviced with an office telephone system for official university business. Students or their guests, except in case of an emergency, may not use office phones. Resident students have automatic local service in their rooms but must provide their own telephone and long distance service.

# STUDENT ACTIVITIES, ORGANIZATIONS AND OTHER RESOURCES SECTION 3

## ATHLETICS

## 3.1

The University of Mount Olive is a member of NCAA Division II and the Conference Carolinas. The University has intercollegiate teams in the women's sports of lacrosse, indoor/outdoor track and field, volleyball, cross-country, soccer, basketball, tennis, golf, field hockey and softball, as well as in the men's sports of lacrosse, indoor/outdoor track and field, soccer, cross-country, basketball, baseball, tennis, volleyball, wrestling and golf. Cheerleading is offered as a co-ed sport. The athletics offices are located in Kornegay Arena. For more information, visit [www.umotrojans.com](http://www.umotrojans.com).

## AWARDS DAY

## 3.2

Awards Day is held each spring to recognize outstanding academic achievement and service to the University. Other awards are presented at the Athletic Banquet and at Commencement. For criteria of awards and distinctions, please refer to the University Catalog.

## **CAMPUS ACTIVITIES BOARD**

### **3.3**

The Campus Activities Board (CAB) plans and coordinates weekly social event on campus and provides entertainment for the entire campus community.

Events include bands, comedians, movies, game shows, Big Prize Bingo, and other in-house activities, most of which are free to students. The funding for these activities comes from the student activities fee.

All students are welcome to join CAB to participate in planning, organizing, and the execution of campus events. Duties of a CAB member might include advertising, event finalization, set up and tear down of equipment, professionally socializing with performers before and after a show, and programming.

The Campus Activities Board meets once a week on Monday nights at 8pm in the Hennessee Room (located in the Holmes and Lois Murphy Student Center).

To find out what is going on around campus, add us as a friend on Facebook at

[www.facebook.com/CABatUMO](http://www.facebook.com/CABatUMO), follow us on Twitter at

[www.twitter.com/TrojansLoveCAB](http://www.twitter.com/TrojansLoveCAB)

## **CLUBS AND ORGANIZATIONS**

### **3.4**

The University recognizes a wide variety of clubs and organizations and encourages student participation. The purposes of these organizations are: (1) to broaden education, (2) to encourage fellowship, (3) to provide leadership opportunities, (4) to provide opportunities for fulfillment of special interests. Campus organizations must contribute to the academic, recreational, religious, or cultural climate of the University in order to warrant existence and recognition. For this reason, the University reserves the right to register and evaluate all student organizations and require them to function in accordance with their approved constitutions. The University further reserves the right to dissolve any student organization that it feels is detrimental to the welfare of the students or the University in general.

### **Procedures for Recognizing New Organizations**

#### **3.4.1**

Any group or individual wishing to form a new organization should consult with the Student Affairs Office for advice, assistance, and to receive a copy of the New Club & Organization Proposal Packet. The packet must be filled out completely and submitted to the Director of Campus Life through the Office of Student Affairs. The application must consist of a proposed constitution giving a full statement of purpose, governing regulations, the intended advisor (who must be an employee of The University of Mount Olive), the names of at least three student officers, as well as a list of interested students. Granting of official recognition to student groups is at the discretion of the University, the Executive Council and the President, on behalf of the Board of Trustees.

Student organizations must have an updated constitution and current list of officers and advisor on file in the Student Affairs Office no later than October 15 of each new academic year in order to remain an active organization.

Clubs and organizations must send a representative to regularly scheduled Club Council Meetings. These meetings are important for organizational development, communication amongst student leaders and the campus community, as well as to share what programs, events, and service projects are taking place. Failure to attend monthly Club Council meetings may result in the loss of official recognition.

### **Advisors for Clubs and Organizations**

#### **3.4.2**

For approval and for continued recognition, each club or organization must have a University of Mount Olive faculty or staff member to give guidance and counsel as an advisor.

## **Fund Raising**

3.4.3

Any recognized student organization wishing to conduct a fundraiser must gain approval in advance from the Office of Student Affairs.

## **Student Organization Conduct**

3.4.4

Student organizations are expected to conform to the University's rules and regulations, and a commitment to such should be included in the group's constitution. Student organizations found in violation of University, city, state, or federal rules, regulations and/or laws shall be subject to sanctions imposed by the Vice President for Student Affairs (or his/her designee), up to and including termination of recognition by the University. Separate and/or additional disciplinary action may be taken with an individual(s) within the organization.

## **Student Clubs and Organizations**

3.4.5

### ***Ballroom Dance Club***

The Ballroom Dance Club explores various types of dance to provide members with amateur level knowledge of standard ballroom dances so they are able to dance socially and/or continue with more advanced studies.

### ***Beta Beta Beta – National Biological Honor Society***

The Beta Beta Beta Biological Honor Society is as an honor and professional society for students of the biological sciences. Its activities are designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, and to promote the dissemination and new interpretations amount students of the life sciences.

### ***Chemistry Club***

The purpose of the Chemistry Club is to afford the opportunity for students of chemistry and related fields to become better acquainted with and pursue further explorations into chemistry.

### ***Chess Club***

The Chess Club assists students in their development of critical thinking skills as well as their strategy in chess by facilitating communication, sponsoring various events, and helping members create a strong base in the game of chess.

### ***Collegiate FFA – Chapter of the North Carolina Association of the FFA***

The Collegiate FFA Chapter here at The University of Mount Olive provides opportunities for further development of the abilities for the advancement of agriculture, scholarship and leadership advancement. In addition, the organization provides social and recreational activities for its members.

### ***Collegiate Young Farmers & Ranchers***

The Young Farmer & Rancher Organization is a group that makes a concerted effort to build and maintain relationships with students involved in farming, ranching, the agricultural industry, and the North Carolina Farm Bureau Federation. Public speaking and awareness of agricultural issues are emphasized.

### ***Drama Club – La Belle Époque***

The purpose of this organization is to foster a creative and caring atmosphere with open arms to all patrons of the University of Mount Olive that share a love for the performing arts. Membership is open to all UMO students.

### ***Fellowship of Christian Athletes***

The Fellowship of Christian Athletes or commonly known as FCA provides athletes and other student a comfortable place to share their faith in Christ.

### ***Fishing Club***

The UMO Fishing Club is committed to providing students with opportunities to learn about aquatic conservation and good stewardship of our natural resources as well as promote sportsmanship and strengthen institutional spirit.

### ***Future Educators Association***

FEA/ Pi Lambda Theta is an international Student organization dedicated to supporting young people interested in education related careers.

### ***Henderson Science Club***

The purpose of the Henderson Science Club is to stimulate an interest in Natural Science through research, local observation, and by study of current scientific events.

### ***Honors Club***

The Honors Club foster community among Honors Program participants through service projects and activities.

### ***Linguistics Club***

This organization is comprised of individuals who enjoy languages. Specifically, the club explores the history of different languages from the origins to present day use.

### ***Music Club***

The purpose of the Music Club is to help students to love music and interact with peers that love music and to set up gatherings on campus and in the community to help spread the art of music.

### ***Phi Beta Lambda***

Phi Beta Lambda (national business organization) provides opportunities for students to develop vocational competencies for business and office occupations as well as business teacher education. This organization is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility.

### ***Prospective Teachers Association (PTA)***

This club is designed to provide a series of developmental activities, which will expand the professionalism of teacher education majors that include the development of a Professional Readers List, Praxis Presentations, the Braswell Symposium attendance and a series of education seminars.

### ***Psi Chi Club***

Psi Chi is an international honor society whose purpose shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.

### ***Psychology Club***

The Psychology Club exists to stimulate an interest in psychology through community service, research, presentations, and field trips.

### ***Sigma Tau Delta***

The Sigma Tau Delta Society provides cultural stimulation on campus and promotes interest in literature and the English language. The Society fosters all aspects of the discipline of English, including literature, language, and writing. Members of the Society are expected to promote exemplary character, exhibit high standards of academic excellence, and serve society by fostering literacy.

### ***Society, Law and Justice Association (SLJA)***

This association provides a social forum for students to facilitate collegiality and interaction between students of criminal justice and other interested parties from various disciplines. In addition, the group provides criminal justice experiences outside the classroom.

### ***Student-Athlete Advisory Committee (SAAC)***

The members of the Student-Athlete Advisory Committee serve as a voice for all UMO student-athletes, provide a medium to discuss athletic experiences, promote communication among student-athletes, encourage and organize involvement in campus and community projects, and promote a positive image for all UMO student-athletes.

### ***Student Center for Public Trust Ethical Leadership Club***

The Student CPT Ethical Leadership Club provides an interactive environment where ethical business behaviors and ideas can flourish, while creating opportunities for students to network with the business community and develop professional leadership skills.

### ***The Wildlife Society UMO Chapter***

Consistent with the goals of The Wildlife Society, the UMO Student Chapter is dedicated in promoting wildlife through science and education. The mission of this group is to represent the professional community by studying, managing, and conserving wildlife and its inhabitants.

### **Performance Groups**

**3.4.6**

#### ***Sponsored by Department of Music Membership by audition***

**University Concert Choir-** is a 35+ voice concert choir, which performs a varied repertoire from classical to modern spiritual music in concert and church settings.

**Chamber Choir – is** a 12-16 member vocal ensemble that specializes in more advanced choral literature from the Renaissance to modern popular favorites. The ensemble engages in PR work for the university, traveling to local clubs, schools, malls, and churches.

**Chamber Ensemble – is** a 5-10 member brass and/or woodwind ensemble that presents advanced instrumental literature of all style periods both in on-campus events and in schools, clubs, malls, and churches.

**Chapel Choir -** is a twelve-voice ensemble that will perform regularly during weekly chapel services. This ensemble will also perform on choral concerts and off-campus worship services in the region. This ensemble is new to the UMO community as of fall 2018.

**UMO Symphonic Band–** performs a variety of band literature from standard marches and concert band repertoire to musicals and popular movie themes. Membership is by audition and open to all students who play wind and percussion instruments.

**UMO Jazz Band–** is a 2 to 16 member touring ensemble that performs blues, Dixieland, dance band, be-bop and contemporary jazz standards at university and community events throughout the region. Membership is open to all students who play wind and rhythm section instruments.

### **INTERNATIONAL STUDENTS**

**3.5**

The University of Mount Olive welcomes all qualified international applicants into our traditional university. A student who is not a U.S. citizen or a permanent resident of the United States will be classified as an international student.

The University of Mount Olive currently serves over 100 international students from 30 countries! The University has representatives in the Office of Admissions, the Office of Student Affairs, and in Athletics to assist international students with their specific needs; a *New International Student Orientation* is provided by the University each August (and January if needed) and individual meetings are available throughout the academic year.

For more information, please go to:

<http://www.umo.edu/index.php/international-students>

<https://myumo.umo.edu/campuslife/international/default.aspx>

### **INTRAMURAL/RECREATIONAL SPORTS**

**3.6**

The campus recreation program provides students with recreational sports opportunities throughout the year. Sports for men and women, and co-educational play include 3 on 3 Basketball Leagues, 5 on 5 Basketball Leagues, Disc Golf Tournaments, Racquetball Tournaments, Flag Football Leagues, Indoor Soccer Leagues, Dodgeball Tournaments, Badminton Tournaments, Tennis Tournaments, and Volleyball Leagues. For more information, please go to: <http://www.umo.edu/student-life/intramurals>

## **HOLMES AND LOIS K. MURPHY CENTER**

**3.7**

The Holmes and Lois Murphy Center houses the Offices of Student Affairs, including the Vice President for Student Affairs, Director of Campus Life, Director of Housing and Residence Life, Director of Student Activities, Director of Student Conduct and Office Coordinator. The Center also includes the Campus Mailroom, the Alumni Dining Room, the Hunt Presidential Dining Room, and the Hennessee Meeting Room.

## **ORIENTATION**

**3.8**

Orientation here at the University of Mount Olive begins with Welcome Week when new student move-in and continues through the end of the first week of classes. Welcome Week is designed to assist all new students in being indoctrinated into the campus culture and community here at the University of Mount Olive. Students participate in an opening session, small group meetings, convocation; learn about personal responsibility and expectations of the University; experience small group activities with orientation leaders; learn more about campus resources; engage in a wide range of social activities; and introduce themselves to other students so they have the opportunity to acclimate themselves to campus life within the first few days of their arrival to campus.

## **RECREATIONAL FACILITIES**

**3.9**

George and Annie Dail Kornegay Arena, a multi-purpose facility used by many different groups that make up the University of Mount Olive community, serves as:

1. A convention center
2. An academic building
3. An intercollegiate athletics facility
4. A recreation structure

Areas in Kornegay Arena that are for general student use include a walking track and classrooms.

Pope Wellness Center is free to all traditional UMO students. Faculty, staff and community members may join the Wellness Center as well. Some of the services provided are:

1. Group Fitness Classes
2. Strength Training and Cardio Equipment
3. Indoor/Outdoor Basketball and Volleyball Courts
4. Lockers and shower facilities with free towel service
5. Fitness Assessments
6. Exercise Prescription
7. Body Fat Analysis

## **GENERAL INFORMATION SECTION 4**

### **APPROPRIATE DRESS**

**4.1**

Appropriate attire on the University of Mount Olive campus is determined by locale, purpose and nature of an event or occasion. Students are encouraged to exhibit good judgment and common sense while demonstrating respect for the occasion and consideration of the mission of The University of Mount Olive. The following guidelines should be considered:

1. Shoes are to be worn at all times in campus buildings.
2. As a gesture of respect, hats should be removed in classrooms, the dining hall and in Rodgers Chapel.
3. Appropriate attire is particularly important for chapel services, musical concerts/performances, lectures, convocations and other special campus events. Appropriate attire for the above events includes dress pants, dress jeans, dress shorts, a dress, dress shirt or blouse, sport/polo shirt or other appropriate athletic wear. The University maintains the right to ask students who are inappropriately dressed to leave an event.



## **BICYCLES**

### **4.2**

Students must register their bikes with the Campus Safety Office. This is a free service which gives students a means of identification. Bicycles should be parked in racks in designated areas and should never be parked or stored in any University buildings or residential walkways. Students are encouraged to secure bicycles to the rack with a lock and chain. Bicycles remaining on campus during the summer will become the property of the University. **The University is not responsible for theft or loss of, or damage to an individual's personal property while on campus.**

## **BUILDING EVACUATION PROCEDURES**

### **4.3**

Fire in a building occupied by a large number of persons can be disastrous. The University of Mount Olive takes precautions against fire and conducts fire drills and inspections at intervals to safeguard the lives of its students. Evacuation routes are posted and students are urged to familiarize themselves with them.

When a building is evacuated, the following actions are necessary:

1. Close all windows and doors when leaving. Leave residence halls and classrooms in an orderly manner in accordance with directions posted. Walk. Do not run.
2. Wear shoes or slippers when leaving residence halls.
3. Maintain quiet.
4. Do not remain inside on the assumption that the alarm signals only a drill. Anyone doing so is subject to disciplinary action.
5. In case of a residence hall evacuation, all residents should go directly outside and report to the location indicated on the room's evacuation map. Students should remain clear of the building until authorized to re-enter.
6. Remain in the assigned evacuation area for the duration of the drill unless otherwise directed.
7. Students with special needs should make arrangements with their RAs and the Coordinator of Disability Services for any changes that may need to be implemented for their safety and ease of evacuation in advance.

## **UNIVERSITY PUBLICATIONS POLICY**

### **4.4**

The University of Mount Olive provides a variety of publications to give information, promote programs, and serve as forums. Some publications have a specific purpose and are directed to a special constituency, and others are general in purpose and directed at wider audiences. The following guidelines pertain to all University publications:

1. It is the general policy of The University of Mount Olive to be open, responsive, fair, balanced and accurate in all of its communications.
2. All publications bearing the UMO name and/or logo reflect on the reputation and image of the University. Therefore, high standards of writing, design and printing are necessary. Prior to printing and distribution, any and all publications issued by the University and bearing the name and/or logo of the University will have the written approval of the department chair, director, dean, or vice president in whose area of responsibility the publication rests and the approval of the Director of Public Relations as the representative of the President. This includes approval of content.
3. The University of Mount Olive has a Graphics Standards Guide. All printed materials, advertisements, signs, posters and other materials issued by the University will comply with the Graphic Standards Guide. The Guide provides standards for use of the University logo, seal, the Trojan logo, UMO logotype, official colors, typefaces, and correspondence materials.
4. The Director of Public Relations is the designated and official spokesperson for The University of Mount Olive. Only the Director of Public Relations is authorized to speak to the media for the University and to issue news releases. Requests from the media should be directed to the Office of Public Relations. On occasion, other members of the University community will be authorized and designated to speak to the media. For example, the Director of Sports Information is designated to coordinate with the media on matters concerning the University's athletics teams and programs. Generally, it is the policy of the University to have the person most knowledgeable, qualified and expert to talk about specific programs or issues. This person will be identified and authorized in advance by the Director of Public Relations and approved by the President.

5. Whenever it is appropriate or necessary to mention the accreditation status of The University of Mount Olive, the following statement will be included and will not be altered in any way: “The University of Mount Olive is accredited by the Southern Association of Colleges and Schools Commission on schools to award associate, baccalaureate and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Mount Olive.” When it is appropriate to mention the Mission Statement and/or the Expanded Statement of Institutional Purpose of Mount Olive University, the official phrasing will be used to ensure clearness and continuity: Mount Olive University is a Christian faith-based, values-centered private institution rooted in the liberal arts tradition. We serve our students, our founding church, and our communities

## **UNIVERSITY PUBLICATIONS**

**4.5**

*University Catalog* – presents the University’s purpose, philosophy, and policies as well as necessary information concerning admissions, financial aid, academic affairs, student life, and general information about The University of Mount Olive.

*TODAY Alumni Magazine* – is printed twice annually. It publishes general news about the University, its programs, events, and people associated with the University. The Office of Public Relations produces the magazine.

Other publications are produced for and by the University on an as-needed basis to satisfy special informational requirements and to promote programs. Compliance with the University’s publications policy in both letter and spirit is requested to ensure a professional presentation and a consistency in the message and design. For further guidance concerning publications, contact the Office of Public Relations.

## **FIRE ALARM EQUIPMENT**

**4.6**

Fire extinguishers, pull boxes, and smoke detectors are all fire safety devices found in campus buildings. Tampering with fire safety equipment includes but is not limited to, improperly or inappropriately expelling a fire extinguisher, removing or covering a smoke detector, or inappropriately activating a fire alarm system. The unlawful use, tampering, destruction, or theft of fire alarm and fire-fighting equipment is a serious offense. Any individual sounding a fire alarm or tampering with any fire equipment, except in the event of an emergency, is subject to disciplinary action including referral to local authorities such as the Mount Olive Police and Fire Departments.

## **GRIEVANCES**

**4.7**

Anyone who has a reasonable and justified concern with any person or office should address the concern directly with that person or office. Afterwards, if you feel your concern was not fairly addressed, you may address your concern with the next level up on the chain of command. This grievance procedure ends at the President’s office where the decision is final.

The above procedure does not apply to grade appeals or judicial matters. These appeals are addressed separately in the Catalog and Student Handbook respectively.

## **LAPTOP COMPUTERS**

**4.8**

Students are encouraged to register their laptop and desktop computer with Campus Safety. This free service gives students a means of identification and prevents theft. The University is not responsible for theft or loss of, or damage to an individual’s personal property while on campus.

## **PERSONAL LIABILITY**

**4.9**

Visitors, employees and students are responsible for their own personal property, including clothing, books, electronics, bikes, and motor vehicles. **The University is not responsible for theft, loss of, or damage to an individual’s personal property while on campus.**

## **POSTING & DISTRIBUTION OF LITERATURE, FLYERS, ETC.**

**4.10**

Only recognized student clubs or organizations may post flyers, distribute literature, etc., at approved and appropriate locations on campus. Any flyers, literature, etc., deemed to be in conflict with the mission, image or values of The University of Mount Olive are not permitted.

Any student or student group who posts or distributes inappropriate material(s) will be subject to disciplinary sanction.

The University of Mount Olive provides various posting fixtures that may be used to advertise programs, events, and services of interest to the University community. This policy sets conditions and procedures to accomplish that purpose in an attractive and orderly manner.

### **Posting**

- Advertisements for events sponsored by University departments or organizations and those taking place at UMO have posting priority.
- Postings may not exceed a size of 11 by 17 inches. Their use must be confined to regular bulletin boards provided for that purpose. Posting elsewhere- on doors, windows, walls, floors, stairs, restroom stalls, mirrors, fences, entry posts, gates, poles, trees, buildings, automobiles or sidewalks- is prohibited.
- A posting may not cover or block previously posted materials.
- Thumb tacks or pushpins should be used on bulletin boards. Do NOT use glue, nails, staples, scotch tape, duct tape or masking tape of any variety. Do NOT poster over other postings. Printed material should not extend beyond the bulletin board frame.
- No more than one posting announcing the same activity may be placed on the same bulletin board or in the same area.
- Postings must include the name of the sponsoring agency or organization and date of the event or meeting being announced. General, undated materials will be removed to accommodate postings for specific events.
- Postings in residential buildings are governed by Residential Life Policies and must have the approval of the residential life counselor or housing coordinator prior to posting. In residential buildings, posting in common restroom stalls is permitted where cork strips are located.
- “Restricted” bulletin boards (inside classrooms or buildings) are limited to the use of designated departments or organizations. Use of these bulletin boards must be approved by the official representative of the respective department or organization.
- Advertising for commercial (i.e. profit-making) purposes by businesses, organizations, entities, and individuals not associated with the University is prohibited.
- All posted items must be in accordance with the University’s Mission and Covenant.
- All notices must be removed within forty-eight hours after the date of the event. All printed materials posted on general use bulletin boards shall be removed and discarded in the month following the end of each semester by maintenance, regardless of the date of posting.
- Posting of temporary, outdoor direction and information signs (non-roadway) must be approved in advance by the event service coordinator. A sponsor must remove these signs within 1 working day of the event conclusion. Admissions, Athletics and Student Affairs may place such signs as needed without prior approval, provided the signs are removed within one day of the event.

### **The University Logo**

Materials designed by students to promote specific events such as fine arts events are exempt from the UMO Graphic Standards Guide, unless they utilize the University’s authorized graphic identity, in which case they must follow the Graphics Standards Guide. The UMO Graphic Standards Guide is located on the UMO website. For special assistance regarding the University logo, seal or mark, contact the Office of Public Relations.

### **Implementation/Administration**

The Events Office within the Maintenance Department will implement and administer this policy. Questions, complaints, reports of violations, or appeals regarding the policy should first be directed to the Events Office, [events@UMO.edu](mailto:events@UMO.edu) or at extension 1378 or 919-658-7491.

## **RECOGNITION IN MEDIA**

### **4.11**

The Director of Public Relations is the designated and official liaison between The University of Mount Olive and the media (newspapers, radio, TV). All contact with the media pertaining to staff, faculty, students and activities of The University of Mount Olive will be coordinated through the Office of Public Relations.

When recognition for individual or group accomplishments or events is appropriate and desired, the student or person in charge of the group or event should contact the Office of Public Relations and provide details. As a minimum, the details should include who, what, when, where, why, and how. Academic, athletic, and student honors or awards, such as induction into an honor society, attendance at a special conference, unique internships and performances at recitals and concerts are representative of the types of activities that warrant news releases. A News Release Information Form will be used to collect essential information for drafting a news release. The forms are available in the Office of Public Relations.

## **RESTRICTIONS ON SMOKING**

### **4.12**

### **Policy Statement**

The University of Mount Olive has set the following 100% Tobacco Free policy.

1. Prohibited use of tobacco by students, faculty, staff and visitors:
  - o In all campus buildings, facilities or property owned or leased by The University of Mount Olive and outside areas of the same;
  - o On campus grounds, parking lots, facilities or vehicles that are the property of The University of Mount Olive;
  - o At lectures, conferences, meetings, athletic matches and social/cultural events held on school property.
2. The same or distribution of free tobacco products at any university location or sponsored function.
3. Student groups are prohibited from accepting money or gifts from tobacco companies.
4. No advertising for tobacco products in any publication or on the physical grounds of the University of Mount Olive.
5. The University of Mount Olive will provide free, accessible tobacco treatment on campus.
  - o These tobacco treatment programs shall be publicized regularly in student and staff publications, posted in residence halls and campus buildings, through Student Affairs, Student Health Center and through other appropriate means.

### **Reason for Policy/Purpose**

The University of Mount Olive is committed to providing its students, faculty and staff with a safe and healthy environment. The University of Mount Olive recognizes the use of tobacco products is detrimental to the health and safety of students, faculty, staff and visitors. The University of Mount Olive also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S.143-599.

### **Operational Definitions**

1. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, bidis, hookahs, electronic cigarettes, snus, smokeless, spit and snuff.
2. Tobacco companies are defined as follows: companies that directly produce tobacco or purchase tobacco for the production, distribution, marketing or sale of tobacco products.

## Policy Procedures

1. The University of Mount Olive will ensure proper signage and other physical indicators for our policy are provided.
2. All smoking waste management products such as ashtrays shall be removed. Announcements of the Tobacco Free campus policy will be made during campus lectures, meetings, athletic matches and social/cultural events.
3. Violators of the policy shall be issued a verbal reminder of the policy. Visitors who repeatedly violate the policy shall be asked to leave campus. Faculty and staff who repeatedly violate the policy shall be referred to their supervisor and shall be given tobacco cessation materials. In rare instances, repeated violations by faculty or staff can result in further personnel actions such as reprimand.
4. Housing and Residence Life staff are responsible for compliance in campus residences per the University of Mount Olive Student Handbook.

<https://myumo.moc.edu/services/ir/Policies/Public%20Policies/Tobacco.pdf>

## SALES/SOLICITATION

**4.13**

Sales or solicitation are prohibited anywhere on University property, unless approved in advance by the Vice President for Student Affairs. Operating a business for personal gain is strictly prohibited on campus premises.

## SNOW AND INCLEMENT WEATHER

**4.14**

Announcements of University or class suspension must be authorized by the President and will be broadcast on the campus E2 alert Phone System and local media outlets listed below. You may also visit the University's website at [www.umo.edu](http://www.umo.edu) to view the most current weather notifications. Finally, you may call The University of Mount Olive at the Mount Olive location at 1-800-653-0854 or (919) 658-2502 to hear the latest announcements concerning cancellations or delays.

WRAL-TV Channel 5

Raleigh

WITN-TV Channel 7

Washington

WNCT-TV Channel 9

Greenville

WECT-TV Channel 6

Wilmington

NOTE: Closings and/or class suspensions at the Goldsboro location of UMO must be authorized by the Seymour Johnson Air Force Base Education Office. Official announcements are made by the Base Public Affairs Office and are broadcast on the Base Commander's Cable Channel 37 and on local radio and television stations.

## SOCIAL MEDIA POLICY

**4.15**

It is important to note that the use of social media at The University of Mount Olive (UMO) is governed by the same laws, policies and covenant that apply to all other activities at or concerning UMO. The UMO Social Media Policy only applies to social media accounts created to represent UMO groups, departments, programs, entities, etc. and does not apply to private individual accounts.

### University Officially Recognized Social Media Accounts

For a group to be recognized by the University as an official social media account, the group administrators must seek approval from the Social Media Coordinator.

### Facebook Use

If a UMO organization, department, group, program, or athletics team creates a Facebook page, they must submit their Facebook page name to the Social Media Coordinator in order to be listed on the official UMO's Facebook page under "Likes" area. Doing this creates a link from the University's Facebook page to your organization's page.

## **Guidelines for Account Administrators**

- All social media accounts officially recognized by UMO must have at least two (2) UMO faculty or staff member as administrators at all times.
- Should a UMO employee administrator of an account leave the University for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another UMO employee to be an account administrator prior to removing himself or herself from that role. Notify the Social Media Coordinator when a new administrator takes over.
- UMO employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to remove content that may violate the University's Conduct Policies.
- If a UMO social media account appears to be dormant or unused for a period of time, the Social Media Coordinator may contact an administrator to determine if there is an issue that needs to be resolved or if the account needs to be deleted.

## **Reason for Policy/Purpose**

*Current and future students, faculty, staff, alumni, and donors are utilizing mediums such as Facebook, Twitter, Instagram, LinkedIn, YouTube, and many others to interact and stay connected. UMO believes that having a presence in these areas will allow the University to broadcast information and interact with the public. In order to operate within these mediums effectively, the Social Media Policy has been developed to ensure that any and all interactions on behalf of UMO represent the University's best interests.*

## **Content Guidelines**

*The following guidelines should be used when providing content for social media sites associated with UMO:*

- *Use good judgment about content and respect privacy laws. Do not include confidential information about the University, its staff, or its students.*
- *You may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.*
- *Please refer to the UMO Presentation Standards and Graphic Standards Policy Statement for questions regarding use of the University logo and associated colors.*
- *Representation of your personal opinions as being endorsed by the University or any of its organizations is strictly prohibited.*
- *You may not use the UMO name to promote any opinion, or endorse any product, company/organization, cause, or political candidate.*
- *By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the University harmless for any claims resulting from the content.*
- *UMO has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.*
- *When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.*
- *Refrain from using information and conducting activities that may violate local, state, or federal laws, and regulations.*
- *Carefully consider the accuracy, clarity, length (brief is better) and tone of your comments before posting them. Posts on social media sites, while social and light-hearted in nature, should protect the University's institutional voice by remaining professional in tone and in good taste.*

- *Respect the views of others, even if you disagree.*
- *Be truthful, accurate and complete in describing UMO programs and services.*
- *Strive to be accountable to UMO audiences via regular updates and prompt responses when appropriate.*
- *If you encounter someone on your social media account that has commented or posted negatively about your group, department or UMO, please contact your immediate supervisor and the Social Media Coordinator immediately on how to proceed and/or respond- do not just delete and move on.*
- *NOTE: UMO is not responsible for monitoring or pre-screening content posted on its social media sites. Notwithstanding, UMO reserves the right to monitor its sites and remove, without notice, any content that it deems to be harmful, offensive, commercial in nature, or otherwise in violation with this Policy.*

**Contact:** Social Media Coordinator

For more information about institutional policies, go to

<https://myumo.moc.edu/services/ir/Policies/Pages/default.aspx>



## **RESIDENCE LIFE POLICIES**

### **SECTION 5**

The Office of Student Affairs oversees all aspects of student housing and residence life. The Residence Life Staff is comprised of full-time professionals and student staff members who coordinate the daily operations and oversee the safety of students on campus. Each hall and apartment building has a Resident Assistant (RA) that supervises that specific area and assists with student concerns as well as planning programs and enforcing policies. The RA staff is supervised by full-time professionals in the Office of Student Affairs. There are designated professional staff members who also reside on-campus to assist with the oversight of creating a healthy living and learning environment and assist with the afterhours on-call system.

Students are required to carry a minimum of twelve (12) credit hours to live in the residential facilities with three-fourths of those credit hours being seated classes. Students who drop below 12 credit hours after the start of the semester and wish to remain in the residence halls must receive explicit permission from the Vice President for Student Affairs. Permission may be granted if the student is in good judicial standing (no disciplinary sanction more serious than probation), and if the student agrees to leave the residential facilities if he/she receives any disciplinary sanction while carrying fewer than 12 credit hours.

Community living in the university setting provides students a significant experience that can facilitate personal growth and development outside of the classroom. It is important that students demonstrate mature and responsible behavior, not only in their own actions but also for those of their peers and colleagues. The University presumes that students have sufficient maturity to conduct themselves in a responsible manner consistent with the mission and University Covenant. Students are strongly encouraged to take advantage of the opportunities in residential areas by seeking employment as a Resident Assistant and participating in hall programs and events.

The following guidelines have been established by the University in furtherance of its mission to promote a sound living and learning experience for residential students. Students who elect to disregard the guidelines will be subject to disciplinary action.

#### **ALCOHOL/ALCOHOL PARAPHERNALIA 5.1**

The University of Mount Olive is a dry campus and therefore no alcohol is permitted on the grounds, including the residence halls and apartments. This policy overrides federal and North Carolina state law regarding that an individual must be over 21 years of age in order to purchase or possess beer, wine, liquor or mixed drinks. Please refer to The University of Mount Olive's Provisions Regarding the Use of Alcohol for complete guidelines involving alcohol and alcohol paraphernalia.

#### **CABLE TV 5.2**

All residence hall rooms and apartments are provided an upgraded basic cable TV service. To gain access to this service, students only need a television with a ClearQAM digital tuner and a connection cord. In general, televisions that are only a few years old should work but please pay special attention to this ClearQAM digital tuner feature.

#### **CATWALK/VERANDA USE 5.3**

The primary purpose of the veranda area (or catwalk) is for use as a walkway. If students congregate at this location and loud noises or disturbances are heard and disrupt others during any time of the day or night, those individuals will be asked to vacate that area.

#### **CHECK-IN AND CHECK-OUT PROCEDURES 5.4**

*Check-In Procedure* – When a student moves into his/her assigned room, he/she will receive access to an online Room Condition Form or Apartment Condition Form based on the place of residence. The resident must complete and sign this form that verifies the condition of the room and its contents when the student received the residential area. During check-in, students will also receive a key to the residence hall and a key to their mailbox which is to be used while they remain a residential student. Failure to complete the online condition form within 48 hours of a resident's check-in time will be sufficient evidence that the room and its contents were in good condition prior to the student residing in that room.



The University is not responsible for loss or damage to personal property for any reason during their stay on-campus. Students may obtain insurance coverage on personal possessions either through a parent's homeowner policy or a separate renter's insurance policy.

*Check-Out Procedure* – Before a student moves out of his/her assigned room, he/she must complete and sign the same online Room Condition Form or Apartment Condition Form they completed during the check-in process. The check-out form verifies the condition of the room and its contents, including the door, lock and key upon a student vacating campus. The student will be charged for repair or replacement (including labor costs) of any items of discrepancy between the check-in and check-out conditions. Students are responsible for leaving their rooms clean and orderly and are expected to leave their residential area in the condition which they received it upon arrival. Failure to check-out properly may result in a fine and the student will waive the right to appeal any charges that resulted by the check-out condition.

## **COMPUTER CONNECTION/INTERNET ACCESS**

**5.5**

All residence halls have both wired and wireless access to the internet. To access the internet from the residence halls, students need a computer with a wired or wireless network card, or wireless tablet or smartphone. While internet access is free to all University of Mount Olive students, websites containing pornography are blocked, as are P2P file sharing protocols.

## **DAMAGE AND VANDALISM**

**5.6**

Inherent in the goals and philosophy of the University is the fact that community living demands social responsibility from each individual living within a social unit. In a residence hall setting, this implies that an individual is not only responsible for his/her own room and contents therein, but also shares responsibility for the common living areas (floors, halls, bathrooms, lounges, etc.) and ultimately the entire residence hall. The same consideration, respect, and responsibility expected of and by a student in his/her home are expected in residential areas.

*Damage to a Resident's Room* – Any damage to a resident's room, including the door and locking system, is the responsibility of that resident. If there is any damage or vandalism to a resident's room, he/she will be assessed the dollar amount, including labor and material costs, necessary to repair the damage. Students are also responsible for any damage caused by their guests. If, in fact, the resident of the room is found not to be the cause of the damage, the student identified as being responsible for the damage will be billed and may receive sanctions through the student conduct system.

*Damage to Public or Common Area* – It is the responsibility of all students to keep public rooms or common areas (lounges, lobby area, bathroom, hallways, etc.) clean at all times. Any damage costs, including excessive cleaning, will be billed to the responsible party and disciplinary action may be taken. To ensure that the party responsible is the one who is charged, all students must take an active role in setting the standards for their living area and holding one another accountable for behavior.

The University reserves the right to assess "group billing" when individual responsibility cannot be established. This procedure is used because the University believes that the residence hall environment is intended to provide the students with a group living experience that includes social responsibility for residence hall property as well as the rights of others.

## **DRUGS/DRUG PARAPHERNALIA**

**5.7**

The use, possession, distribution or sale on any illegal drug or controlled substance for which the student does not possess a prescription from a physician is strictly forbidden on the University of Mount Olive campus. The distribution of a controlled substance for which a student has a prescription from a physician is also a violation of this policy. The use or possession of any drug paraphernalia is prohibited. Please refer to the University of Mount Olive's Provisions Regarding the Use of Drugs for complete guidelines involving drug use and drug paraphernalia.

## **FIRE ALARM EQUIPMENT**

**5.8**

For the safety of the campus community, fire extinguishers, pull boxes, and smoke detectors are all fire safety devices found in residential buildings. Tampering with fire safety equipment includes but is not limited to, improperly or inappropriately expelling a fire extinguisher, removing or covering a smoke detector, or inappropriately activating a fire alarm system. The unlawful use, tampering, destruction, or theft of fire alarm and fire-fighting equipment is a serious offense. Any individual sounding a fire alarm or tampering with any fire equipment, except in the event of an emergency, is subject to disciplinary action including referral to local authorities such as the Mount Olive Police and Fire Departments.

## **FLAMMABLES**

**5.9**

For reasons of safety, no open flames or long burning items are permitted in the residence halls or apartments; this includes but is not limited to: candles, incense, hookahs, halogen lamps, toaster ovens, hot plates, kerosene, propane tanks/grills, and space heaters. Any item found to be in violation of this policy will be confiscated and may be returned to the student upon his/her departure from residence.

## **FLOOR MEETINGS**

**5.10**

Residence Life Staff may periodically find it necessary to call a mandatory meeting for a room, floor, or building to address various concerns or share important information with the campus community. Notification will be given to the residents at least 48 hours in advance, whenever possible, and will be in the form of flyers posted in the residence hall or email distributed through a university official to the resident's University of Mount Olive email address. Non-attendance at any mandatory meeting may result in a fine, community service, or other appropriate sanction. If a student is unable to attend a mandatory meeting, he/she should notify their RA at least 24 hours in advance.

## **FOOD AND COOKING APPLIANCES**

**5.11**

For reasons of hygiene and safety, the following regulations pertain to food and cooking utensils in the residential areas, specifically in the apartments:

- Refrigerators may be no larger than 3 cubic feet in capacity. Refrigerators must be emptied of all food and unplugged during the semester break.
- Microwaves must be small, 700 watts or less, and designed for residence hall space.
- No open burners, such as hot plates, toasters or coffee makers, and no open flames may be used in the residence halls. The only exception to this rule is that students who reside in the apartments may have toasters and/or coffee makers if properly stored and utilized in the kitchen. Additionally, students are permitted a Keurig coffee maker in the residence halls.
- All food items must be disposed of properly and may not be washed down bathroom sinks, as this will cause the drains to clog. Students are to exercise consideration for others and not leave food items or utensils in public areas.
- No grills are permitted on balconies or porches near the apartments. Grills are available for use in the picnic area next to the apartments by the softball field and near the fire pit at the Kerstetter Commons.

## **FURNITURE**

**5.12**

All rooms and apartments may be arranged how the student desires as long as it does not create any fire and safety issues or violate the University Covenant. For example, no furniture should be against the heating unit in any area. Additionally, students cannot arrange their beds so that they are adjacent, touching side by side, parallel or within immediate proximity of each other so as to share the sleeping space. This includes if a resident does not have a roommate and may only occupy one side of the room (see Private or Single Rooms section).

If a student chooses to rearrange his/her room or apartment, he/she must return the room to its original condition and arrangement upon check-out.

All furniture provided by the University must remain in the room and/or apartment it was found in upon check-in. The University does not have an adequate storage facility for any furniture to be removed from a room or apartment so you must store it appropriately in your residential area. Lastly, laundry facilities and bathrooms are not storage areas for any furniture a resident wants removed from his/her room and apartment.

Roommates must mutually agree on additional furniture present in the room. Additional furnishings must not create a safety problem and must be removed upon check-out. **For reasons of space and safety, loft beds are not permitted.**

**Any furniture provided in common areas (such as lounges, lobbies, and study halls, etc.) must remain in those common areas at all times.** No furniture may be removed from these common areas and placed in residence halls and/or apartments. Any individual who removes University furniture from common areas or vandalizes University furniture may be subject to fines and/or disciplinary action.

## **GUESTS**

**5.13**

A student is fully responsible for the behavior and conduct of his/her guests at all times, to include observance of University policies. A guest must be accompanied by his/her host at all times.

Overnight guests of the same sex are permitted, but length of stay is limited to two nights within a two-week period and notifying the Director of Housing. Guests must be 18 years of age or older, unless special permission for younger guests is granted in advance by the Office of Student Affairs. Overnight guests of the opposite sex are not permitted to stay overnight in the residence halls or apartments. In addition, guests are only permitted in the residence halls when classes are in session and not during break periods.

Students who wish to stay overnight in another student's room or apartment may only do so with the permission of all roommates. See section on Visitation Guidelines for further details.

## **HEALTH AND SAFETY INSPECTIONS**

**5.14**

The University reserves the right to and will inspect individual rooms and apartments periodically throughout each semester for reasons of health, safety, preventive maintenance measures and possible violations of University policies. These inspections may be unannounced and the residents need not be present during the inspection. Inspection procedure may include checks of personal microwaves and refrigerators and any other personal items deemed necessary with respect to the health, safety, maintenance measures and University policies regarding the student(s) and/or University.

## **HOUSEKEEPING**

**5.15**

Students are responsible for the cleanliness of their own rooms and for assisting in the cleanliness of public and common areas. While housekeeping staff cleans public areas on a daily basis, any cleaning required beyond normal daily needs will be the responsibility of the students either to clean the area otherwise they will be billed for excessive cleaning.

## **HOUSING AGREEMENT**

**5.16**

All residential students will receive a Room and Board Agreement to sign upon arrival to campus and check-in.

*Term of Contract – Unless otherwise specified, the term of the Room and Board Agreement is for the academic year (August-May) in which housing is needed. Only enrolled, full-time, traditional students at the University of Mount Olive may request on-campus housing. Students enrolled in accelerated evening programs do not qualify for on-campus housing. Housing is guaranteed for all new and returning students who enter the University by the residence hall check-in date. At times, it may be necessary to relocate students for scheduled maintenance and repairs. The University will make every effort to accommodate students during these times and give as much advance notice as possible.*

*The residence halls are closed during Winter Break and residents must vacate their rooms and apartments during this time frame. Students are not required to move their belongings out of their assigned room during this break; however, residents will not be permitted access to their rooms/apartments during this time period. There are limited services provided during this time, including no services provided in the dining hall, limited staff on-campus and in the residence halls, etc. Students staying during holidays and breaks may be required to pay \$25.00 fee per day for housing.*

*Students who occupy the residence halls outside the dates of the traditional fall and spring semesters will incur a \$25.00 fee per day, payable in advance by either cash or check to the Director of Housing. Meals may not be available during these special time periods and are on a pay as you go basis.*

*Voluntary Change of Status* – Any student, who separates from the University, forfeits his/her right of access to a room in the residence hall or apartment. No refund of room charges is made after the last date of the drop/add period each semester. Students separating from the university after the drop/add period will only receive a prorated refund for their board charges. Board charges will be prorated from the date of departure.

Any student who leaves the residence halls to become a commuter student (see Residency Requirement section below) after the drop/add date, will continue to be charged the full rate of the room for the entirety of the semester. Board however will be prorated from the date the student turns in their room keys.

*Termination of Housing Contract* – The University may terminate, suspend or change a student's housing contract at the sole discretion of the University for any reason including, but not limited to, disciplinary reasons and prolonged absence from the residence hall indicating the student has moved off-campus without following University procedures.

## **HOVERBOARDS**

**5.17**

Due to recently reported safety risks with hoverboards, the university is prohibiting the use, possession, or storage of these items on campus until further notice. This includes hoverboards, segways, or similar devices. We will continue to monitor information provided by the Consumer Product Safety Commission as they investigate reported concerns and work to develop safety standards.

A statement regarding dangers associated with hoverboards can be found here: <http://www.cpsc.gov/en/About-CPSC/Chairman/Kaye-Biography/Chairman-Kayes-Statements/Statements/Statement-from-the-US-CPSC-Chairman-Elliot-F-Kaye-on-the-safety-of-hoverboards/>

We continue to encourage the proper use of other transportation means for daily life, including bicycles.

## **KEYS**

**5.18**

Residence hall keys should be protected and treated seriously for security reasons. When receiving a key, students agree to keep their residence hall keys in their possession and not give it to anyone other than a Residence Life Staff member or campus official. A lost key is to be reported immediately to the Director of Housing. Additionally, a student cannot duplicate any residence hall keys. A lost key may require a change of the lock core by the Buildings and Grounds Department. It is the student's responsibility to pay for any charges associated with this lock change.

*Lock-outs* - When students are locked out of their residence hall room or apartment, they have a few different options available in order to gain temporary access to their residential location.

If students are locked out of their rooms/apartments **during weekdays**, they should follow the steps below:

1. Attempt to track down their roommates
2. Contact the Campus Safety Office
3. Upon unlocking the door, residents must show their keys to verify that they have not lost them. A student may be charged a fee if they are locked out of their room multiple times within any given semester.

If students are locked out of their room during **nights and weekends**, they should follow the steps below:

1. Attempt to track down their roommates
2. Contact the Resident Assistant on Duty or another Resident Assistant
3. Contact the Campus Safety Office
4. Upon unlocking the door, residents must show their keys to verify that they have not lost them.

A student may be charged a fee if they are locked out of their room multiple times within any given semester.

## LAUNDRY FACILITIES

5.19

Free washers and dryers are provided in the residence halls and apartments for residential students to utilize throughout their stay on-campus. The cost of all laundry facilities is included in room and board fees and does not require coins or card access to operate. Any problems should be reported to the Director of Housing. Heavy materials such as rugs, mats, and blankets should be taken to a commercial laundry facility to prevent damage to the machines. The University does not assume responsibility for clothes or items that are damaged or stolen due to lack of supervising your belongings.

## MEAL PLANS

5.20

Dining Services provides several meal plan options to accommodate students and their busy schedules. There are several options to choose from based on meal usage by the week or by semester.

**Each residential student is required to have a meal plan while living on-campus. Commuter students have the option to choose whether or not that want to participate in a meal plan package.**

All charges are included in the room and board fees for residential students whereas commuter students will incur extra costs based on the meal plan they choose. Most meal plan packages include Green Bucks money which is a separate expense account on the student's ID card that can be used in various locations in town and on-campus.

## NOISE & QUIET HOURS

5.21

The individual student's conduct in the residence hall has an effect on the other residents in the community. For this reason, the University insists that all students exercise a due amount of responsibility, thoughtfulness, and restraint in the production of noise of any kind: vocal, musical, recorded, mechanical, etc. Additionally, the use of amplified musical instruments within residential facilities is prohibited.

Courtesy Hours – Those hours during which the noise level is not above what would be expected in a typical household residence. Courtesy hours pertain to the lobby and other common areas including parking lots. When the noise is disturbing to another person, normal consideration requires that it be lessened. Courtesy hours are the period of time when quiet hours are not in effect.

Quiet Hours – Those hours during which noise should not be loud enough to disrupt the study or sleep of others; if noise can be heard beyond a student's room, it is in violation. Quiet hours extend to common areas such as hallways, bathrooms, laundry facilities and study lounges. Those who violate the quiet hours policy may be asked to leave the common area and also may be subject to judicial action.

**Quiet Hours:        8:00 p.m. - 10:00 a.m. (Sunday through Thursday)  
                             11:00 p.m. - 10:00 a.m. (Friday and Saturday)**

Final Exam Periods – Quiet hours will be in effect beginning at 5:00pm during the last day of classes and will continue 24-hours until the end of the last final exam each semester. These quiet hours will be posted in residential areas and will be communicated by Resident Assistants during end of semester hall meetings.

## PETS

5.22

For reasons of hygiene and safety and for the protection of animals, **NO PETS are allowed to be in a resident's room, apartment, or residential facility at any time.** This also means that pets cannot visit in any residential room or facility for any duration of time. Fish tanks of less than 10 gallons in size with non-poisonous fish are permitted. Students are also asked to use care when cleaning a fish bowl or tank and not allow gravel to go down any sink drains. According to the minimum standard sanctions (see 6.4.3 category f), violators will be reprimanded with an official written warning, \$50 fine, and the pet will have to be removed within 24 hours. Second time offenders will have a \$100 charge and further violations will incur additional escalated fines and sanctions according to sanctioning guidelines.

## **PRIVATE OR SINGLE ROOMS**

**5.23**

The University has no rooms that are designed for or designated as private or single rooms. In the event all rooms are not filled to capacity, the University may consolidate residents and close rooms to conserve costs. For this reason, a resident should not assume that they are permitted to occupy both sides of the room in the event they do not have a roommate, regardless of the duration of time they are in the room by themselves.

No single room can be requested until after the first two weeks of classes each semester. Check with the Office of Student Affairs to see if the availability of a single room exists. If permitted, an additional fee will be charged to the student's account if the Business Office states that the student's account is current. If the account is not current, the additional fee cannot be applied and the student may not have a private room.

The only other accommodation for a private room will be made for medical reasons, supported by proper documentation and approved by the Vice President for Student Affairs. If such approval is made, the student will be required to pay an additional fee. Further, the approval will be contingent upon notice from the Business Office that the student's financial account is current and the fee may be added to his/her account.

## **POSTERS/DISPLAYS/DECORATIONS**

**5.24**

Students are encouraged to decorate their rooms to make them more attractive and personal. However, decorations, flags, posters, signs, etc., may not be in contradiction with or in flagrant disregard of University policy, standards, or values. This includes, but is not limited to, those items that promote the use of alcohol and illegal substances. Additionally, students may not hang federal, state, or local signs including but not limited to street, directional, or crossing signs.

Students will be asked to remove any offensive materials placed on windows, walls or on the outside of residence hall and/or apartment doors. Designated Residence Life Staff may remove offensive materials in the event that a student does not comply with a removal request.

## **RESIDENCY REQUIREMENT**

**5.25**

All students are required to reside on campus for their first four semesters of full-time enrollment unless they are: 1) 21 years of age or older, 2) commuting from home with a parent or legal guardian, 3) married and/or responsible for dependents. Students who meet these criteria must complete an Off-Campus Living Request Form which can be found online through your MyUMO account.

If a student believes he/she has a compelling reason to be exempt from this policy, he/she may make a request to the Director of Housing. If the student is not granted his/her request, and the student wants to make an official appeal of the decision, he/she must make an official appeal with the Vice President of Student Affairs. It is the student's responsibility to make the appeal in writing and to supply all necessary documentation to support the appeal.

Students who violate this residency requirement and are found living off-campus without approval will be charged the on-campus room and board fees.

## **ROOFS**

**5.26**

No one is permitted on the roof of any building at any time for health and safety reasons.

## **ROOM CHANGES**

**5.27**

Room changes are not permitted until after the first two weeks of each semester. After those two weeks, room changes must be requested with the Director of Housing in the Office of Student Affairs. There is no guarantee that this room change will be granted, however, every student requesting this process will have to complete a Room Change Request Form and speak with the Director of Housing in regards to the reason of the request and other details pertaining to your situation.

Students who change rooms or roommates without prior consent from the Office of Student Affairs may be relocated and subject to judicial action as well as an administrative fee of \$25.00.

The University reserves the right to consolidate students when space is needed or when two or more students on a floor or building are without roommates and do not opt to pay for a single room.

## **ROOM ENTRY AND SEARCH**

**5.28**

The University of Mount Olive reserves the right to enter all students' rooms and/or apartments without notice if it suspects a violation of University policy may be occurring or may have occurred in that room. Residents of a particular room or apartment do not need to be present at the time of entry.

When credible reports or evidence of illegal activity persist but without specifying a particular room or living area, the University may choose to do unannounced checks of all rooms on-campus or in a particular area.

Upon entering the room, University personnel have the authority to check anything and anywhere in the room for the presence of alcohol, other illicit substances, missing items, or for the presence of unauthorized individuals. If the presence of drugs is suspected, the University may authorize law enforcement officials to do a full room search for illicit drugs.

Other conditions for room entry are:

- In the event of an emergency, to include the checking of all rooms during a fire alarm or for other medical emergencies.
- To fulfill a maintenance request for repair or service.
- For a follow-up health and safety inspection (see Health and Safety Inspections section).

## **SAFETY – PERSONAL BELONGINGS AND LIABILITY**

**5.29**

The University is not responsible for the loss of, theft of, or damage to a student's personal belongings. Therefore, students are encouraged to be sure that a homeowner's insurance policy or a separate renter's policy will adequately cover their personal belongings, items and their conditions.

For individual safety and protection of personal belongings, students are strongly encouraged to observe the following:

- Room and apartment doors should be locked at all times. Even if a student is going to be absent from his/her room for a few minutes, the door should be locked.
- Never loan a residence hall key to anyone.
- Do not open an entrance door or room door for someone you do not know.
- Report a lost key to the Office of Student Affairs immediately.
- Report any unusual person or occurrence, including theft, to Campus Safety immediately.
- Do not share information with others about where money and valuables are kept in your residential area.
- Do not keep large amounts of money in your room.
- All exterior doors to the residence halls are to remain locked 24 hours per day.
- Do not prop open fire doors (this includes all residence hall doors and external doors).
- Lock your bicycle at all times only on a bicycle rack.
- Register your vehicle with the Campus Safety Office and keep it locked at all times.
- Register your laptop with the Campus Safety Office.
- Store packages, luggage and other valuables out of sight.

## **SPORTS IN RESIDENTIAL FACILITIES**

**5.30**

Because residential facilities are not designed for physical activities such as recreational sports, these activities are prohibited in hallways, stairwells, lounges and other indoor common areas. Please utilize designated recreational facilities for such activities. Additionally, students are not permitted to utilize the exterior of any residential buildings for leisure or sports activities.

## **TELEPHONES**

**5.31**

All residence hall rooms and apartments are connected for immediate telephone service. Students are responsible for providing their own telephones. To protect students' privacy and safety, student telephone numbers are not released to the public or to anyone calling in to the University.

## VISITATION GUIDELINES

5.32

*Residence Halls* – Guests may visit in residence hall rooms at the following times:

**10:00 am - 12:00 am** (Sunday-Thursday)  
**10:00 am - 2:00 am** (Friday and Saturday)

*Residence Hall Lobbies* – The public lounge or lobby of each hall is open to guests of residents from 10:00 a.m.-12:00 a.m. Sunday-Thursday and from 10:00 a.m. – 2:00 a.m. (Friday and Saturday). Guests must be in the company of a resident. Residents of the building may use the lobby at any time provided that they conduct themselves according to appropriate standards of community living. Students and guests are not permitted to sleep in the residence hall lobbies or other common spaces in residential facilities. Lobbies and lounges are furnished to accommodate the needs of residents. Furniture may not be removed from the lobbies or lounges. Judicial action may be taken in the event lobby furniture is found in a resident's room.

*Apartments* – Guests may visit apartment residents during the following times:

**9:00 am - 1:00 am** (Sunday-Thursday)  
**9:00 am - 2:00 am** (Friday and Saturday)

In addition, the following regulations apply during visitation hours:

- Each resident is limited to two guests at the same time.
- No more than six people, including residents, may be in a room at any time (for reasons of limiting noise).
- If a roommate objects to visitors, the other resident(s) may not override those objections.
- Guests are subject to the University of Mount Olive rules and regulations at all times. It is the responsibility of the host student to ensure that his/her guest(s) knows and abides by these rules and regulations.
- Guests of the opposite sex must use the restroom facilities provided in the lobby areas.
- **A guest must be escorted by the resident student host at all times (from entering the building until exiting the building). Students may not leave guests unattended at any time (i.e. to go to class, a club, practice, etc.)**
- Residents and guests must be respectful of others in the hall and limit noise emanating from the room.
- Any violation of these guidelines, or violation of other University rules and regulations, may result in loss of visitation privileges as well as other disciplinary sanction(s).
- For additional policies regarding guests, please refer to the Guests policy in section 5.13.

*Loss of Visitation Privileges* – A student who fails to follow the visitation guidelines or who abuses the privilege may lose that privilege as a result of disciplinary action. In the residence halls (including lobbies) and apartments, if one roommate loses visitation privileges, it will be necessary to apply this rule to the entire room or apartment.

## WATER

5.33

Waterbeds, water balloons, water guns and water fights are prohibited within University residences and all other University facilities. To protect the safety of students and to preserve equipment in the facility, indoor and outdoor water fights are strictly forbidden. Water fights or the use of water in pranks is considered an act of vandalism and will be dealt with as a judicial matter.

## WINDOWS

5.34

For reasons of safety and protection of property, the following regulations pertain to windows:

- TV and radio antennae are not permitted outside a window or attached to the roof, side, or other outside area of a building.
- Window screens must be properly positioned and secured at all times.
- Articles and clothing should not be hung on the blinds since their weight damages the blinds.
- No signs or items may be propped or hung in windows (see section 5.24 Posters/Displays/Decorations for more information).
- For security and privacy near the window, blinds should be closed at night.
- Windows may not be used for entry to or exit from a room except in an emergency. No items are to be passed through the windows.



# STUDENT CODE OF CONDUCT

## SECTION 6

### STUDENT CODE OF CONDUCT

As a part of its mission, The University of Mount Olive formulated this Code of Conduct (Student Code). The University believes that its proper role is to offer educational opportunities in a Christian atmosphere, with such opportunities to include the personal growth of students. Hence, the development of responsible social attitudes is promoted by our community. Students are expected to become familiar with and adhere to the University and Residence Hall standards for student conduct. Furthermore, students are responsible for their own actions, and those who violate the Code of Conduct will be subject to disciplinary action.

Membership in the University of Mount Olive community is a privilege that shall not be abused. Students accepting the offer of admission and matriculating to the University assume the obligation of conducting themselves in a manner compatible with the University as an educational institution and agree to abide by all published regulations governing the student body. Minimal regulations are necessary to ensure respect for basic individual rights and the welfare of the community. The University acknowledges and respects the rights of each student, but the University is not a sanctuary from the law.

### DEFINITION

### 6.1

1. The term University means University of Mount Olive.
2. The term “student” includes all persons taking courses at the University at all locations, either full-time or part-time. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University residence halls, although not enrolled in this institution.
3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs. The term “University premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University (including adjacent streets and sidewalks).
6. The term “organization” means any number of persons who have complied with the formal requirements for University recognition as an organization.
7. The term “Student Conduct Administrator” means a University official authorized on a case-by-case basis by the Vice President for Student Affairs to hold an administrative hearing and impose sanctions upon any student(s) found to have violated the Student Code.
8. The “Appellate Board” is a committee of 2 faculty, 2 staff, and 2 students that serve as a hearing resource for the student conduct process.
9. The appeals review process is a person or persons authorized by the Vice President for Student Affairs to consider an appeal from a Student Conduct Hearing determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Appeals Board.
10. The term “shall” is used in the imperative sense.
11. The term “may” is used in the permissive sense.

12. The Vice President for Student Affairs is that person designated by the University President to be responsible for the administration of the Student Code.
13. The term “Policy” refers to the rules, regulations, guidelines, and principles of the University, written and non-written.
14. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the University community submitted the charge itself. The Student Conduct Administrator may serve as the complainant for any case.
15. The term “Accused Student” means any student accused of violating this Student Code.
16. **Preponderance of evidence is defined as:** A preponderance of evidence presented at a hearing means such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in the mind of the person or persons hearing the case, the belief that the alleged act of misconduct more likely occurred than not.
17. Student Code” refers to all rules, regulations, principles, and sanctions that pertain to student conduct and the judicial process. The Student Code may be amended with written notice to the University community, with such notice being at least two (2) weeks prior to adoption of the amendment.

## **STUDENT CODE AUTHORITY**

## **6.2**

1. The Student Conduct Administrator shall advise and assist in determining the composition of the Appellate Board and assist in the determination of which Student Conduct Hearing, Student Conduct Administrator and Appeals process shall be used to hear each matter.
2. The Vice President for Student Affairs shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Hearings that are not inconsistent with provisions of the Student Code.
3. Decisions made by a Student Conduct Administrator shall be final, pending the normal appeal process.



## **PROSCRIBED CONDUCT**

**6.3**

### **1. Jurisdiction of the University Student Code**

**6.3.1**

The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President for Student Affairs shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

### **2. Conduct—Rules and Regulations: Principles of Conduct**

**6.3.2**

In an attempt to be as helpful as possible, the University has codified the educational and moral philosophy of the University into specific principles of conduct. These principles include, but are not limited to, the following:

- a. Students must treat others in ways that respect their physical and psychological welfare. Violations of this principle include, but are not limited to, assault and harassment (sexual or otherwise), hazing, stalking, intimidating, invading privacy, making threats, and behaving in profane or lewd ways.
- b. Students must not possess or consume alcohol or illegal drugs, or buy, or attempt to buy, sell or attempt to sell, or knowingly be in the presence of any contraband material. Contraband materials include, but are not limited to, weapons, fireworks, explosives, toxic substances, burglary tools, alcoholic beverages, illegal drugs, drug paraphernalia, or objects likely to have contained alcoholic beverages or illegal drugs.
- c. Students must respect the property of others and the University. Violations of this principle include, but are not limited to, stealing, removing property without permission, vandalism, misusing property in ways that cause or could cause damage, misusing keys that belong to another person or the University, entering rooms or opening others' mail without permission, misusing or damaging fire safety equipment, and knowingly being in the presence of stolen property.
- d. Students must obey all lawful orders and directives of University officials. Violations of this principle include, but are not limited to, refusing to properly identify oneself, and refusing to act, or refrain from acting, in ways ordered by a University official.
- e. Students must be respectful of the right of others to live and work in a reasonably peaceful environment. Violations of this principle include, but are not limited to, behaving, or allowing guests to behave, in loud, intrusive, boisterous, annoying, disrespectful or inappropriate ways that are unduly disturbing to others.
- f. Students must not directly or indirectly assist or encourage another person to violate the Student Code of Conduct. Violations of this principle include, but are not limited to, assisting or encouraging another to deface or steal property, possess, hide or sell contraband material, cheat or otherwise bring harm to any person or the University at large.
- g. Students must act with integrity. Violations of this principle include, but are not limited to, lying to University officials, cheating on examinations, filing fraudulent documents, forging or altering official letters, documents, or identification, acquiring money or property by fraudulent means, and misusing another person's credit cards and bank checks.
- h. Students must not act in a negligent, careless, or reckless manner which causes, or is likely to cause, damage to property and/or harm to oneself or others. Violations of this principle include, but are not limited to, reckless driving; igniting any object, including candles, incense, and smoking materials in areas where such acts are prohibited; throwing objects; running, climbing, jumping, or using any method of locomotion, for example, a skateboard, in ways that cause, or are likely to cause, injuries to oneself or others.

- i. Students must act in respectful and law abiding ways off-campus. Violations of the principle include, but are not limited to, being intoxicated, driving while impaired, underage drinking, possession or use of illegal drugs, shoplifting, disturbing the peace, interfering with the work of a police officer, reckless driving, assault (sexual or otherwise), fraudulent use of official documents and credit cards.
- j. Students must abide by the University Housing Contract and other residence hall rules and regulations. Violations of this principle include, but are not limited to, disobeying room capacity regulations, altering rooms without authorization, abusing visitation privileges, and improper use of restrooms.
- k. Students must pay all fines levied by the University in a timely fashion. Violations of this principle include, but are not limited to, failing to pay library and parking fines.
- l. Students must not use electronic media, which includes phones and computers, in ways that cause harm to others or the University. Violations of this principle include, but are not limited to, using phones and computers to send annoying, harassing, threatening, or obscene messages, using these media for fraudulent purposes, or hacking into computers to gain information or interfere with their proper operation.
- m. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- n. Students must act in accordance with the proper functioning of the judicial process. Violations of this principle include, but are not limited to, lying or encouraging others to lie to University officials during investigations or hearings, hiding evidence of violations, filing a false complaint, failing to keep appointments with University officials investigating an incident, failing to obey a summons from the Judicial Board or the Vice President of Student Affairs, giving false testimony to University officials involved in the judicial process, obstructing or interfering in any way with the judicial process, failing to complete sanctions in a timely fashion, and failing to ensure that the Vice President for Student Affairs and the Chair of the Judicial Board receive proper documentation that a sanction was completed, when appropriate. It is the responsibility of all students to know these principles and to act accordingly. Ignorance of these principles will not be a mitigating circumstance in judicial proceedings. Moreover, students must understand all the ramifications of violating these principles, as well as the sanctions they carry. For example, sanctions can include exclusion from non-academic school activities, including those to which scholarships may be attached, as well as suspension or expulsion from the residence halls and the University. Understanding this ahead of time will hopefully preclude the behaviors that may merit these sanctions.

### **3. Violation of Law and University Discipline**

#### **6.3.3**

- a. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Affairs. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

- b. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **STUDENT CONDUCT CODE PROCEDURES**

**6.4**

### **1. Student Conduct Hearings**

**6.4.1**

- a. Any member of the University community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within one week.
- b. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may serve in the same matter as the hearing administrator. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
- c. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Hearing, not less than two calendar days after the student has been notified.
- d. All notification of student conduct hearings will be issued through campus post office boxes and/or email at least two weekdays prior to any proceedings. All students are responsible for checking campus post office boxes and email regularly.
- e. Student Conduct Hearings shall be conducted by a Student Conduct Administrator according to the following guidelines as provided below:
  - 1) Student Conduct Hearings normally shall be conducted in private.
  - 2) The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Hearing shall be at the discretion of the Student Conduct Administrator.
  - 3) In Student Conduct Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Hearings concerning each student to be conducted either separately or jointly.
  - 4) The Complainant and the Accused Student have the right to be assisted by an advisor they choose. The advisor must be a member of the University community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Hearing before a Student Conduct Administrator. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

- 5) The Complainant, the Accused Student and the Conduct Hearing Officer may arrange for witnesses to present pertinent information to the Student Conduct Hearing. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the hearing administrator(s). Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Hearing Officer with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the Student Conduct Administrator or hearing administrator.
  - 6) Pertinent records, exhibits and any written statements may be accepted as information for consideration at a Student Conduct Hearing at the discretion of the administrator.
  - 7) Only information presented during a Student Conduct hearing may be considered in determining student responsibility and/or violations.
  - 8) All procedural questions are subject to the final decision of the Student Conduct Administrator.
  - 9) After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Conduct Administrator shall determine whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
  - 10) The determination of responsibility shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
  - 11) Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
- f. There shall be a single record, such as a tape recording, notes or completed forms, of all Student Conduct Hearings. Deliberations shall not be recorded. The record shall be the property of the University.
  - g. If an Accused Student, with notice, does not appear for a Student Conduct Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
  - h. The Student Conduct Administrator may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Complainant, Accused Student and/or other witness during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgment of the Vice President for Student Affairs to be appropriate.

## 2. Student's Basic Rights at a Hearing

6.4.2

*An accused student having a hearing before the Conduct Administrator has four (4) basic rights accorded him/her, as set forth below. A complainant shall have rights "a," "b," "c," and "d" as outlined below.*

- a. To avoid testifying against him/herself and to choose whether or not to testify in his/her behalf;
- b. To refute or question any evidence presented during the hearing and to question all witnesses;
- c. To bring an advisor of his/her choice to the hearing, provided the advisor is a member of the University community. Advisors are not permitted to address any participants in the hearing other than the person whom they are advising in the presentation of his/her case. The Student Conduct Administrator shall be notified by the accused student (or complainant) at least 24 hours prior to the hearing that the student plans to have an advisor present;

- d. To present witnesses to testify in his/her behalf. Witnesses must be able to give testimony directly relevant to the specific, alleged violation(s). Written statements rather than personal testimony are not normally permitted, and when they are, only with the approval of the Student Conduct Administrator. It is the responsibility of the accused student and the complainant to request their witnesses to be present at the hearing. The Student Conduct Administrator shall be notified 24 hours in advance of the hearing of any witnesses requested to be present.

### 3. Sanctions

6.4.3

As an important purpose of the University's judicial system is to be educational, it is expected that students will learn from their experiences and not repeat violations of the Student Code. Students who do have subsequent violations should expect to be issued a more severe sanction(s).

- a. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - 1) Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
  - 2) Apology—Oral or written apologies to persons or groups upon whose rights the accused may have infringed. This may involve a conference under administrative supervision.
  - 3) Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
  - 4) Loss of Privileges—Denial of specified privileges for a designated period of time.
  - 5) Fines—Previously established and published fines may be imposed.
  - 6) Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - 7) Discretionary Sanctions—Work assignments, essays, service to the University or other related discretionary assignments.
  - 8) Residence Hall Suspension—Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - 9) Residence Hall Expulsion—Permanent separation of the student from the residence halls.
  - 10) Exclusion from Extra-curricular Activities—exclusion of the student from extra-curricular activities for a prescribed period of time, usually of one or two semesters. Such activities include all University activities that are not academic in nature. These activities include, but are not limited to, participating in student government, student clubs or activities, intramural and varsity athletics, choral, forensics, use of the Pope Wellness Center and performance of an artistic and entertainment nature.
  - 11) Social Suspension—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - 12) University Expulsion—Permanent separation of the student from the University.
  - 13) Revocation of Admission and/or Degree—Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree or for other serious violations committed by a student prior to graduation.
  - 14) Withholding Degree—The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
- b. More than one of the sanctions listed above may be imposed for any single violation.

c. Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than University suspension, University expulsion or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than University suspension, University expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record five (5) years after graduation or withdrawal from the University.

1) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

d. The following sanctions may be imposed upon groups or organizations:

- 1) Those sanctions listed above
- 2) Loss of selected rights and privileges for a specified period of time.
- 3) Deactivation. Loss of all privileges, including University recognition, for a specified period of time

e. In each case in which a Student Conduct hearing determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the hearing administrator(s). Following the Student Conduct Hearing, the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

f. Minimum Standard for Policy Violations

<b>Offense</b>	<b>Minimum Standard Sanction*</b>
Candles/ Incense/ Open Flames	1st Offense: Items will be discarded & official written warning, \$10 fine 2nd Offense: Discard of paraphernalia, \$25 fine
Tobacco use and devices (such as pipes, bongos, and hookahs)	1st Offense: Official written warning, provide tobacco free resource, dispose of paraphernalia 2nd Offense: Discard of paraphernalia, \$25 fine
Improper room changes	\$25 charge Resident(s) may move back to assigned room
Alcohol and Drug Policy	According to sanctioning schedule published in the Student Code of Conduct
Hosting/ Guest Policy/ Visitation	1st Offense: Official written warning 2nd Offense: 10 community service hours
Pets/ Unauthorized Service Animals	1st Offense: Official written warning, \$50 fine, 24 hours to remove pet 2nd Offense: Additional sanctions including fines doubled
Covered smoked detectors	Official written warning 10 hours of community service
Propping Residence Hall Doors (exterior)	1st Offense: \$50 Fine 2nd Offense: \$100 Fine, 10 community service hours 3rd Offense: Removal from campus housing



\*Sanctions are applicable to first offenses, only, and may be accompanied by with community service or probationary periods. Sanctions are progressive with repeated offenses and the severity of the actions. Minimum standard sanctions are utilized as a guideline in the judicial process and may be combined with other sanctions.

#### **4. Failure to Complete Assigned Sanctions** **6.4.4**

Students not completing a disciplinary sanction by the deadline will be subject to an additional charge of the student conduct code: Failure to comply with a sanction. This charge will result in an additional student conduct hearing that may result in the assessment of additional sanctions as described in Section a. (Sanctions) listed above.

Students failing to complete assigned sanctions are subject to additional sanctions including but not limited to the following: community restitution hours, fines, conversion of restitution hours to fines (\$20 per hour), removal from campus housing, a STOP placed on student account, probation, suspension, and/or expulsion.

#### **5. Interim Suspension** **6.4.5**

In certain circumstances, the Vice President for Student Affairs, or a designee, may impose a University or residence hall suspension prior to the Student Conduct hearing.

- a. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
- b. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs or the Student Conduct Administrator may determine to be appropriate.
- c. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Hearing, if required.

#### **6. Appeals** **6.4.6**

- a. A decision reached in the Student Conduct hearing may be appealed by the Accused Student(s) to an Appeals Hearing within three (3) week days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his/her designee.
- b. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Hearing and supporting documents for one or more of the following purposes:
  - 1) There is significant new information relevant to the case that was not available at the time of the original hearing.
  - 2) There is evidence that the person or Board who decided the original hearing was unduly biased in deciding the case.
  - 3) The sanction imposed was capricious (i.e. the sanction was very excessive when compared with previous sanctions for similar violations under similar circumstances).
  - 4) When specified procedural error or errors in the interpretation of University regulations are so substantial as to deny the charged student a fair hearing.
- c. When a request for appeal is submitted, an appeals hearing will first determine whether or not the appeal meets the guidelines listed above and if an appeal hearing will be granted. The appeal may be denied and proceed with a review if it does not meet one of the four guidelines listed above. When an appeal is denied, the hearing will not consider further information or review the process or findings from the original student conduct hearing and will be considered final.
- d. When a request for appeal is granted, an Appeal hearing will review all Student Conduct hearing findings and will have the authority to reverse a decision or revise the sanctions issued.

e. Status of Student during an Appeal

The sanction imposed as a result of the original hearing shall be in effect until such time as an appeal is granted and the sanction is changed. A student who is Suspended or Expelled from the Residence Halls or the University must abide by that sanction, unless granted permission by the Vice President for Student Affairs to remain in the Residence Halls and/or classes until such time as a decision is reached on the appeal.

f. Student Conduct Appeals Board

- 1) The appeals board is a resource for hearing a student conduct appeal.
- 2) The appeals board shall consist of two (2) faculty, two (2) staff and two (2) student members.
- 3) The members will be selected by the Student Conduct Administrator in consultation with the Vice President for Student Affairs.
- 4) An Appeals Board hearing shall consist of at least three (3) members; one (1) student, one (1) faculty and one (1) staff member for no less than three (3) members to maintain a hearing quorum.
- 5) The appeals board will have 7 business days to convene a hearing.
- 6) In the event that the appeals board is unable to convene in 7 business days, the appeal will be directed to the President of the University for final consideration.

g. Students may request a final appeal to the President of the University. This appeal may not be requested until all other options are exhausted in the student conduct process. The President (or their designee) will have the authority to reverse a decision or revise the sanctions issued.

The decision of the President (or their designee) will have 5 business days to hear the appeal and the decision shall be considered final.

**Notice to Parents:**

*Parents or guardians of dependent students will be informed of any violation of drug or alcohol regulations. This action is taken in accordance with the Family Educational Rights and Privacy Act. All other disciplinary information about a student is not released without the permission of the student, except to faculty or staff members of the University who have a specific interest in such information, related to the performance of their duties.*

**Notice to Victims of Crime:**

*Victims of crime or the families of deceased victims will be notified of the results of disciplinary hearings involving the alleged perpetrator(s).*

**INTERPRETATION AND REVISION**

**6.5**

Any question of interpretation or application of the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination. The Student Conduct Code shall be reviewed every two (2) years under the direction of the Student Conduct Administrator.

# **UNIVERSITY OF MOUNT OLIVE PROVISIONS REGARDING THE USE OF ALCOHOL SECTION 7**

## **UNIVERSITY ALCOHOL POLICY AND REGULATIONS**

**7.1**

The consumption of alcohol and its effects are contrary to the educational mission of the University. To support the educational mission of the University, the possession and/or consumption of alcohol is prohibited at The University of Mount Olive.

## **ALCOHOL POLICY RELATING TO STUDENT ORGANIZATIONS**

**7.2**

Distribution, possession or consumption of alcohol beverages, including public drunkenness, at student organization events are in violation of the University's alcohol policy. In addition to individual students being charged with a violation of the University alcohol policy, student organizations and groups may also be responsible for and subject to meeting all regulations governing their charter or sponsorship.

## **GUIDELINES FOR ALCOHOL POLICY VIOLATION SANCTIONS**

**7.3**

Violations of the University Alcohol Policy are sanctioned on two levels.

### **Level 1**

- a. General violations of the University Alcohol Policy, including but not limited to the following:
- b. Consumption or possession of alcohol;
- c. Intoxication or public drunkenness;
- d. Presence of alcohol containers in a student's room;

### **Level 2**

Violations of the University Alcohol Policy related to more serious or harmful behavior, including but not limited to the following:

- a. Causing harm to oneself, others or damage to University property;
- b. Engaging in physical violence or vandalism;
- c. Participation in drinking games/possession or use of drinking devices;
- d. Showing disrespect to a University employee;
- e. Possession of a common source container;
- f. Providing or distributing alcohol to an underage person;
- g. Illegally operating a vehicle after having consumed alcohol.
- h. Use of false identification to purchase or gain access to an establishment at which alcohol is served.
- i. Menacing behavior such as harassment and threats.

*Level 2* violations are of a more serious nature and a violation will therefore carry a two-offense penalty. Students who are issued a Level 2 alcohol violation will be responsible for the next two offenses as listed in the sanctioning schedule. The violation will count as two offenses in determining the student's scheduled sanction.

The University reserves the right to issue an alcohol violation based on information received from outside agencies such as law enforcement officers or other universities. The Student Affairs Office is charged with the enforcement of all University policies. The following sanctions will be assessed when students accept responsibility or are found responsible for a violation of the alcohol policy. Any sanction may be accompanied by a required educational component.

## **ALCOHOL SANCTIONING SCHEDULE:**

**7.4**

**First Offense:** Parental Notification, Education Component at student's expense, 1-2 page paper, 10 hours of community restitution, and a \$25 fine.

**Second Offense:** Parental Notification, 25 hours of community restitution, Substance Abuse Assessment with counseling staff at student's expense, \$50 fine.

**Third Offense:** Removal from campus housing for 1 academic year (two semesters), Parental Notification, and Probation (1 year from final hearing).

## **ONE TIME EXEMPTION CLAUSE**

**7.5**

The University of Mount Olive never wants to be witness to a tragedy that could have been prevented simply because a person feared coming forward to seek help. Therefore, when a student dials 911, contacts an RA or Campus Safety to seek medical help for a friend who is intoxicated, that friend (the reporting student) will not be subject to judicial record. Although students will have to complete an educational component, they will not receive a violation. The incident will go into their file and only be activated if a second incident occurs, or if the educational sanctions are not completed.

## **NOTIFICATION POLICY**

**7.6**

The administration of The University of Mount Olive believes that the greatest opportunity for social and academic success exists when all members of the University community work together as a team to meet student needs. To this end, University administrators reserve the right to notify and inform such other University personnel who may have a significant relationship to a student of matters arising under the Student Conduct Code. Other personnel who may be notified include student advisors, professors, athletic director, coaches and/or other University administrators. The University further reserves the right to notify parents of students found to be in violation of the University policies regarding the possession or use of alcohol and other drugs. If a member of a University athletic team is issued a violation of the Alcohol or Drug Policy, the athletic director and/or coaches will also be notified.

## **INFORMATION ON NORTH CAROLINA LAWS REGARDING ALCOHOL**

**7.7**

The purchase or possession of beer, wine, liquor or mixed beverages by a person less than 21 years old is illegal in the State of North Carolina. It is also illegal to sell beer, wine, liquor or mixed beverages to those less than 21 years old or to aid and abet a person less than 21 years old in obtaining alcoholic beverages. It is illegal to use a fraudulent ID or to permit the use of one's ID by a person less than 21 years old to purchase alcoholic beverages. It is illegal to give alcoholic beverages to an intoxicated person.

Driving with any amount of alcohol in the body is illegal for anyone under 21; driving with a blood alcohol concentration of .08%, "Driving While Impaired," carries a range of sentences and fines and may result in a suspended license. A person can be charged with "Driving While Impaired" with blood alcohol concentrations under .08% if police observe erratic driving. And, if you become disruptive in public (violent, insulting, using profanity, urinating, etc.) as a result of being drunk, you can be fined and spend time in jail.

Penalties for alcohol offenses range in seriousness from a significant fine to imprisonment or both. Penalties vary depending on the age of the offender and the nature of the offense. A criminal record (misdemeanor or felony) may preclude admission to graduate or professional schools, professional licensure and certification or security clearance of certain professions and positions.

## **THE UNIVERSITY OF MOUNT OLIVE PROVISIONS REGARDING THE USE OF DRUGS**

**7.8**

### **Illegal Drug Use**

The University of Mount Olive is an academic community that believes that the life of the mind is intrinsically alluring and worthy of pursuit. The abuse of drugs seriously runs counter to that deeply held value and is clearly detrimental to the individual's welfare. Thus, consistent with the beliefs and purposes of this institution, the use of any drugs in the University community must be within the limits of federal and state laws.

The University reminds students of their responsibility to be aware of and to obey those federal and state statutes that prohibit the use of various drugs. While the University is not specifically responsible for the enforcement of federal and state drug laws, those agencies charged with this legal responsibility have the authority to carry out their duties on the campus. The University cannot, nor does it wish to, provide a haven for illegal drug activity. Thus, individuals who illegally possess, use, or supply prohibited drugs within the academic community risk action by the appropriate civil authorities and consequent penalty. In addition, there is considerable evidence that prolonged use of such drugs can be harmful to the individual's psychological or physical health. Students whose use of drugs results in academic difficulties or psychological/physical health problems will be advised to seek professional assistance and may be required to withdraw from the University.

Students who actively promote, supply or sell illegal drugs thereby engage in behavior that may infringe on the rights of others, endanger the well-being or safety of others, or result in psychological or physical injury to others. They will, therefore, be subject to the full range of University disciplinary action as defined in this Handbook, including permanent expulsion. The University intends to notify the local police when we encounter the possession, use, distribution or sale of a drug by a student on the campus.

### **STANDARDS OF CONDUCT RELATED TO DRUGS AND ALCOHOL**

**7.9**

The University has long had a personal conduct regulation that addresses improper behavior with respect to alcoholic beverages. Members of the University community are reminded that the following will subject an individual to University disciplinary review and action: distribution, possession, or consumption of alcoholic beverages in violation of stated University policy and/or local ordinances and state law.

In accordance and compliance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), effective October 1, 1990, the following behavior is prohibited: the unlawful possession, use or distribution of drugs by students and employees on University property or as part of any University activity.

### **CONTROLLED SUBSTANCES**

**7.10**

The unlawful distribution, possession or use of controlled substances on property owned or controlled by the University, or as part of any University activity, or off campus when the interests of the University are involved, is strictly prohibited. Controlled substances include, but are not limited to substances that are prescribed by a physician that are being distributed to others even though the distributor may have a prescription from a physician for that particular controlled substance. Health services **must** be notified of any medications taken on a daily basis. Students are required to complete this information on the health history form and to notify health services of any additions or changes that may occur.

### **THE ABUSE OF PRESCRIPTION AND OVER-THE-COUNTER DRUGS**

**7.11**

Individuals should follow the instructions of the prescribing physician in using prescription and/or over-the-counter drugs. Abuse of such drugs can result in serious physical and mental disability.

## **UNIVERSITY DRUG REGULATIONS**

**7.12**

The use, possession, distribution or sale of any illegal drug or controlled substance for which the student does not possess a prescription from a physician is strictly forbidden on the University of Mount Olive campus. The distribution of a controlled substance for which a student has a prescription from a physician is also a violation of this policy. The use or possession of any drug paraphernalia is prohibited.

## **GUIDELINES FOR UNIVERSITY DRUG VIOLATION SANCTIONS**

**7.13**

Students found responsible for the use or possession of any illegal drug or drug paraphernalia will be subject to fines, community restitution, probation, and/or suspension or expulsion. Students found responsible for the distribution or sale of illegal drugs or controlled substances or the possession with intent to distribute or sell will be subject to the immediate suspension or expulsion from the University.

## **ALCOHOL AND DRUG POLICY DEFINITIONS**

**7.14**

**Alcohol:** any spirituous malt, fermented, brewed or other liquors or any other mixture that contains alcohol and is used as a beverage.

**Common Source Container:** any keg, mixed punch or other communal dispensers from which a quantity of beverage is distributed to more than one person.

**Container:** any cup, can, bottle or other device that may be used to hold (whether opened or unopened) an alcoholic beverage.

**Controlled Substances:** include, but are not limited to, substances that are prescribed by a physician that are being distributed to others even though the distributor may have a prescription from a physician for that particular controlled substance.

**Distribution/The Sale of/Intent to Sell:** any amount of illegal drugs, narcotics or controlled substances with the intention to supply another person either through financial, trade or other means.

**Drinking Games/Drinking Devices:** any possession or participation in gaming or challenge activities used to promote the consumption of alcohol. Drinking devices include but are not limited to funnels, beer pong tables, etc.

**False Identification:** any document with information that contradicts the legal name, birth date or other personal information.

**Illegal Drugs:** any non-prescribed narcotic, mind-altering, hallucinogenic or illicit illegal drug as defined by state and federal laws.

**Paraphernalia:** includes equipment, products and materials of any kind that are used to facilitate violations of the Controlled Substance Act, including planting, growing, harvesting, producing, preparing, testing, analyzing, packaging, repackaging, storing, containing and concealing controlled substances and injecting, ingesting, inhaling or otherwise introducing controlled substances into the human body.

**Possession:** is defined to include the transportation, carrying on person, within immediate proximity or storage of alcohol, drugs or other paraphernalia.

(Review Guest policy 5.14 as it relates to host/guest responsibility.)

# **UNIVERSITY OF MOUNT OLIVE PROVISIONS REGARDING WEAPONS SECTION 8**

## **POLICY STATEMENT**

**8.1**

It is the policy of the University of Mount Olive to prohibit weapons, including concealed weapons, on our campuses with the exception of duly licensed law enforcement officers.

## **REASON FOR POLICY/PURPOSE**

**8.2**

The University of Mount Olive has the responsibility to ensure the safety of those who frequent the college, including faculty, staff, students and guests. The university believes that a general ban on weapons on campus generally provides for a safer environment. State of North Carolina legislation effective October 1, 2013 provides colleges with the ability to ‘opt out’ of existing laws preventing weapons on college campuses. The University of Mount Olive has chosen to not ‘opt out’ of the existing laws banning weapons on campus.

## **OPERATIONAL DEFINITIONS**

**8.3**

1. N.C.G.S 14-269.2 – Existing North Carolina law prohibiting weapons on college campuses.
2. N. C. Sess. Law 2013-369, HB 937 – NC legislation effective October 1, 2013 amending firearms laws allowing for colleges and universities to choose to allow weapons on campus.
3. N.C.G.S. 14-415.11(c)(8) - NC legislation requiring colleges and universities to post a “conspicuous notice or statement” prohibiting concealed weapons on campus if it wishes to prohibit concealed weapons on campus.
4. N.C.G.S. 14-269.2(i) - NC legislation requiring college or universities to ‘opt out’ of specific provisions pertaining to employees’ ability to have handguns in their dwelling on campus.
5. Other Dangerous Weapons – Any item or device that by design was manufactured to inflict bodily injury to an individual. This specifically includes, but is not limited to, hand guns, shot guns, rifles, swords, knives (larger than a traditional ‘pocket knife’), bombs, powerful explosives, crossbows, bows and arrows, bullets, firecrackers, air guns, pellet guns, and other items defined as weapons by applicable law.
6. An incendiary device includes, but is not limited to, any device which can reasonably be expected to create a dangerous situation.
7. A dangerous object or substance includes, but is not limited to, any chemical or biological agent or substance which can reasonably be expected to cause harm to persons or property.
8. Campus- All property owned or leased by University of Mount Olive

## **POLICY/PROCEDURES**

**8.4**

NC State legislation effective in October 2013 enables colleges and universities to voluntarily allow firearms on campus. The University of Mount Olive has chosen not to invoke this privilege but will continue to prohibit the possession of firearms on campus. All firearms are forbidden from campus including those in the possession of an individual holding a concealed weapons permit. An exception is made for law enforcement professionals who are duly licensed by the appropriate authority

## **WEAPON POLICY**

**8.5**

Students, faculty and staff are not permitted to have weapons in their possession on campus. This includes vehicles driven and parked on campus. Staff living on campus, typically those employed by Student Services, who are provided housing in any campus owned facility are also prohibited from possessing a firearm pursuant to N.C.G.S. 14-269.2(i) and other applicable law. A requirement of the new legislation is the posting of a “conspicuous notice or statement” stating that concealed weapons are prohibited. Therefore, signage has been placed at the primary street entrances at the Mount Olive campus stating “No Weapons - Concealed or Otherwise - on Campus”. In addition, signage stating “No Weapons - Concealed or Otherwise - on Premises” has been placed in the lobbies of each of the other regional campuses.

## **PENALTIES**

**8.6**

Violation of this policy may result in disciplinary action. See section 6.4.3 for potential sanctions.

## STUDENT RIGHTS SECTION 9

### STUDENT RIGHT-TO-KNOW & CAMPUS SECURITY ACT

9.1

The University of Mount Olive has a primary concern for the safety and security of all students and employees. This requires a commitment to and from all members of the campus community. To that end, the University has established the policies and procedures listed below. We further recognize that campus safety is a responsibility in which we all share and not one that is left solely to the University's campus safety officers or to a single administrative unit.

Security at any university is often made more difficult by the nature of university students themselves, as they often possess a false or naïve sense of invulnerability and are many times heedless of rules and procedures developed for their own protection. Thus, students are particularly encouraged to read carefully through this document and, if needed, to visit the Student Affairs Office for further information.

#### *Reporting of Emergencies or Criminal Acts*

Any emergency or criminal act should be immediately reported to the appropriate University official (at Mount Olive – to Office of Campus Safety, a safety officer, the Student Affairs Office, or a Residence Life Staff; at Goldsboro, Jacksonville, New Bern, Research Triangle Park, Washington, or Wilmington – to the director of that location). Emergency and important phone numbers are posted throughout the University. The University official will respond immediately to all calls for assistance. Continuing investigation is conducted by the Office of Campus Safety, the Student Affairs Office or the location director. As necessary, the University will call upon local law enforcement for further assistance.

#### *Access to and Security of Campus Facilities*

Access to non-residential facilities is limited to members of the University community, except for those specific events to which the public is invited. Access to residence halls is limited to the residents of the building and their invited guests.

Hours of operation for all buildings are as posted or as stated in University publications. Access to any building after normal hours of operation is only allowed following written notice and permission from the appropriate administrator or faculty member.

All guests are subject to the rules and regulations of the University and are to be in the company of their hosts at all times. The visitation policy for resident students is explained in detail in the Student Handbook. The University reserves the right to deny access to University property to any person who violates University regulations or who exhibits behavior which negatively impacts the mission and purpose of the institution, Campus Security and Local Law Enforcement.

The University of Mount Olive will at all times cooperate with local law enforcement. At Mount Olive, the University's Campus Safety Officers are employees of the University and are charged with assuring the safety and security of the campus through service, patrol, and the enforcement of University rules and regulations. Officers undergo background and drug checks, as well as training in first aid/CPR, confrontation skills, and crisis intervention.

#### *Policies Regarding Alcohol and Drugs*

The University of Mount Olive clearly states that neither alcohol nor any illegal drug may be possessed or consumed on University property at any time by any person. Further details, including possible sanction or violation of these policies, are explained in the Student Code of Conduct and the University's statement in compliance with the Drug Free Schools and Communities Act.

#### *Informing the Community of Campus Safety Policies and Crime Prevention*

In addition to this document, published and distributed annually, the University will inform the University community of campus safety policies and procedures through various publications and programs. The Student Affairs Office presents workshops and seminars for students and employees about campus policies and specific steps they can take with regard to crime prevention.



## **Crime Statistics on Campus 9.1.1**

The Student Right-to-Know and Campus Safety Act requires all universities to report annually the number of crimes reported to campus security. For more information on the crime statistics for The University of Mount Olive and for information regarding registered sex offenders, go to [www.umo.edu/instresearch.cfm](http://www.umo.edu/instresearch.cfm) on the World Wide Web.

## **DRUG-FREE SCHOOL & COMMUNITIES ACT POLICY STATEMENT 9.2**

In accordance with the Drug-Free Schools & Communities Act Amendments of 1989 (Public Law 101-226), The University of Mount Olive wants all students to be aware of the following policies and information. Any person with questions is encouraged to see the Vice President for Student Affairs.

### **Standards of Conduct**

The unlawful manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, or drug related device, by any member of the University community is strictly forbidden on University premises or at University-sponsored activities. The possession, purchase, consumption, transportation, or distribution of alcohol by any student, regardless of age, is strictly forbidden on University premises or at University-sponsored activities.

### **Health Risks**

The University advises all members of the community to be familiar with the health risks associated with the use of illicit drugs, the misuse of over-the-counter drugs and the abuse of alcohol. Such risks may range from impaired mental functioning to loss of life. Detailed information on all aspects of such health risks is available at no cost to all students at the University Health Services Office and/or the Student Development Office.

### **Available Counseling**

Students may seek assistance from the Campus Minister, Health Services, Counseling Services, the Vice President for Student Affairs, or the Residence Life staff. Information and short-term counseling are available in addition to referrals for treatment and rehabilitation.

### **University Sanctions**

The University will impose sanctions consistent with local, state and federal law upon any student who violates the above Standards of Conduct. Additionally, since no student regardless of age may be in possession of alcohol, sanctions are likely to exceed what would be expected under local, state and federal law. Such sanctions may be up to and including permanent expulsion from the University. The University may refer for prosecution all violations of the Standards of Conduct which are similar in nature to criminal conduct consistent with local, state and federal law. Description of the Applicable Legal Sanctions under Local, State or Federal Law for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol

Various legal penalties including the imposition of fines and/or incarceration exist for individuals who commit criminal violations of local, state, and federal laws governing controlled substances and alcoholic beverages.

Students are further reminded that North Carolina state law stipulates that any individual under the age of 21 years who purchases, consumes, possesses or transports alcoholic beverages is in violation of the law. Also as of October 1, 1993, the legal level of intoxication while driving a vehicle is 0.08.

The University of Mount Olive will cooperate with law enforcement in performance of its duties. The University will not ask for, encourage, or expect any special treatment for any student accused and/or convicted of violating local, state or federal laws. Any University judicial action taken will be separate from any criminal or civil action, even if resulting from the same incident or circumstances.

The Student Affairs Office should be contacted for assistance in locating copies of any applicable local, state or federal laws.

### **Biennial Review**

In accordance with the Act, The University of Mount Olive will review on a biennial basis the aforementioned program to determine its effectiveness and implement changes if needed and to insure that the sanctions developed are consistently enforced. The University of Mount Olive encourages and welcomes suggestions from students.

## **POLICY STATEMENTS REGARDING SEXUAL ASSAULT & SEX OFFENSES 9.3**

In accordance with the revised requirements of the Student Right-to-Know and Campus Security Act, The University of Mount Olive puts forth the following policy information to all students and employees.

### **Educational Programs**

Throughout the year students are afforded the opportunity to raise awareness about prevention of rape, acquaintance rape, and other forcible and non-forcible sex offenses. These educational efforts are offered through seminars, workshops, and printed materials. Additional information is available upon request to the Student Affairs Office, the Residence Life staff, and Health Services.

### **Violence Against Women Act**

The University of Mount of Olive does not discriminate on the basis of gender in its educational programs, and sexual harassment and sexual violence are types of gender discrimination. Other acts can also be forms of gender-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence and stalking. As a result, University of Mount Olive issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs and procedures that address sexual assault, domestic violence and stalking whether the incident occurs on or off campus and when it is reported to a university official. In this context, University of Mount Olive prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all member of the university community.

For a complete copy of University of Mount Olive's policy governing sexual misconduct, visit <https://myumo.moc.edu/services/ir/Policies/Public%20Policies/ViolenceAgainstWomenAct.pdf>

## **SEXUAL HARASSMENT POLICY**

**9.4**

### **Policy:**

Harassment on the basis of gender in an academic setting is prohibited by the following: Title IX of the Education Amendment of 1982 and Title VII of the Civil Rights Act of 1964 as amended.

It is the policy of the University of Mount Olive, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees is unacceptable conduct and may result in penalties, including termination of employment.

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is a condition of an individual's employment or educational activity; (2) submission or rejection of conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Any individual who becomes aware of an incident of sexual harassment has a duty to report it as soon as possible as provided below in the Grievance Procedure. It is also the policy of the University that prompt, appropriate corrective action up to and including termination of employment will be taken.

Each person has a right to report sexual harassment without fear of reprisal or retaliation. Acts of reprisal or retaliation against an individual should be reported immediately to a Human Resources Officer or the Executive Vice President. It is a violation of the University's policy for anyone to retaliate against anyone for reporting sexual harassment or cooperating in any way under this policy.

It is also the policy of the University that accusations of sexual harassment which are made without good cause shall not be condoned. If a person knowingly files a false statement or tries to use the complaint system in retaliation against an individual, such conduct may result in penalties including termination of employment. However, a complaint that is "not substantiated" does not automatically fall into the "false statement" category.

This policy applies to all University students, faculty, administrators, staff members and employees as well as vendors and guests at all University locations. This includes those members of the University Community who are involved in off-campus programs such as internships and cooperative programs. This policy applies to the workplace, recruitment, appointment and advancement of employees. It also applies to student contact in and out of the classroom and the evaluation of students' academic performance.

The University recognizes that prevention is the best tool for the elimination of sexual harassment. It is the policy of the University to conduct periodic training on this policy, reporting procedures for all employees and training for investigations and disciplinary actions for all managerial and supervisory personnel. This policy does not replace or supersede an individual's rights and remedies under the law.

### **Complaints and Resolution:**

This process is designed to achieve the resolution of the alleged incident informally. The process is intended to be flexible in order to reach an acceptable solution. While a written statement from the complainant is helpful, it is not required to initiate or pursue this process. For contacts for reporting an incident, see the following paragraph for Contacts. The person contacted will discuss the alleged incident with the Human Resources Director and pertinent personnel, in an attempt to resolve the situation. Documentation is to be completed by any University employee receiving a complaint. This documentation will be reviewed and maintained by the Human Resources Department.

### **Confidentiality:**

The University will make reasonable efforts to maintain the confidentiality of all parties involved in a sexual harassment investigation to the extent practicable. Confidentiality, however, cannot be guaranteed as the University investigates and takes appropriate action.

### **Contacts:**

Individuals may report offending behavior to their immediate supervisor or area vice president and are encouraged to use the normal supervisory chain, if possible. If an individual does not feel comfortable using the normal supervisory chain or a person in the chain is involved in the allegations in some way, individuals may provide their complaint to the Human Resources Director.

## **FAMILY RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT)**

## **9.5**

### **Student Right to Privacy: Family Educational Rights and Privacy Act of 1974 Policies and Procedures at The University of Mount Olive**

In accordance with the Family Educational Rights and Privacy Act, The University of Mount Olive has adopted the following policies and procedures. It is the objective of the University to insure that legal rights of students, established under the Family Educational Rights and Privacy Act of 1974, be clearly understood and protected by all those affected.

1. All individuals who are attending or have attended The University of Mount Olive have a right to review and inspect their educational records.
2. Requests by students for access to or copies of their educational records must be completed within a reasonable period of time, not to exceed 45 days from the date of request. (Normally, records are out within a week)
3. An educational record is defined as data, in any form, about a student of the University or a University official except:
  - a. Records solely in the possession of the maker and not revealed in any form to third party.
  - b. Records related to employment.
  - c. Records of physicians, psychiatrists, etc., that are maintained in the course of treating a student and used only for that purpose. Students do not have a right of access to those records, but they will be released to a physician or psychiatrist of a student's choice.

4. Requests by students for access to or copies of their educational records must be made to the institutional official responsible for maintaining those records.
5. All requests by students for access to their educational records may be made orally to the University official responsible for the record, unless said official asks that the request be in writing.
  - a. Access to educational records will not be permitted to third parties unless: The student has given written consent to release the record; or
  - b. The individual or agency requesting information is included under Section 99.31 of the Federal Regulations, which permits release of an educational record, without the student's consent, to the following organizations or individuals:
    - To The University of Mount Olive school officials who have a legitimate educational interest (See paragraph 7)
    - To officials of other school systems in which the student seeks or intends to enroll
    - To certain Federal and State officials for auditing purposes
    - To persons or organizations involved in financial aid matters related to the student
    - To organizations conducting studies for the University
    - To accrediting organizations
    - To parents of a dependent student (See paragraph 8)
    - To comply with a judicial order or subpoena, provided that a reasonable effort to notify the student is made in advance.
    - To appropriate parties in a health or safety emergency

**NOTE: Parents of students under 21 years of age may be notified of any violation of drug or alcohol policy.**

6. A school official shall be defined as any individual affiliated with the University and carrying out an institutional responsibility. A legitimate educational interest shall be defined as a need of a University official to know the contents of an educational record in a context that is related to an institutional objective and is not in conflict with State or Federal law or University policy.
7. Information from educational records will not be released to a student's parents without the consent of the student, unless the student is a dependent student. A dependent student is defined as a student who is carried as a dependent for federal income tax purposes (as defined by Internal Revenue Code of 1954, Sec. 152). Before release of information, it is the responsibility of the parents and student to file a Certificate of Dependency Form with the Office of the Registrar.

### **General Provisions**

With certain exceptions, school officials of The University of Mount Olive will not disclose personal identifiable information from a student's record without prior written consent.

**Directory Information** is information that can be disclosed without the student's prior written consent unless the student has notified the Registrar's Office to restrict release of that information. When a student requests to have any or all directory information restricted, a Request to Suppress Form will be attached to the inside of the record. No information should be released regarding that student's record. A Request to Suppress Form can be obtained in the Office of the Registrar.

Directory information is defined as:

- Student name, address (local address and grade/billing address), and telephone listing (local and grade/billing)
- Electronic mail address
- Date and place of birth
- County, state, and/or U.S. territory from which the student originally enrolled (if a student enrolled from a foreign country, this is not directory information)
- Major field of study
- Class ranking (freshman, sophomore, junior, senior)
- Enrollment status (full-time, part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Anticipated date of graduation
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student

Note: Parents' names, address, and telephone number are not considered directory information.

## **MISSING PERSON POLICY**

## **9.6**

If a University of Mount Olive residential student is suspected missing from the campus, immediately contact a member of the Residence Life Staff within that student's residential area. If the student resides off campus, contact Campus Safety (919-658-7520).

All reports of missing persons made to Residence Life and/or Campus Safety staff are followed up with an on-going investigation. If it is determined that a student for whom a missing person report has been filed has been missing for more than 24 hours, then the university will immediately attempt to:

- Notify the individual identified by the student as the emergency contact;
- If the student is under 18 years old, the university will notify a parent or guardian; and;
- In cases where the student is over 18 and has not identified an emergency contact person, the university will notify the parent/legal guardian and/or appropriate law enforcement officials.