2023-2024 Johnson C. Smith University Student Handbook & Golden Bull Guide

JOHNSON C. SMITH UNIVERSITY IS ACCREDITED BY:

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES (SACSCOC)

www.sacscoc.org

Johnson C. Smith University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and masterôs 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 Johnson C. Smith University.

Admission to, employment by, and promotion within the University shall be based on merit, and there shall be no discrimination on the basis of race, color, creed, sex, national origin, or disability.

JCSU HOLDS MEMBERSHIP IN:

American Association of Colleges for Teacher Education
American Association for Collegiate Registrars and Admissions Officers
American Association for Higher Education
The American Council on Education
Association of Presbyterian Colleges and Universities
Council for Advancement and Support of Education
The College Board
The Council of Independent Colleges
The Council on Social Work Education
National Association of College Admission Counseling
National Association of College Deans, Registrars, and Admissions Officers
National Association for Equal Opportunities in Higher Education
National Association of Independent Colleges and Universities
National Association of Student Financial Aid Administrators
National Association of Student Perso2W*n6491 0 .W*n6491 0 .W*(nde)9(nt)band dent 4097 or egen6491 0

AUTHORITY FOR THE HANDBOOK AND GUIDE

The Johnson C. Smith University Student Handbook and Golden Bull Guide specifies the general rules, regulations, policies, and procedures which govern student life at the University and within the campus community. It also defines the structure within which organized student life is carried on and how students may achieve the fullest realization of the Universityôs resources and facilities.

As an official document of JCSU, the Student Handbook and Golden Bull Guide derives its authority from the institutionôs Catalog, which is the official document setting forth the Universityôs programs, policies, regulations, and procedures. This document represents a part of the studentôs obligation to the University. It does not purport to fully address all policies, procedures, and regulations for every area of the University. Therefore, the Student Handbook and Golden Bull Guide must be used as a companion document to the University Catalog and other published regulations and guidelines issued by various University offices and programs. The rules and regulations in the JCSU Catalog will supersede any inconsistent rules and regulations published in other sources.

The dynamic nature of the University brings about a concomitant review and revision of practices, policies, and procedures as they relate to institutional mission and purpose. Hence, the Student Handbook and Golden Bull Guide undergoes revision to reflect these changes. As such modifications are made in policies, procedures, and regulations, whether academic or disciplinary, amendments to the Student Handbook and Guide

LETTER FROM THE PRESIDENT

Greetings Smithites!

Let me be among the first to welcome you to Johnson C. Smith University!

You have chosen to matriculate to one of the countryôs outstanding liberal arts institutions, which sits in one of the most dynamic cities in the United States. As Charlotteôs only HBCU, JCSU is poised to take and maintain a leadership role in the issues of racial and social justice that have been laid bare in our country and around the world in the past several months. You are joining the JCSU family at one of the most important times in recent history. As we navigate in an environment that is unprecedented for many of us, it is even more important that the ñJCSU Promiseò be fulfilled.

The JCSU Promise is our commitment to you that, assuming you fulfill your responsibilities as students, we will produce graduates that are able to 1) think critically; 2) communicate effectively; 3) work independently, as well as collaboratively; and 4) most importantly, be able to demonstrate not only competence, but excellence in your chosen field. As a JCSU graduate, you will be well-prepared to meet the challenges posed by the ever-challenging events of the world. You will be joining alumni who for the last 157 years have met the challenges confronting them and have embraced new, different, and exciting things, both known and unknown, in the pursuit of knowledge while enhancing their own human capital.

Although these are *uncertain* times, these are *exciting* times. I look forward to greeting and meeting each of you during our respective comings and goings across the University this year (of course, at a proper social distance). One of JCSUôs most endearing qualities is its close-knit and nurturing environment. I am sure you have already experienced it as you navigated the admissions process and began your orientation activities. The faculty and staff at Johnson C. Smith University are second to none!

Again, welcome to ñDear Olô JCSUò where your undergraduate experience will help you to become yourself, so you can indeed change our world!

All the Best!

Clarence D. Armbrister, J.D.
14th President

LETTER FROM THE STUDENT GOVERNMENT ASSOCIATION

LETTER FROM THE VICE PRESIDENT OF STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

JCSU HISTORY

The Thirteenth Amendment and the end of the Civil War brought freedom to approximately four million enslaved African-Americans throughout the South. What they gained in liberty, newly freedmen still lacked in opportunity. With no education, no property, and no jobs immediately available, freedmen faced as great a struggle for prosperity after emancipation as they did before. To help ease their transition from slavery to freedom, the Reverend S. C. Alexander and the Reverend W. L. Miller of the Catawba Presbytery sought to establish an educational institution for freedmen in the piedmont region of North and South Carolina. On April 7, 1867, at a meeting in the old Charlotte Presbyterian Church, formerly located at the corner of D and Fourth Streets in Charlotte, North Carolina, the Presbytery agreed upon a plan for such a school and chose Alexander and Miller as the schoolôs first professors.

News of the Presbyteryôs efforts soon reached a devout churchwoman of Philadelphia, Pennsylvania, Mrs. Mary D. Biddle, who promptly pledged $1,400 to the new school. In appreciation for her generous contribution, the newly established school was named for her late husband, Major Henry Biddle, who was wounded at the Battle of New Market in June 1862 and died a month later. The school was officially chartered by the state as the Henry J. Biddle Memorial Institute and the first classes were held on May 1, 1867. Along with the Colored Presbyterian Church of Charlotte, Biddle Memorial Institute was housed in a building on C Street in Charlotte which had been donated to the institution by the Freedmenôs Bureau.

Still searching for a permanent home, Biddle Memorial Institute secured a donation of eight acres of land from a wealthy Charlottean, Colonel W. R. Myers. Soon after moving to the Myers site, the charter was changed in 1876 by the North Carolina State Legislature from Biddle Memorial Institute to Biddle University. The institution operated under this name until 1923. Other successes were achieved outside the classroom. In 1892, Biddle University played its first intercollegiate football game against Livingstone College. The Golden Bulls won victory that year, and the two teams have played every year since in what is known today as the Commemorative Classic.

During and after Reconstruction, Biddle University grew as it benefitted from personal generosity and government support. Using the Freedmenôs Bureau as an intermediary, Mrs. Biddle donated an additional $10,000 to erect a main education building and two professorôs houses on the Myers site. Those buildings were completed in 1868. Between 1921 and 1928, Mrs. Mary Berry Smith of Pittsburgh, Pennsylvania, provided funds for the erection of a theological dormitory, a science hall, a teachersô cottage, and a memorial gate. She contributed also an impressive endowment for the institution in memory of her late husband, Mr. Johnson C. Smith. In recognition of these many generous gifts, the Board of Trustees voted to change the name of the institution to Johnson C. Smith University. Thus, the charter of the school was amended on March 1, 1923, by the North Carolina State Legislature. Before her death in October 1929, Mrs. Smith donated even more money for the erection of five more buildings, including a church.

In 1924, Johnson C. Smith University was made more stable and prosperous as a result of a tremendous gift from James B. Duke, a wealthy and magnanimous businessman of Somerville, New Jersey. Duke, who also had a home in Charlotte and who had made a tremendous amount of money in the tobacco industry, had previously been contacted several years earlier by the president of the JCSU, Dr. H. L. McCrorey, for a contribution to the young school. Although Duke did not respond to McCroreyôs letter, when the Duke Endowment was established on December 11, 1924, Johnson C. Smith University was named as one of the four educational beneficiaries alongside Duke University, Davidson College, and Furman University. This provided the University with immediate and long-0003>(d)-5(8ETQq0.00000912 0

organized to help church related schools of higher learning to revamp their training program, to expand their physical plants, to promote faculty growth, and to create new areas of service.

With increasing support from the Duke Endowment, the UNCF, and other sources, the years between 1955 and 1968 brought significant physical and intellectual development to Johnson C. Smith University. In November 1955, the Henry Lawrence McCrorey Theological Hall was dedicated, providing a new home for the seminary and its library, space for a small chapel, classrooms, and offices. In 1969, the theology program was moved to Atlanta, Georgia, and became a part of the Interdenominational Theological Center. Se

George E. Davis House, which received an $800,000 restoration in 2014. Sustainability Village, an environmental science area on campus with greenhouses, an aquaponics system including tilapia fish, and raised bed vegetable gardens, provides access to healthy foods for residents in the Northwest Corridor, a recognized food desert in Charlotte. JCSUôs online bachelorôs degree program was approved in the 2014-15 year, and the University also began the Master of Social Work program, its first masterôs degree program in 2014-15.

In addition to strengthening liberal arts programs, JCSU made strides in STEM education under Dr. Carterôs leadership. A new 62,000-square-foot, state-of-the-art science center opened in fall 2015 as the new home for the Universityôs STEM programs. Construction of the building was jumpstarted by a $25 million gift from The Duke Endowment. The facility is LEED certified and its construction circulated $10 million in the local economy.

During the 2016-17-year, Johnson C. Smith celebrated 150 years of undeniable progress with programs and events to acknowledge the Universityôs advancement, importance as an institution of higher learning and role as an economic engine in Charlotte-Mecklenburg. At the close of Dr. Carterôs tenure in December 2017, JCSU announced that it had exceeded the fundraising goal of the 6-year $150 million comprehensive campaign ñTomorrow is What WE Make It.ò The campaign closed with a total of $159,479,683.

Clarence D. ñClayò Armbrister became the fourteenth president of Johnson C. Smith University on January 1, 2018.

section of the city. Newly renovated, Biddle has an elevator, a remodeled 471-seat auditorium, additional computer labs, and a stronger infrastructure.

Carter Hall, built in 1896, is a residence hall. The original building was a gift of Miss Laura Carter of Geneva, New York. In 1995, the building was completely modernized on the inside, leaving the outside walls to retain the original architecture. It houses 87 students and contains a recreation area with a flat screen and pool table.

Johnson C. Smith Memorial Hall, built in 1922, accommodates facility management units on the first level of the building.

Duke Memorial Hall, the first residence hall to be constructed on the campus for the housing of female students. Duke Hall is a newly renovated honors hall. All residents must be on the Deanôs or Presidentôs List.

Duke is a suite style residence; 2-bedroom suites with kitchen and private bath. All rooms are Wi-Fi and internet accessible. There are 2 laundry facilities located on the second and lower-level floors. There are 2 classrooms and a large meeting room located on the first floor. The three-story building was built in 1941. Duke is now a co-ed hall.

Carnegie Hall, which housed the library from the date of its construction in 1911 to 1967, is currently housing the Universityôs STEM tutoring program.

The Jane M. Smith Memorial Church, located near the former entrance to the campus, was a gift of Mrs. Jane Berry Smith. This beautiful building, erected in 1928, provides space for religious, cultural, and social activities.

Johnson Cottage, built in 1928 as a faculty home by Mrs. Johnson C. Smith and named after her husbandôs mother, Mrs. Margaret Johnson Smith, it was restored in 1998 and currently houses the Counseling Center.

Smith Cottage was built in 1922 as a faculty home by Mrs. Johnson C. Smith and named after her husbandôs father, Mr. James Smith, it was restored in 1998 and houses the Office of Human Resources.

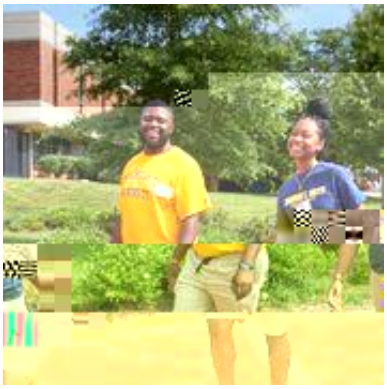
The Henry Lawrence McCrorey Memorial Hall, dedicated on November 12, 1955, was formerly the administration

After additional investigation, Mr. Middleton noted that gold depicted truthfulness and loyalty to an institution or organization, while blue represented truthfulness and loyalty to an individual.

Hence, the colors Gold and Blue were felt to symbolically bind students, alumni, and the University, and were readily adopted when the committee made its report to the faculty and students.

The colors were used for the first time on Easter Sunday in 1895 when they were displayed on every building on campus and in the rooms of boarding students.

On Easter Monday, the colors were displayed at a school baseball game, the Universityôs first off-campus athletic competition. Though not officially organized, the famous óColoredô team was known as The Quick Steps and drew support from both the black and white communities.



DRESS CODE

DIVISION OF STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

The Division of Student Affairs and Enrollment Management provides undergraduate and graduate programs, services and activities that are consistent with the mission of the institution, enhances and promotes the total educational experience and contributes to the achievement of teaching and learning outcomes.

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

available after hours by contacting the University Campus Police who will contact a member of the on-call administrator and/counseling staff.

FINANCIAL AID

The Office of Financial Aid assists students in informing and managing their financial aid at the University. Students can apply for Financial Aid each year, starting on October 1ð using the Universityõs Title IV school code (002936). Our Office of Financial Aid is available to answer any questions about applying for financial aid, scholarships and paying back student loans. The office can be reached and consulted at 704.378.1035 or FinancialAid@jcsu.edu.

HEALTHPLEX

Johnson C. Smith University HealthPlex is a 5,700-square-foot facility that is the center for applied health research center and Wellness Department. The primary focus of the JCSU HealthPlex is to assist faculty and staff in performing research in the fields of health, sports, and human performance that benefit the University and surrounding community. Student interns and the student researchers are encouraged to become active participants in health, sport, and human performance research to gain valuable experience that will enhance their academic career.

From the research conducted within the JCSU HealthPlex, preventative wellness programming and initiatives are designed and implemented that promote positive attitudes, healthy lifestyles, and responsible self-care for the JCSU campus and surrounding commun

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STUDENT LEADERSHIP & ENGAGEMENT

The Office of Student Leadership and Engagement coordinates co-curricular programming to promote the cultural, intellectual, recreational, interpersonal, personal, and leadership development that enhances the distinctive collegiate student experience and community engagement opportunities.

DISCLAIMER/EXCLUDED ITEMS

Due to the fluid nature of student life, some policies are not covered in this document. If an issue arises that the Student Handbook, Student Engagement Manual, or additional governing documents do not provide a policy for, the Office of Student Leadership and Engagement, in partnership with the Office of the Vice President of Student Affairs and Enrollment Management, Dean of Students and Student Conduct, will institute a temporary policy until a permanent one can be put into place. Student Leadership and Engagement will provide a two-day period when the temporary policy will be communicated in writing to all those affected. The temporary policy will become effective with the appropriate approvals from the aforementioned university offices.

MARY JOYCE TAYLOR CRISP STUDENT UNION

The Mary Joyce Taylor Crisp Student Union is the ñliving roomò of the University and serves as a community center for students and their guest. The Crisp Student Union provides the services and amenities that members of the JCSU family need in their daily lives on campus and for getting to know and understand one another through informal associations outside the classroom. As the center of University community life, it serves as a laboratory of citizenship that trains students in social responsibility and leadership and cultivates loyalty to the JCSU.

The use of any University facility is restricted to enrolled students, alumni, faculty, staff, and other properly identified guests or visitors. Tenants of the Crisp Student Union include the Student Government Association, Office of Student Leadership and Engagement, and Health Center. Services housed in the Union include the Millennium Dining Hall, Post Office, Bookstore, and Bull Pen. Students are encouraged to reach out to the Office of Student Leadership and Engagement for event reservations.

DANCE/PARTY POLICY

The Office of Student Leadership and Engagement determines on-campus parties. On campus dances/parties are open to JCSU students and their invited guests accompanied by their JCSU host. Tickets/admission into the party may not be made available for sale to the public unless approved by the Office of Student Leadership and Engagement, in partnership with other university officials, including JCSU Campus Police.

All campus parties must adhere to the regulations concerning alcohol use and room capacity and must comply with all additional standards of conduct outlined in the Student Code of Conduct. The established hours for dances/parties/balls are 10:00 p.m. to 2:00 a.m., Fridays and Saturdays (***Note:** the time may be lessened).

The presence of JCSU University Campus Police is required for all parties and major events. University police officers scheduled to work an event shall have the sole discretion of determining the status of security related problems about the event. Individuals shall be asked to leave or face arrest if trouble arises. If a more serious problem develops, the Office of Student Leadership and Engagement shall have the right and authority to revise admission criteria, or

OUTDOOR ACTIVITIES

Outdoor events may only take place after 5:00 p.m., with the written approval of the Office of Student Leadership and Engagement. This policy includes, but is not limited to, cookouts/barbeques, basketball tournaments (outdoor courts), and music. To ensure compliance with safety measures regarding food service and fire on campus grounds, cook-outs,

The Golden Bull Activities Committee (GBAC) is responsible for creating, implementing, and evaluating a regular and varied series of engagement opportunities for students. The Committee is comprised of students who are interested in program planning and implementation. Along with the executive board, the Committee consists of several other organized groups. GBAC meets weekly to plan, explore ideas, and assess student interest in proposed projects. Refer to the GBAC Constitution for additional policies and procedures regarding governance.

STUDENT ELECTIONS COMMITTEE

The Student Election Committee (SEC) is responsible for establishing fair and equitable development and enforcement of the Student Elections Code. This committee deliberates and finds responsible/not responsible violations of the Student Elections Code, provides sanctioning decisions in accordance with the Student Elections Code, and reviews and submit recommendations to improve the Student Elections Code. Additionally, the Student Election Committee determines the time frame for elections-related activities consistent with the needs of the University and coordinate the logistics of student elections.

MISS AND MISTER JOHNSON C. SMITH UNIVERSITY AND THE ROYAL COURT

Miss and Mister Johnson C. Smith University are the official student ambassadors and hosts for the University. Since the inception of the positions, Miss and Mister JCSU, and the Royal Court, have played significant public roles as student representatives. They are expected to be individuals of high moral character with superior academic achievements and an exceptional level of school spirit and pride. For policies and procedures, please refer to the latest edition of the JCSU Royal Court Handbook.

STUDENT ORGANIZATIONS

A student organization is defined as a registered group/club of students at JCSU that operates under University policies and procedures and whose programs and activities affect the education process, promote cultural understanding, common interests, student welfare, and/or contributes to the overall community at JCSU while not interfering or disrupting the orderly operation and rights of the University community. Student organizations exist to:

ÅEnhance the social consciousness of students

ÅProvide an avenue for diverse student interests

ÅEnrich student skills and display talents

ÅProvide opportunities for student leadership

ÅContribute to the cultural, scholastic, service, and social life of the University

Recognition as a JCSU student organization is not to be interpreted as an endorsement, approval, or reflection of the mission, purpose and/or activities of the University or its affiliates.

ESTABLISHING A NEW STUDENT ORGANIZATION

Any new student group may apply for University recognition by submitting a Student Organization Registration Form before advertised the registration deadline. A typed constitution and/or bylaw for the organization must be submitted including:

1. Name of the organization

9. Provision for disposition of funds should the organization be dissolved
10. A roster of organization officers.

ÅBe in good academic, financial, and social standing with the University (i.e., must not be on academic or disciplinary probation or have their account in arrears)

ÅHave at least a 2.50 cumulative Grade Point Average

Å30 semester credit hours at Johnson C. Smith University

ÅAttend both Meet the Greeks and Greek Life 101/Anti-Hazing Workshop in the semester of interest

While the university has established a grade point average standard (2.50), the fraternal organizationôs academic standards may ultimately supersede it and be required of prospective members. Students whose indebtedness to the University is overdue, in arrears, or in default will not be permitted to join a fraternal organization. Also, a student may be denied membership in a fraternal organization if he or she commits an act which results in his or her being placed on disciplinary probation or given a more severe sanction during the period he or she is being considered for membership. The Chapter President or Membership Intake Coordinator is responsible for submitting to the Office of Student Leadership and Engagement in writing the names, campus addresses, and the campus and home telephone numbers of all prospective members. The Office of Student Leadership and Engagement shall be responsible for verifying the academic, financial, and disciplinary status of all prospective and new members. No student is eligible for membership until the Office of Student Leadership and Engagement has certified the studentôs eligibility with respect to grades and conduct. Further, no activities with or for prospective members may begin prior to the approved dates for membership intake for the organization, as stipulated by the Office of Student Leadership and Engagement.

2. Complete the proper University event registration paperwork for each and every intake meeting or function, and return it to the Office of Student Leadership and Engagement for proper documentation. Intake activities will be stored within the event datab

their respective hall governance by serving as officers, actively voicing their concerns and opinions in residence hall matters, and engaging in programs and services sponsored by the hall.

The Office of Housing and Residence Life is firmly committed to the concept that residence halls should provide a place where students grow, experience the richness of community living, and engage in learning outside the classroom. Dynamic communities form and contribute to each studentôs overall learning, be it intellectual, cultural, social, emotional, and spiritual. On-campus living provides the proper balance of challenge and support for residents, allowing them to take responsibility for themselves and for their development.

STAFFING

The Director of Housing and Residence Life is responsible for providing leadership and direction for the Office of Residence Life and creating residential environment consistent with the goals of the University and Division of Student Affairs. The Coordinator of Housing Services and Operations is responsible for the comprehensive

LAUNDRY

The use of washers and dryers is free, and students may wash clothes in their respective residence hall.

In addition, another laundry system has been installed called Laundry view, where students can monitor the time use of washers and dryers from the convenience of their room through the use of their mobile device. Visit laundry view at http://www.laundryview.com In addition, another laundry system has been installed called Laundry view, where students can monitor the time use of washers and dryers from the convenience of their room through the use of their mobile device. Visit laundry view at http://www.laundryview.com

Failure to maintain a clean and healthy living environment will jeopardize your residential status and you may be removed from the suites immediately. To ensure these requirements are met, the Housing and Residence Life Staff will conduct bi-weekly inspections. If a suite requires extraordinary cleaning during occupancy or upon check-out, the staff will solicit SSC cleaning service to clean the area in need of care, and the residents will be billed for the services.

THEFT AND LOSSES

The University does not assume any responsibility for loss of, damage to, or theft of studentsô personal property anywhere in the residential facilities, whether by fire, theft, or otherwise for the direct or consequential damages arising from the loss of, or any interruption of, any utility service provided by Johnson C. Smith University or any other person or organization in connection with residence services. The student assumes all risk of all such loss. Many families have homeowner insurance policies that provide coverage for studentsô belongings at school. Residents may wish to consider purchasing additional insurance if their familyôs policies do not cover their belongings on campus.

Incidents of theft should be promptly reported to both the Office of Housing and Residence Life and Campus Police.

CANCELLATION OF HOUSING

Any student leaving University housing at any time other than at the end of the fall or spring semester must complete a cancellation form in the Office of Housing and Residence Life. Students who withdraw from the University must have their rooms inspected by a member of the residence hall staff for that building. All housing deposits are final and nonrefundable.

HOUSING APPLICATION AND AGREEMENT

Housing for students is provided in University-operated student residence halls. An individual must be admitted to the University before an application for housing can be accepted. The housing application must be renewed each year along with -5(p)i9O74(ap)-7(p)-5(licalo)--76(an)-7( )-74(a)10(p)-5(p)-5(licatio)-53 0 612 792 2/F1 9.96 Tf1 0 0 1 719.46 606.94 Tm0 g

changes. All room changes must be approved by the business office and Office of Housing and Residence Life prior to the room change. Charges will be adjusted accordingly.

Consolidation: If one or more of the occupants of the room or suite moves out, the remaining occupants must

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ROOM VISITATION

Sunday-Thursday	7:00 p.m. ï 12:00a.m.
Friday & Saturday	

VETERANS & MILITARY AFFAIRS

Johnson C. Smith Universityôs Office of Veterans and Military Affairs is responsible for the day-to-day administration of programs, resources and services that address the educational, social and cultural needs of Military and Veteran Students; and, dependents of Veterans. This individual worsk to ensure a smooth transition from military to civilian life (if appropriate), whether or not the Military or Veteran Student is enrolled in a traditional, evening or online program.

DIVISION OF ACADEMIC AFFAIRS

THE SMITH INSTITUTE FOR RESEARCH, CAREER DEVELOPMENT AND POST GRADUATE READINESS

The Smith Institute for Research, Career Development and Post Graduate Readiness provides centralized, comprehensive programs, services and resources to prepare Johnson C. Smith University students and alumni to achieve their personal, professional and career development goals to impact a changing global society. The Center is dedicated to educating, coaching, and connecting students to opportunities during the academic year, summer and post-graduation.

The Center offers programs and services to help students learn to formulate and pursue career goals. Programs and services include individual career coaching; assessment tools; internship and employment search assistance; workshops on career development skills; resume preparation and critique; resume referral service to employers; mock interviewing; on-campus interviewing; employer recruitment information sessions; professional development workshops including networking and social media, business and dining etiquette and dress for success; graduate school preparation assistance; and online job listings. Services and resources are available for use by JCSU students and alumni, in-person and onli/cs orkshopndndn14.74 Tmn/S3(d)-5r-5(s)3( )3rpProg to rks5LH o

education, students with disabilities, students who are homeless children and youths, and students who are in foster care or aging out of the foster care system, or otherwise disconnected. Services provided by the SSS program include:

1. Academic tutoring to enable students to complete post-secondary courses, which may include instruction in reading, writing, study skills, mathematics, science, and other subjects
2. Advice and assistance in post-secondary course selection

The University shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, against an otherwise qualified disabled applicant or student. Academic requirements that the recipient can demonstrate are essential to the program of instruction being pursued by such student or to any related licensing requirement will not be regarded as discriminatory within the meaning of this section. Modifications may incl

The mission of the Biddle Institute is to coordinate and deliver intrusive support and interventions to the diverse group of talented and highly motivated students from various ethnic, socioeconomic, and geographic backgrounds who enter the University via strengths-based programs.

learning, all of which are needed for post-secondary educational success. Also included are tutorial services; academic, financial, and personal counseling; mentoring; information on post-secondary education opportunities; assistance in completing college entrance and financial aid applications; assistance in preparing for college entrance exams; and recreational and cultural activities to help students succeed.

The Upward Bound office is housed in the Upward Bound Building located behind the Band Room.

ACADEMICS & FINANCIAL AID

JCSU administers an extensive financial aid program that provides financial assistance to more than 80% of its student body. It is available to eligible, admitted students enrolled in a degree seeking program. Types of assistance include scholarships, grants, loans, and employment. (See the University Catalog for a full list of all available aid.)

HOW TO APPLY

To apply for financial aid, you must complete a Free Application for Federal Student Aid (FAFSA). This form is available online at www.fafsa.ed.gov. All information should be as complete and accurate as possible. The FAFSA can be submitted as early as October 1st and must be received by the processor by March 15th to receive priority consideration for the following school year for all types of financial aid Students may still apply for aid after the priority date; however, aid will be awarded on a funds available basis. Important: The School Code 002936 must be used on the FAFSA/Renewal FAFSA forms to ensure that information is released to JCSU.

The University does not require an institutional application, but it may request tax transcripts and/or other documents at a later date to assure that all information is accurate.

To qualify, a student must be a U.S. citizen or eligible noncitizen and must also maintain satisfactory academic progress. To be eligible for any type of financial aid, a student must be accepted into a degree or eligible certificate program and must not be in default of any student loan or owe a refund on a federal grant.

VERIFICATION

After you apply for financial aid by completing the FAFSA, you (and your parents) may be asked to verify certain information that was submitted to the Department of Education. You may also receive letters requesting additional documentation to clarify conflicting information on the FAFSA. Be sure to respond immediately to these requests to ensure your eligibility for all aid. Families that utilize the IRS Data Retrieval Tool, and have a successful match, will not be required to obtain and submit a copy of the IRS Tax Return Transcript. In rare cases (to clarify other items, or due to the use of professional judgment), the Financial Aid Office may request a copy even after a successful match. Students and parents are urged to submit verification and/or other required documents as soon as possible upon

to thrive in a scholarly environment. The student who flourishes at Johnson C. Smith University has a history of academic success, is self-motivated, and is committed to lifelong service to his/her community.

JCSUôs online courses have the same outcomes and objectives as courses which are offered on the campus, and therefore require as much commitment to learning as does any on campus course. However, online learning allows the student to receive college course instruction regardless of time and location. Students are challenged through online lectures, discussions, writing assignments, projects, and exams, just as in face-to-face instruction. All work is completed electronically during either an eight week or sixteen-week academic period.

Online learning is flexible and convenient but also requires that students exercise time management, log into class on a regular basis, be an active participant, and maintain open lines of communication with fellow students and the instructor. Students who participate in this virtual learning environment are also expected to be familiar with Johnson C. Smith Universityôs policies and procedures, as well as these guidelines established for the matriculation of online, hybrid, or web-enhanced on-ground courses.

The Online Student Handbook is intended to assist students as they successfully complete their online, hybrid, or web-enhanced courses at Johnson C. Smith University (JCSU). This handbook provides the online student with JCSUôs

JAMES B. DUKE MEMORIAL LIBRARY

LIBRARY HOURS

Monday	7:30 a.m. - 12:00a.m.
Tuesday-Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	8:00a.m. - 2:00p.m.
Sunday	2:00 p.m. - 12:00 a.m.

Semester Breaks & Holidays:

Monday-Friday	7:30 a.m. - 5:00 p.m.
Saturday-Sunday	Closed

Summer School Session:

Monday-Thursday	7:30 a.m. ï 9:00 p.m.
Friday	7:30 a.m. ï 5:00 p.m.
Saturday-Sunday	Closed

Library hours are updated and posted online. For additional questions, call (704) 371-6731. Students can request reference services at the Center of Information Desk during library operations.

BORROWING PRIVILEGES

All reserves are to be used in-house only.

AUDIOVISUAL MATERIALS

These may be checked out by students. Students may check out DVDs for 7 days with one renewal. Students who checked out DVDs will incur the cost of replacing the DVD if it is lost or damaged.

INTER-LIBRARY LOAN (ILL)

Most ILL (s) are free of charge. (Limited to $20 per requester, per year). It may take 1- 3 weeks to receive ILL materials.

Individual borrower is responsible for any fee/fines assessed by the lending library.

For assistance with ILL, you may call 371-6732 or ext. 6732 or email at refdesk@jcsu.edu.

ILL requests can be made via the JCSU Library website.

PHOTOCOPYING AND PRINTING

The library provides one-on-one consultation for all students. Students can request individualized assistance from a librarian by signing up at the Center of Information Desk. Online students can contact the Evening Librarian for consultation at (704) 371-6731. The one-on-one consultation is available to provide additional support services for students in how to use and access library resources. It is not designed to do students assignments, projects, or research.

The Library Makerspace is located on the first floor. This interdisciplinary working space is where students, faculty, staff, alumni, and the community come together to research design and manufacturing methods, and work collaboratively towards innovative goals using 21st Century technology and handicrafts. The Makerspace is equipped with machines and tools for milling, cutting, circuit board fabrication, 3D printing, (e.g., rapid).

The Library Entrepreneur Research Hub is located on the first floor. The Library Entrepreneur Research Hub (LERH) provides access to entrepreneur resources and a collaborative space to ensure studentsô business research skills. Both spaces offer workshops and training sessions for students, faculty, staff, and the community. To learn more about all library services and programs, visit us at http://library.jcsu.edu.

OFFICE OF INSTITUTIONAL PLANNING, ASSESSMENT, EFFECTIVENESS AND RESEARCH (IPAER)

organizations must include your UPO box number in the address. The format for your JCSU address is:

Your Name (No Nicknames)
Johnson C. Smith University
100 Beatties Ford Road
UPO# (No Residence Hall Names)
Charlotte, NC 28216

If you should receive mail

STUDENT GRIEVANCE POLICY

The Johnson C. Smith University (JCSU) Student Grievance Policy provides students a forum to express grievances (or concerns) related to issues involving students, faculty, staff and/or other members of the JCSU constituent community. The policy also exists to provide procedural guidance to resolve such grievances relative to an alleged violation(s) affecting that student either, by another student, faculty, staff and/or other members of the JCSU constituent community. It is the Universityôs goal that a studentôs grievance will be resolved within a period not exceeding 60 days. However, the time period for resolving grievances will depend largely on the facts and circumstances at issue and may be expanded when necessary and/or appropriate to reach a resolution.

The University defines a grievance as any concern raised by a student (ñComplainantò) against another member of the JCSU community

the University complies with the Family Education Rights and Privacy Act (Buckley Amendment) of 1974. Students are accorded the

a. Financial information submitted by parents.

b.

the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney,

STUDENT CODE OF CONDUCT

INTRODUCTION

A University community can function effectively only when the rights and obligations of its members are recognized. All students,

responsible of hazing. Hearing bodies in such cases may discipline the prospective or new member who participates in hazing. Individuals should note that in the event of an injury, not only may the organization be liable, but the individual member(s) found responsible may also be liable.

The University sets forth the principle that becoming a member of an organization ought to promote the educational goals of the institution and the organization. Hence, it believes that hazing and other forms of harassment are detrimental to the success of fraternities, sororities, social fellowships, Greek-letter organizations, and other groups, and especially to those persons who are victims of such action.

The Universityôs policy on hazing will be strictly enforced, and violators will be prosecuted to the fullest extent of the law.

SECTION 12. PHYSICAL ABUSE

A. This is defined as an encounter in which physical contact occurs between two or more persons, an encounter with blows or other personal violence, which includes rape, sexual assault, pushing, shoving, and other acts of physical abuse, between two or more persons, or conduct which threatens or endangers the health or safety of another, including assault and battery on or off the campus.

If weapons or objects that are used as weapons or which may be constructed as weapons are used in an altercation, the student may be automatically suspended from the University.

Any student(s) alleged to have violated this policy may be immediately suspended from the University on a temporary basis, pending the outcome of a Student Conduct Hearing.

B. Rape or other sexual assault

Any student(s) alleged to have violated this policy may be immediately suspended from the University on a temporary basis, pending the outcome of a Student Conduct Hearing.

SECTION 13. VERBAL ABUSE, DEFAMATION, OR HARASSMENT

Defined as the use of verbally abusive language by any person on University-owned or controlled property or at University-sponsored or supervised events.

This includes language that degrades, insults, taunts, or challenges another person by any means of communication, verbal or non-verbal, so as to provoke a violent response, communication of a threat, defamation of character, use of profanity, verbal assaults, derogatory, sexist, or racist remarks or any behavior that puts another member of the University community in a state of fear or anxiety.

SECTION 14. UNAUTHORIZED USE OF UNIVERSITY FACILITIES

This is defined as unauthorized use or occupancy of or unauthorized entry or exit from University facilities.

A. Unauthorized entry includes entering and/or occupying the facilities of the University, its students, or employees that are locked, closed to students and/or student activities, restricted to use by a student or group of students, or that have been reserved through the appropriate University offices. Unauthorized exit means exiting from a University facility through doorways that are prohibited from use at that time or for that purpose (e.g., windows or other areas that are not designated as exits).

B. The use of University facilities for purposes other than that for which they were constructed or designated.

or Not Responsible, then issue an appropriate sanction in accordance with the Student Handbook and based on the studentôs level of involvement, the severity of the incident, and the studentôs disciplinary history.
Conduct cases will be referred to the most appropriate body as indicated below.

FILING A COMPLAINT

Formal complaints must be filed with Campus Police or the Office of Student Conduct. Reports will be sent directly to the Office of Student Conduct for resolution or to be processed through the conduct system.

OFFICE OF STUDENT CONDUCT

board member does not feel he or she can be objective. If a student challenges the presence of the Hearing Panel Chairperson, the Chairperson may be excused upon a majority vote of the Hearing Panel.

8. Questioning and Presentation of Evidence: The Chairperson of the Hearing Panel is responsible for overseeing and controlling the hearing, including determining the manner in which questions will be asked and evidence presented. Generally speaking, any student has the right to testify on his or her behalf, present witnesses, question witnesses, be present for the presentation of all evidence, and challenge evidence presented during the hearing. However, the University Hearing Panel Chairperson, at his or her sole discretion, may restrict or limit the manner in which questions are asked or evidence is presented that the Chairperson believes that the manner of doing so is unfairly prejudicial, coercive, or intimidating. Written statements signed by a witness and accepted and verified by the Chairperson may be admitted at the sole discretion of the Chairperson if, for good cause, the witness cannot attend the hearing in person.

9. Perjury: All parties involved in a hearing, including witnesses, are expected to cooperate and provide complete and truth0( )918 Tm

4. No entry is permitted through the rear doors into the cafeteria at any time. No student is allowed to open the rear doors in the cafeteria for someone seeking entry. Anyone entering the cafeteria through the rear doors will be directed to leave and will be subject to the University Hearing Panel for disciplinary actions for unauthorized entry.

5.

Å The University reserves the right to limit access to its resources when policies or laws are violated and to use appropriate means to safeguard its resources, preserve network/system integrity, and ensure continued service delivery at all times.

Å The accessibility of certain University information technology resources, such as network-based services, implies a degree of risk that the existence, viewing, or receipt of such information/content may be offensive.

Å When students utilize University computing services and accept any University issued computing accounts, they agree to comply with this and all other computing related policies. They have the responsibility to stay up-to-date on changes in the computing environment, as published, using University electronic and print publication mechanisms, and to adapt to those changes as necessary.

AUTHORIZED USE/ACCESSE/AC912 065.860000912 0 612 792 reW nBT/F1 9.96 Tf1 0 0 1 145.58799.82 Tm0 g0 G[ )]TJETQ EMC /S

Additional pages may be purchased through the University cashier at a rate of $.10 per page.

Print Release Stations are located in the following areas:

Library, First and Second Floors	Mosaic Village
Sanders Hall	Liston Hall
Myers Hall	New Residence Hall
Greenfield Hall	Metropolitan College

EMAIL

Email and network connectivity are provided as professional resources to assist faculty, staff, and students in fulfilling their academic goals and/or University business. Each user is responsible for using the email systems in a professional, ethical, and lawful manner. Unacceptable and inappropriate behaviors include, but are not limited to:

Forged Mail - It is a violation of this policy to forge an electronic mail signature or to make it appear as though it originated from a different person.

Intimidation/Harassment - It is a violation of this policy to send/forward email that is obscene, harassing, abusive, or threatens an individualôs safety. Known threats to personal safety will be reported to Campus Police.

Unauthorized Access - It is a violation of this policy to attempt to gain access to another personôs email files regardless of whether the access was successful or whether or not the messages accessed involved personal information.

Unlawful Activities

IJCSU

All full-time students will be issued a tablet during the fall semester. All mobile computing equipment remains the property of the University. Students are responsible for the care of their devices and should review all information in the agreement regarding the program policies and procedures. Students who leave the University for any reason, prior to completing one semester (except graduation), must return their University-issued equipment and power cord.

JCSU ONLINE STUDENT TECHNICAL SUPPORT

JCSU provides several resources to help you plug in and stay connected to the technology you'll need to complete your degree online. Visit the My.JCSU.edu Support Services tab for frequently requested information where you can easily search for answers to your questions using JCSU's Knowledge Base or access 24/7 live chat with one of our Canvas support agents. You can also request services or report an issue by creating a support case and our field of experts will route your request accordingly and follow-up by email or your preferred contact method.

JCSU IDENTIFICATION CARD

Each student and employee of the University is issued a campus identification (ID) card. The campus ID card serves as proof of status with Johnson C. Smith University. Depending on status, the campus ID card provides access to many resources provided by and available through the University community such as dining hall meals, bookstore charging, access to buildings, use of the University libraries and athletic facilities, and a Bull Bucks program for certain purchases.

All students and employees must maintain and carry a current campus ID card for the entire period that they are affiliated with the University. The cardholder is responsible for the care and safekeeping of the campus ID card. The campus ID card should be protected and

SEX AND GENDER DISCRIMINATION AND HARASSMENT

It is the policy of Johnson C. Smith University (JCSU) to maintain an environment free from sexual abuse; sexual assault; sexual harassment and discrimination; and, relationship violence and stalking in all of its educational programs and activities. This policy also applies to any of JCSUôs medical personnel, Health Center, Athletic Facilities and similarly-structured facilities on campus (that serves both students and minors). JCSU seeks to create and maintain a safe environment in which all members of the University communityð students, faculty and staffð

Incapacitated: Incapacitated means lacking the physical and/or mental ability to make informed, rational judgments. A person may be Incapacitated for a variety of reasons, including but not limited to being asleep or unconscious, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks.

Notice: Notice, as used in this paragraph includes, but is not limited to, a report of Sexual Harassment to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator.

Relationship Violence, also known as ñIntimate Partner Violence,ò means violence committed by a person who is, or has been, in a relationship of a social, romantic or intimate nature with a victim. The existence of such as relationship is to be determined by the length and type of a relationship and the frequency of interaction. Some examples of abusive behavior include: physical, emotional, psychological, financial, and sexual abuse.

Respondent: Respondent means an individual who has been reported to be the perpetrator of conduct alleged to constitute Sexual Harassment.

Retaliation: Retaliation means (1) any adverse action (including direct and indirect intimidation, threats, coercion, discrimination, or harassment (including charges for conduct violations that do not involve sex or gender discrimination or harassment or Sexual Harassment but that arise out of the same facts or circumstances as a report or complaint of sex or gender discrimination or harassment or a report or Formal Complaint of Sexual Harassment) that is (2) threatened or taken against a person (a) for the purpose of interfering with any right or privilege secured by Title IX; or (b) because the person has made a report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Title IX. Retaliation does not include (1) the exercise of rights protected under the First Amendment; (2) charging an individual with making a materially false statement in bad faith in the course of a grievance proceeding (provided, however, that a determination regarding responsibility alone is not sufficient to conclude that an individual made a materially false statement in bad faith); or (3) good faith actions lawfully pursued in response to a report of prohibited conduct.

Sexual Abuse: Sexual abuse refers to two broad types of sexual misconduct by employees and others affiliated with the institution, but are not students. Specifically, sexual abuse means: 1) serial sexual misconduct or 2) child molestation. Serial sexual misconduct means any actual or alleged illegal or otherwise sexual misconduct: 1) with more than one victim and 2) committed by, or alleged to have been committed by faculty, staff or volunteers affiliated with the institution. Child molestation means actual or alleged illegal or sexual misconduct with a minor.

Sexual Assault: Any non-consensual physical contact of a sexual nature, whether by an acquaintance or by a stranger, is a sexual assault. Physical resistance need not occur to fulfill the definition of sexual assault. Sexual assault does not require that a person explicitly say ñnoò to his or her attacker. Sometimes people are unable to give consent because they are unconscious, asleep or under the influence of

who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that personôs acts under the domestic or family violence laws of the jurisdiction.

Stalking: Stalking, as defined in 34 U.S.C. § 12291(a)(30): engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Supportive Measures: Supportive Measures are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant and/or a Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to JCSUôs Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or JCSUôs educational environment or deter Sexual Harassment.

Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, and leaves of absence, increased security and monitoring of certain areas of the campus. JCSU will maintain as confidential any Supportive Measures provided to a Complainant or a Respondent, to the extent that maintaining such confidentiality would not impair JCSUôs ability to provide the Supportive Measures. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

SEXUAL AND GENDER DISCRIMINATION AND HARASSMENT POLICY

Notice of Nondiscrimination

Johnson C. Smith University (ñJCSUò), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations (ñTitle IXò) and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in Asso porR o/F1 9(r)-50-50(a)1098(t)13( )-2(d)-598(g0 lu)5up9708052>5811i) it-5(p)6d(r)-3(a)10(86in)7(ate)-5(98(t)13( )-2(d)-598( )-50(th)-e,)

Additionally, any individual who knowingly files a false Formal Complaint (as defined herein) or who interferes with a JCSU grievance process may be subject to disciplinary action. Interference with a grievance process may include, but is not limited to, attempting to coerce, compel, or prevent an individual from providing testimony or relevant information; removing, destroying, or altering documentation relevant to an investigation; or providing false or misleading information to JCSU officials who are involved in the investigation and/or resolution of a Formal Complaint, or encouraging others to do so.

Reporting and Period of Limitations

JCSU strongly encourages all employees and other members of the JCSU community to promptly report discrimination and harassment on the basis of sex or gender to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator has the authority to institute corrective measures on behalf of JCSU. Accordingly, the Deputy Title IX Coordinator is required to report discrimination and harassment on the basis of sex or gender to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator.

Additionally, JCSU has designated the following employees as confidential resources.

ÅFor students: Dr. Davida Haywood, Vice President of Student Affairs and Enrollment Management

ÅFor employees: Maudre Addison, Director of Employee Services

Information about sex or gender discrimination or harassment shared with these confidential resources typically will not be reported to other JCSU personnel (including the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator), to the Respondent, or to others, unless the disclosing individual gives their consent to the disclosure or the law requires it (as may be the case with abuse involving a minor or unETQq0.00W*nBT/F1 9.96 T0

As mentioned above, these Grievance Procedures apply to allegations of Sexual Harassment in JCSUôs Education Program or Activity (and to related Retaliation, at the discretion of the Associate Vice President of Student Affairs and Enrollment Management/Title IX

In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and/or individually in proportion to the involvement of each individual.

Individuals with Disabilities

JCSU will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in these Grievance Procedures. Student requests for accommodation must be made to the

Due to the sensitive nature of the investigative report, neither the parties nor their advisors may copy, remove, photograph, print, image, record or in any other manner duplicate the report. Parties who violate these restrictions may be disciplined, and advisors who violate these restrictions may be disciplined and/or be barred from further participation in the grievance process.

Nothing in this document restricts the ability of either party to discuss the allegations under investigation or to gather, preserve, and/or present relevant evidence.

Submission of Evidence; Expert Witnesses

Any evidence that the parties wish for the hearing officer to consider should be presented to the investigators as early as possible during the investigation process. Evidence that is not submitted in a timely manner and prior to finalization of the investigative report may be excluded from the hearing at the discretion of the hearing officer.

Similarly, all relevant witnesses should be identified to the investigators as early as possible during the investigation. The hearing officer generally will not call or consider written statements from witnesses who were not identified to investigators and interviewed during the investigation. However, in their discretion and for good cause, the hearing officer may choose to consider information from witnesses who were not interviewed during the investigation.

Respondent, and any witnesses whose testimony the hearing officer deems relevant. During the hearing, the hearing officer and the parties may also question the investigators as necessary to clarify information provided in the investigative report.

Appointment of the Hearing Officer and Challenging of the Same

The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will appoint a hearing officer, who will administer the hearing, serve as the decision-maker regarding responsibility, and (as applicable) recommend sanctions. The hearing officer may be a JCSU employee or non-employee. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will contemporaneously share the hearing officerôs name and contact information with the Complainant and the Respondent and also will forward the Formal Complaint, investigative report, and other relevant materials to the hearing officer.

Within two business days of such appointment, the hearing officer, the Complainant, or the Respondent may identify to the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator in writing alleged conflicts of interest posed by assigning that particular hearing officer. The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will carefully consider such statements and will promptly assign a different hearing officer if the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator determines that a material conflict of interest exists.

Notice of the Hearing

Promptly after the appointment of the hearing officer and no less than ten calendar days prior to the hearing, the hearing officer will provide concurrent written notice to the Complainant and the Respondent setting forth the date, time, and location of the hearing. Any modifications to the hearing date, time, or location will be provided in writing to both parties prior to the date of the hearing.

Pre-Hearing Submissions

Each party may submit a written statement to the hearing officer at least five business days prior to the hearing. This statement may address any evidence in the investigative report that the party believes the hearing officer should exclude as irrelevant and/or any evidence not in the investigative report that the party believes the hearing officer should consider relevant. The hearing officer will share the statement with the other party, who may submit a response within two business days.

The hearing officer will review the partiesô submissions and will determine whether particular evidence should be excluded or included at the hearing. Parties should not attempt to introduce at the hearing any evidence that the hearing officer determined is not relevant, and the hearing officer will not consider any such evidence in making their responsibility determination and/or sanctions recommendation.

Failure to Appear

If the Complainant and/or the Respondent fails to appear at the hearing and was provided proper notice of the hearing as set forth above, then absent extenuating circumstances the hearing officer will proceed with the hearing and issuance of their responsibility determination and, as applicable, sanction recommendation.

No Contact Outside of the Hearing

The Complainant and the Respondent may not contact each other outside of the hearing, even to discuss the hearing, and neither party

The final outcome letter will (1) name the Respondent; (2) identify the allegations potentially constituting Sexual Harassment; (3) describe procedural steps taken from the filing of the Formal Complainant through the determination; (4) provide findings of fact in support

INFORMAL RESOLUTION

Determination of Formal Versus Informal Resolution

At any time before the issuance of the hearing officerôs responsibility determination, the Complainant may elect to resolve their Formal Complaint through the informal resolution process, provided that (1) the parties both voluntarily consent in writing to such resolution; (2) both parties are students or employees of JCSU; and (3) the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator determines that informal resolution is an appropriate mechanism for resolving that specific Formal Complaint. Otherwise, a Formal Complaint that is not dismissed will proceed to a hearing.

Informal resolution may not be selected for less than all of the misconduct alleged in the Formal Complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all of the allegations at issue), then all of the allegations must be resolved according to the informal resolution process.

Either party has the right to terminate the informal resolution process at any time and proceed with formal resolution (i.e., a full investigation and hearing). Furthermore, the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator may, where appropriate, terminate informal resolution and proceed with the formal resolution process instead.

Notice of Allegations and Notice of Informal Resolution and Facilitator

The Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator will provide the parties a written

Resolution

The informal resolution facilitator will attempt to facilitate the partiesô resolution of the Formal Complaint. If this process results in a resolution between the parties and the Associate Vice President of Student Affairs and Enrollment Management/Title IX Coordinator finds the resolution to be appropriate under the circumstances considering factors including the extent to which the resoluti

EMERGENCY PROCEDURES

Students should review and familiarize themselves with the following emergency procedures in order to safeguard their health and welfare during a campus emergency.

MEDICAL EMERGENCY PROCEDURES

For situations that are life threatening:

1. Call 911 and complete the following:

- Identify yourself as a member of the JCSU faculty, staff, or student body.
- Identify exact location of victim.
-

3. Undergraduate and Graduate students receiving any financial aid should consult with the Office of Financial Aid about the potential financial impact of withdrawing. Any adjustments to the studentôs account will be made in accordance with university policy.

Involuntary Withdrawal/ Temporary Suspension

1.

belongings at school. Residents may wish to consider purchasing additional insurance if their familyôs policies do not cover their belongings on campus.

Incidents of theft should be promptly reported to both the Office of Housing and Residence Life and the Campus Police. Any student suspected of theft may be referred the Office of Student Conduct.

PERSONAL PROPERTY INSURANCE

We strongly encourage students to get personal property insurance. If your parents have homeownersô insurance, check to see if you are covered ï or can be covered ï under their policy. You can also pick up information about property insurance at the Office of Housing and Residence Life.

SKATEBOARD POLICY

This policy sets forth the regulations that govern the operation and use of the following items on the campus of or on other property owned, operated, or controlled by Johnson C. Smith University:

- Skateboards
- Roller Skates
- Rollerblades
- Scooters
- Other Coasting Devices

Responsible use of alternative transportation methods including skateboards, roller skates, rollerblades, scooters, and other coasting devices is allowed on campus as a way of reducing reliance on motorized transportation and promoting healthy exercise. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes, subject to the following restrictions:

- Users must yield the right-of-way to pedestrians at all times.
-

6. In any building or structure owned, leased or controlled by JCSU. This prohibition includes sidewalks, parking lots, walkways and attached parking structures immediately adjacent to the structures.

"Tobacco Product" refers to any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, cigarillos, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigars, or any other preparation of tobacco; and any product or formulation of matter containing biologically active ingredients of nicotine that is manufactured, sold, offered for sale, or otherwise distributes with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use of treating nicotine or tobacco dependence.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco product or plant product, including marijuana, intended for the inhalation, in any manner or in any form. "Smoking" also includes the use of e-cigarettes that creates vapor, in any manner of in any form, or the use of any oral smoking device to the purpose of circumventing the prohibition of smoking in this policy.

"E-cigarette" refers to any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of that simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

SMOKING POLICY COMPLIANCE

Adherence to the policy cited above is the responsibility of all JCSU students, faculty, staff, and visitors, and it is expected that they will comply with this policy. Members of the campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance. An individual who feels there has been a violation of this procedure may take the following actions:

An individual who feels that there has been a violation of this procedure may invoke the following actions:

1. Efforts should be made to resolve the problem informally by requesting that the individual comply with the policy.

2. If a direct appeal fails and the behavior persists, the individual should contact the Office of Human Resources or Dean of Students for referral to the appropriate administrative official.

3. Repeat offenses will be dealt with through established administrative/ disciplinary policies and procedures. Violations may result in referral to the Office of Student Conduct for disciplinary action in accordance with established student, staff, and/or faculty codes of conduct and procedures.

SOLICITATION

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

handshaking tours, and by handing out cards, but not by the use of posters. Approval of political rallies must be approved by the President of the University or his/her designee.

Students or student organizations who wish to solicit on campus in a specified area must first make a request to the Office of Student Leadership and Engagement using forms provided by the office no later than one calendar week preceding the proposed date of the activity. Appropriate arrangements and scheduling must then be made by the individual making the request to ensure that the project is conducted as approved. Failure to adhere to this policy is grounds for conduct action.

Students who raise funds through solicitation are required to report all fundraising projects, including those conducted for the following:

- Å Charitable causes, such as Heart Fund, Red Cross, Lung Association, and Sickle Cell
- Å Scholarship funds, and the United Negro College Fund
- Å Library, music, equipment, etc.
- Å Educational or social events for JCSU students, such as concerts, speakers, art exhibits, and dances, Homecoming, and Black History Month
- Å