

# STUDENT HANDBOOK 2025-2026



**WINSTON-SALEM**  
STATE UNIVERSITY

[www.wssu.edu](http://www.wssu.edu)



# WINSTON-SALEM STATE UNIVERSITY

Winston-Salem State University (WSSU) publishes the student handbook annually for the purpose of informing students about their rights, responsibilities and privileges on campus. WSSU does not accept custodial responsibility for any enrolled student or campus visitor. The WSSU Student Handbook does not constitute a contract between the university and the student. *While policies and programs are presented accurately within this handbook, the university reserves the right to revise any section or part without notice or obligation.*

# TABLE OF CONTENTS

|                                                      |           |
|------------------------------------------------------|-----------|
| Vice Chancellor's Letter to Students                 | 4         |
| Mission Statement                                    | 5         |
| University Values                                    | 5         |
| The RAMPact Values                                   | 6         |
| Emergency Procedures                                 | 7         |
| Students Rights and Responsibilities                 | 8         |
| Student Handbook Quick Reference                     | 9         |
| What Every Student Should Know                       | 20        |
| History                                              | 20        |
| Chief Administrators                                 | 21        |
| Traditions                                           | 21        |
| Alma Mater                                           | 21        |
| <b>Academic Affairs</b>                              | <b>22</b> |
| Academic Success Counselors                          | 23        |
| ASPIRE                                               | 23        |
| Registration                                         | 23        |
| Grades                                               | 24        |
| Dean's List                                          | 24        |
| Final Examinations                                   | 25        |
| <b>Enrollment Management &amp; Academic Services</b> | <b>27</b> |
| Undergraduate Admissions Office                      | 27        |
| Registrar's Office                                   | 27        |
| Library Services                                     | 27        |
| Diggs Gallery                                        | 28        |
| Simon Green Atkins Scholars Society                  | 28        |
| Assessment of Prior Learning and Special             |           |
| Credit Considerations                                | 28        |
| Special Services                                     | 29        |
| <b>Student Services</b>                              | <b>30</b> |
| Dean of Students                                     | 30        |
| Career Development Services                          | 30        |
| Financial Aid                                        | 31        |
| Housing and Residence Life                           | 32        |
| Student Activities & Organizations                   | 33        |
| Student Governance                                   | 35        |
| Student Centers                                      | 35        |
| Computing on Campus                                  | 35        |
| Resources and Support for Students                   |           |
| Experiencing Homelessness                            | 36        |

|                                                        |           |
|--------------------------------------------------------|-----------|
| <b>Health and Well-Being</b>                           | <b>39</b> |
| Services for Students with Disabilities                | 39        |
| Wellness Center                                        | 39        |
| North Carolina State Law of Immunization               | 41        |
| University Recreation                                  | 41        |
| Interpersonal Violence Prevention                      | 42        |
| <b>Student Rights, Responsibilities, &amp; Conduct</b> | <b>43</b> |
| Student Rights and Responsibilities                    | 43        |
| WSSU Students' Code of Conduct                         | 44        |
| Copyright Infringement and File                        |           |
| Sharing Notice                                         | 64        |
| <b>Selected Policies Governing Students</b>            | <b>66</b> |
| Policy on Academic Integrity                           | 66        |
| Alcohol Policy                                         | 68        |
| Class Attendance Policy                                | 69        |
| Outdoor Assemblies and Public                          |           |
| Addresses                                              | 69        |
| Class Disruption Policy                                | 70        |
| Cyberbullying                                          | 71        |
| Missing Student Policy                                 | 71        |
| Hazing Policy                                          | 72        |
| Involuntary Withdrawal Policy                          | 72        |
| Probation and Suspension Policy                        | 72        |
| Racial Harassment Policy                               | 73        |
| Repetition of Course Policy                            | 73        |
| Release of Student Information                         | 73        |
| Solicitation and Vending Policy                        | 73        |
| Weapons Policy                                         | 74        |
| Weather Policy                                         | 74        |
| Withdrawal Policy                                      | 75        |
| <b>Telephone Numbers for Key Services</b>              | <b>76</b> |

# WELCOME TO WSSU

Dear WSSU Students:

Winston-Salem State University is a community where people from diverse backgrounds are welcomed and embraced. We strive to create a healthy, safe, and productive environment that allows our students to grow and thrive.

The WSSU Student Handbook is a valuable resource that provides you with comprehensive information to help you navigate the university during your time here.

Please familiarize yourself with the policies, services, rights and responsibilities, and any other information that you deem pertinent to your needs.

It is my sincere hope and expectation that you will take the time to read it, place it in a safe place, and refer back to it whenever necessary.

Please feel free to reach out to my office or to any of the resource offices listed in this book to find assistance and guidance.

Sincerely,

Dr. Mel Johnson-Norwood  
Associate Provost and  
Vice Chancellor of Student Affairs





## MISSION AND UNIVERSITY VALUES

WSSU is a bold and energetic institution that fosters the creative thinking, analytical problem-solving, and depth of character needed to transform yourself and your world. Rooted in a liberal education, WSSU's curriculum prepares students to be thought leaders who have the skills and knowledge needed to develop innovative solutions to complex problems.

### ***OUR MISSION***

As a historically Black college and university guided by the motto "Enter to Learn, Depart to Serve," Winston-Salem State University cultivates the genius of interconnected learners through academic excellence, transformative scholarship, and impactful engagement to produce equity-minded, highly competent, and productive citizens. Winston-Salem State University aims to enhance the lives and livelihoods of its students, the people of North Carolina, and persons around the world.

### ***OUR VISION***

Winston-Salem State University, a comprehensive public institution, is a premier national leader in advancing equity and upward mobility where we unleash the genius of individuals and empower them to transform the world.

### ***OUR VALUES***

- ***"Ramily Matters"*** - We care, serve, and inspire.
- ***Be Fair*** - We are impartial and create unique opportunities for all to succeed.
- ***Bring Your 'A' Game*** - We exceed expectations because excellence is our standard.
- ***Do the Right Thing*** - We act consistently with honor.
- ***Create the Future*** - We challenge norms by generating fresh ideas and inventing new realities.

# THE RAMPACT VALUES

**The RAMPact Values** are our core values that further exhibit the pride, legacy, and tradition that come with being a part of the Winston-Salem State community. The RAMPact Values exhibit what it means to be a student at Winston-Salem State University. All WSSU students are expected to uphold these values and abide by our Students' Code of Conduct. These values embody our motto, Enter to Learn. Depart to Serve.

- **Community: “Ramily Matters” - We care, serve, and inspire.** Winston-Salem State students strive to be active and engaged while building and enhancing their community through positive, honest, and caring interactions.
- **Fairness: Be Fair – We are impartial and create unique opportunities for all to succeed.** Winston-Salem State students embrace fair and rightful treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Excellence: Bring Your ‘A’ Game – We exceed expectations because excellence is our standard.** Winston-Salem State students lead and excel in all areas. Their actions reflect positive, valuable, and praiseworthy behaviors inside and outside the classroom.

- **Honor: Do the Right Thing – We act consistently with honor.** Winston-Salem State students exude honor, respect, and a high level of responsibility to self, to others, and to the community.

- **Innovation: Create the Future – We challenge norms by generating fresh ideas and inventing new realities.** Winston-Salem State students constantly evolve and progress in both the academic and social realms through creating successful ideas with new realities and values.

## **WSSU Student’s Responsibility to Know the Students’ Code of Conduct**

Winston-Salem State University students are responsible for knowing the information, policies, and procedures outlined in this document. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures.

# EMERGENCY PROCEDURES

Winston-Salem State strives to maintain a safe and secure campus. However, there are several hazards which could affect campus and our community. Knowing what hazards could occur is one of the best steps to being prepared. Listed below are some hazards to prepare for at Winston-Salem State University.

New employees and students should be made aware of these procedures as part of the orientation process. Everyone should also familiarize themselves with the Winston-Salem State University Campus Map.



# STUDENT RIGHTS & RESPONSIBILITIES

## Academic Rights

WSSU is a constituent institution of The University of North Carolina that supports the right to academic freedom for every student. In accordance with UNC Policies, the rights of students to engage in the responsible pursuit of knowledge or their right to the fair and impartial evaluation of academic performance shall not be abridged.

## First Amendment

WSSU embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution, as they may be amended from time to time. WSSU has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights. WSSU fully supports the right of a student to assemble peacefully and to express him or herself in a way order is maintained. The university has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights in a manner consistent with applicable laws and policies, as they may be amended from time to time.

## Freedom to Learn

The UNC Board of Governors has prescribed that all students shall be responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community is respected.

## Right of Confidentiality (FERPA)

WSSU will comply with The Family Educational Rights and Privacy Act (FERPA) as it may be amended from time to time. WSSU will comply with The Family Educational Rights and Privacy Act (FERPA) as it may be amended. No information or documentation referring to a student's academic or personal life may be released to any party outside the university without the expressed written

consent of the student. Any request from a current student, former student or graduate to release information to a third party must be made in writing and include the student's signature. Students also have the right to inspect and review their own official records, except letters of recommendation.

## Participation in Institutional Governance

Students are encouraged to participate in activities associated with the governance of the university by serving on various committees, councils, and task forces charged with making decisions.

## Student Grievances

Students who believe that their rights under the law or university policy have been violated by an employee, agent, or member of the university community should refer to the WSSU Student Grievance and Appeals Procedure: <https://www.wssu.edu/academics/distance-learning/student-grievance-and-appeals-procedures.html>

## Student Conduct

Students who attend the university are expected to behave in a manner consistent with life at an academic institution. The Code is intended to reinforce this expectation and governs the behaviors and disciplinary process for violations.

## Right to be Heard

Students who have been charged with violations of the Code are entitled to due process. Students accused of violating standards of conduct will be subject to disciplinary action in accordance with this document.

## Responsibilities

All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. WSSU expects all students and their guests to behave in a manner consistent with campus policies and applicable state and federal laws. Students are expected to observe and adhere to the university's standards of conduct outlined within the Code in the classroom, on-campus, and off-campus

# STUDENT HANDBOOK QUICK REFERENCE

## Absences

If you are going to be absent from class for any reason, **you must** contact your professors to make arrangements to get notes and make up any work that will be missed.

## Academic Success Counselor

Academic Success Counselors assist students in their college experience; monitor student academic progress utilizing all available data, and, when necessary, intervene with solutions that will improve student success; and work with students to overcome challenges that hinder his/her academic progress by providing support, developing strategies, and helping students to obtain the necessary resources and tools needed to achieve their academic goals. For more information on academic advising services at WSSU, contact University College Advising Services at 336-750-2634.

## Academic Calendar

The Academic Calendar provides important information and deadlines for the academic semester including: course registration, drop/add period, withdrawal deadline, and graduation.

The academic calendar can be found *on the WSSU website*.

## Academic Standing

Students are required to earn and maintain a minimum cumulative grade point average (GPA) to be in good academic standing (GAS). If a student fails to maintain the minimum required GPA, their academic standing will be impacted. For additional information refer to the *WSSU Undergraduate Catalog*.

## Academic Integrity Policy

WSSU students are expected to adhere to a code of honor in regard to all academic work that is submitted. Work submitted in your name must be your own. Each student is expected to read and

adhere to the Academic Integrity Policy that is found in the Policies section of this handbook.

## Academic Records

You may check your grades on-line at “Banner RAMS ONLINE.” If you have general questions about your academic record, go to the Office of the Registrar, Suite 202 in the Thompson Center. Questions about a particular grade should be addressed to the faculty member or dean who is responsible for the course.

## Address Change

All students are strongly encouraged to report both their local and permanent addresses to the Registrar’s office. Any address change within an academic year should also be reported. Failure to do so may result in personal mail being sent to the wrong address. Students must submit the electronic Change of Address/Telephone Number Request form located in the Enrollment Management Online Services portal.

## Affirmative Action Policy

WSSU extends equal educational and employment rights to all persons without regard to race, color, religion, disability, ancestry, national origin, union membership, sexual orientation, gender identity, veteran status, genetic information, political affiliation, age, or sex. Contact the Office of Human Resources at 336-750-2830 for more information.

## Alcohol Policy

Winston-Salem State University prohibits the possession, use, and/or consumption of any alcohol while on the campus grounds. WSSU adheres to all North Carolina laws and ordinances in regard to the use and possession of alcoholic beverages and alcohol paraphernalia on campus. Each student is expected to read and adhere to all alcohol and other drug policies that are listed in the *WSSU Student Handbook and WSSU Students’ Code of Conduct*. Please refer to the Policies section of this handbook and WSSU’s main homepage for more information, or call 336-750-3356.



## Athletics

WSSU is a NCAA institution Division II, and has a variety of competitive sports for both men and women. WSSU enjoys a proud legacy of championships in several sports. Ram Pride is alive and well. For more information, call the Department of Athletics at 336-750-2141 or visit the WSSU website at <https://wssurams.com/>.

## ATM Machines

There is one ATM machine located on the first floor of the Cleon F. Thompson, Jr. Student Services Center & one located in Donald Julian Reaves Student Activities Center at the Food Court. There are also several ATM machines located within close proximity to campus. See “Banks” in this section for a list of locations.

## Automobile and Parking Regulations

All persons desiring to park a vehicle on the WSSU campus must register for a parking permit. University parking regulations are strictly enforced 24 hours a day. Parking regulations are available in the WSSU Parking & Transportation office. If you have any questions concerning parking, contact 336-750-2905.

## Background Checks

Prospective students are required to provide disciplinary records from previous academic institutions and must report felony convictions before an admission decision can be made. Applicants who report a criminal record are reviewed on a case-by-case basis.

## Blue Light Emergency Telephones

Special telephone boxes are located throughout the WSSU campus beneath blue-colored lights. These telephones should only be used in case of an emergency. When the box is opened and the receiver is picked up, a call is automatically made to Police dispatcher regardless of whether the caller speaks. A police officer will be sent to that location. Police and Public Safety can be reached at 336-750-2911.

## Book Buy-Back

Students have an opportunity to sell books back to the university at the end of the academic year. For more information, contact the WSSU Bookstore at 336-750-2780.

## Bus Schedule

WSSU provides bus service from parking lots to designated stops on-campus. Contact WSSU Parking & Transportation in the Anderson Center Modular Unit for a schedule 336-750-2905.

## Career Development Services

If you need help deciding your career path, or if you would like to participate in an internship or experiential learning opportunity, sharpen your interviewing skills or look for jobs on the web, contact the Office of Career Development Services at 336-750-3240.

## Catalog – Undergraduate

The *WSSU Undergraduate Catalog* contains valuable information about academic choices and related matters. Whether you are searching for prerequisites for a specific course or for course requirements in your major field of study, the *WSSU Undergraduate Catalog* should be utilized as the starting point and it is available online from the WSSU website [www.wssu.edu](http://www.wssu.edu) look under the Academics tab.

## Change of Major

For information on how to change your major, first consult with your current advisor and department chair of your desired major. Students who have earned 40+ credit hours should submit the electronic Change of Major/Declare Minor Request form. Students with less than 40 credits hours should submit the electronic Change of Pre-Major Request form located in the Enrollment Management Online Services portal.

## Code of Conduct

*The WSSU Students' Code of Conduct (The Code)* provides the principles and procedures for ensuring a campus environment that is conducive to peaceful and productive living and learning. It enforces both civil law and university rules and regulations. Students are responsible for knowing and observing all aspects of *The Code*, and are also expected to become familiar with all federal, state, and local laws. *The Code* is administered by the Vice-Chancellor of Student

Affairs & the Associate Vice Chancellor & Dean of Students. *The WSSU Student Code of Conduct* can be found on the home page of the Office of Community Standards and Civility. To locate the Code, go to the Winston-Salem State University's homepage under Campus Life tab and locate Student Conduct. For in-person assistance please contact the Office of the Dean of Students at 336-750-3356.

## Commencement

Remember that you will need to apply for graduation at the **beginning** of your senior year. Check with the Registrar (336-750-3331) for more information.

## Counseling Center

The purpose of the University Counseling Center is to assist students cope with issues related but not limited to: relationships, family functioning, emergencies and crisis situations, adjustment issues, decision making, academics, anxiety, and depression. In addition, counseling, workshops, seminars, and other outreach activities are provided to promote personal and social growth and enhance the quality of life. Students may request service or they may be referred. Many services are delivered through individual and group counseling sessions. The center is located in the Alexander H. Ray Student Health Center. Students may call the center at 336-750-3270. Presentations on various topics are also available to student groups and academic classes on a variety of topics. To request a presentation contact the center or visit their website from the WSSU website under the tab Campus Life/Wellness Center/Counseling Center then click on "Don't Cancel Class" to complete and submit your request.

## Course Descriptions

A description of each individual course can be found in the *WSSU Undergraduate Catalog*.

## Dining Services

Students do not have to live on campus or have a meal plan to utilize WSSU's dining services. You may pay for meals with a meal plan, RamCard, or credit/debit card. For more information about dining services on campus, contact the Campus Dining office at 336-750-2787 or Business & Auxiliary Services at 336-750-2770.

## Directory Assistance

WSSU directory assistance is available at 336-750-2000, Monday - Friday, 8:00 a.m. – 4:30 p.m.

## Services for Students with Disabilities

The Americans with Disabilities Act (ADA) extends federal civil rights protection in several areas to people who are considered "disabled." Built upon a body of existing legislation, particularly the Rehabilitation Act of 1973 and the Civil Rights Act of 1964, the act states its purpose as "providing a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities."

As required by law, WSSU will make every effort to provide reasonable services to students who require such assistance. Certain standards must be met for individuals to qualify for the act's protection. To be considered "disabled" under ADA, individuals must have a condition that impairs a major life activity or have a history of such a condition, or be regarded as having such a condition. For more information contact Services for Students with Disabilities at 336-750-8658 or 336-750-8759.

## Emotional Support Animals

EMOTIONAL SUPPORT ANIMAL (ESA) is identified as an animal providing emotional or other support to ameliorate one or more identified symptoms or effects of a disability. Unlike Guide or Trained Assistance Animals, ESA's are not required to be trained to perform work or tasks and include species other than dogs and miniature horses.

ESAs are not automatically allowed to accompany persons with disabilities in any other public areas of WSSU other than campus housing as guide

and trained assistance animals are allowed to do, but ESAs may reside in campus housing, when it is necessary, so the person with a disability has an equal opportunity to use and enjoy campus housing, as required under the Federal Fair Housing Act.

Before an ESA can move into campus housing with a person with a disability, a request must be submitted to the Housing and Residence Life Office (HRL), and approval must be granted by HRL. Appropriate documentation from a licensed physician or mental health provider must be provided to Services for Students with Disabilities from a qualified psychiatrist, social worker, or other mental health professional, to provide sufficient information for WSSU to determine:

The individual qualifies as a person with a disability, and has a physical or mental impairment that substantially limits one or more major life activities; and

The ESA is necessary to provide emotional support or other assistance to ameliorate one or more symptoms or effects of the disability.

## **EAB Navigate**

EAB Navigate student success management system is accessible through the MyWSSU portal. EAB is designed to assist students in managing and optimizing their academic journey.

## **Enrollment Verification**

To request enrollment verification to defer a student loan, bring the signed deferment form from your loan agency to the Registrar's office. For all other verifications, students must complete the electronic Enrollment Verification Request form located in the Enrollment Management Online Services portal. For more information, call 336-750-3331.

## **Evacuation Procedures**

Evacuation procedures in cases of emergency can be obtained in the Office of Housing & Residence Life and the Police and Public Safety. Other emergency procedures can be found on the main page of the WSSU website. The university utilizes the RamAlert system to communicate with the campus community in the event of a campus emergency or threat. For more information contact the Office of Emergency Management at 336-750-2896.

## **Forsyth County Ordinances**

As a citizen of Forsyth County, students are expected to abide by all county ordinances, laws and regulations of the city of Winston-Salem and the state of North Carolina, in addition to the rules of the university.

## **Grade Point Average**

See *WSSU Undergraduate or Graduate Catalogs* from the following link: <https://catalog.wssu.edu/index.php>.

## **Graduate Student Information**

Graduate School personnel, located in the A. H. Anderson Conference Center, can be contacted at 336-750-2102 with questions regarding graduate studies and research.

## **Hazing Policy**

Hazing in any form is unacceptable at WSSU. Each student is responsible for reading and adhering to the hazing policy (see Policies section of this handbook). Questions regarding the policy should be directed to the Office of the Dean of Students at 336-750-3356.

## **Forever Red Homecoming Week**

The Forever Red Homecoming Week is the time when former students, friends of the university and the entire university community come together to celebrate the rich heritage of WSSU. During the Forever Red Homecoming Week, families and friends are invited to campus and are given an opportunity to see the university in a different light. Decorations and vendors abound and a spirit of festivity permeates the campus. Alumni return to reconnect and reminisce at various activities that take place. Information about the Forever Red Homecoming Week will be available on the WSSU website [www.wssu.edu](http://www.wssu.edu).

## **Housing & Residence Life**

Residing on-campus is a unique experience that allows students to be close to all the university has to offer academically and socially. Eight residence facilities are home to over 40% of WSSU students. Students who reside in residence halls have entered into a housing contract for the fall and spring semesters. If on-campus housing is desired, contact the Office of Housing & Residence Life at 336-750-3400.

## Individual Course Withdrawal Policy

Students may find it necessary to withdraw from courses or the university after the university's course adjustment period (Registration/Add/Drop) each semester. A student may terminate enrollment in a course but continue enrollment in other courses within the timeframes outlined in the University Calendar. Students must submit the electronic Course Withdrawal After Census form located in the Enrollment Management Online Services portal. For more information about the withdrawal of courses and the impact on your satisfactory progress, please refer to the university's policy on *Undergraduate Withdrawals Policy* available online from the main WSSU website [www.wssu.edu](http://www.wssu.edu).

## International Programs and Study Abroad Program

The Office of International Programs (OIP) gives students the opportunity to enhance their education with comprehensive academic experience abroad. OIP also provides students, faculty, and staff the opportunity to increase their awareness of other cultures and societies with programs designed to foster global awareness. OIP serves the students of WSSU's international community and gives all students the tools they need to make an impact on a global scale.

The Office of International Programs is located in Suite 224 of Hill Hall, otherwise known as the Student Success Center. The program promotes international awareness and oversees all international education. Call 336-750-3345 for more information.

If you are interested in doing coursework or research in another country, contact the Office of International Programs in Hill Hall, Suite 224, or at 336-750-3345.

## Internships/Experiential Learning

Found in the Office of Career Development Services, internships and experiential learning initiatives provide an excellent opportunity for students to receive supervised work experience and gain academic credit toward a degree, in addition to enhancing a resumé. For more information call 336-750-3240, refer to the WSSU *Undergraduate Catalog*, or contact your academic department/advisor.

## Immunization Requirement

WSSU and the State of North Carolina require documentation from new freshmen and transfer students of immunization status. Please visit the Student Health Center website accessible from the WSSU webpage [www.wssu.edu](http://www.wssu.edu) and follow the tabs for Campus Life and Wellness Center for information on how to submit your immunization records to be in compliance with this enrollment requirement. There are different requirements for international students. For more information, contact the Student Health Center at 336-750-3301.

## Intramural Athletics

Every year hundreds of members of WSSU community participate in Intramural Sports. Intramural Sports are open to all students, faculty and staff. We offer men's, women's and co-rec leagues, tournaments and special events at the recreational and competitive levels. Not only does participation in Intramural sports enhance the college experience, but it also adds to a healthy and fun lifestyle! For more information contact University Recreation at 336-750-8044.

Whether you are looking for competition or just to have fun, University Recreation has just what you want!

## Involuntary Withdrawal Policy

There may be times when, for safety and security reasons, a student is separated from the university for a period of time. Please refer to the specific policy in the Policies section of this handbook.

## Laundry Facilities

Laundry facilities are located in all residence halls. Some machines are coin-operated and others use a card reader. Always READ THE TAG! If it reads "dry clean only", DO NOT attempt to wash it. Warm and hot water temperatures tend to fade clothing. Wash bright colors in cold water only.

## Learning Disability

See **Services for Students with Disabilities**

## Library Hours

The C.G. O'Kelly library is open 101 hours per week as follows: Sun: 12noon – 1am; Mon-Th: 7:30 – 1am; Fri: 7:30am – 6pm; Sat: 10am – 5pm; Closed

all major holidays. Variations to the schedule are posted at the library entrance. A professional staff is available to provide face to face, telephone and e-mail assistance to all local and distant students with their research needs.

## Lost and Found

If you lose an item or find one, contact Police and Public Safety at 336-750-2900.

## Mailboxes

Students may get a P.O. Box from the Post Office located in the Cleon F. Thompson, Jr. Student Services Center, located on the ground floor.

## Majors

A list of all available majors can be found in the *WSSU Undergraduate Catalog*.

## Meal Plans

Information on various meal plans may be obtained by contacting the Business & Auxiliary Services located in Eller Hall, room 109 or via phone at 336-750-2770.

## [MyWSSU STUDENT PORTAL](#)

The MyWSSU Student Portal is designed to facilitate streamlined communication and collaboration, and serves as a centralized entry point, providing convenient single-sign-on access to university information resources from both on- and off-campus locations. A key resource available through MyWSSU is Microsoft's Office 365, which includes email communication and collaborative applications.

## Medical Insurance

It is required that all students have medical insurance. Check with your family to find out what type of health insurance you have. It is wise to carry your insurance card with you at all times. Questions about medical insurance and coverage should be directed to the Wellness Center at 336-750-3301.

## Name Change

If your name changes due to marriage or a court order, you must submit the electronic Authorization to Change Legal Name form located in the Enrollment Management Online Services portal. You must provide your marriage certificate or court

order and your new social security card.

## New Organizations

Want to get more involved in campus activities, but aren't interested in any of the organizations already recognized? Then maybe you would be interested in starting your own organization. To start the process, contact University Student Activities and Engagement at 336-750-3082 with questions and to obtain the necessary forms.

## OnStream

With OnStream, you can watch a lineup of live streaming TV accessible throughout your campus, even outside your own residence hall (on approved networks). OnStream lets you stream the live TV you love wherever you want on your own devices – no TV required.

## Organizations

A complete listing of all recognized student organizations and their contact information can be found on the RamSync website at [wssu.campuslabs.com/engage/](http://wssu.campuslabs.com/engage/).

## Parking Tickets

It is highly recommended that you obtain a copy of parking regulations from WSSU Parking & Transportation. Familiarize yourself with parking regulations to avoid receiving tickets. You may pay for parking tickets in the WSSU Parking & Transportation office at Anderson Center Modular Unit.

## Pathways to Student Success

WSSU is committed to helping our students achieve academic, personal, and professional success. We focus on the Freshman Year Experience, the Sophomore Year Experience, the Transfer Year Experience, and the Adult Learner Experience. Our University College department leads these initiatives and can be reached at 336-750-2635.

## Peer Help Opportunities

If you are interested in an opportunity that will give you leadership experience, as well as provide you with an opportunity to meet new people, becoming a peer helper might be perfect for you. For more information, contact the University Counseling Center at 336-750-3270; University College at 336-750-2260; Office of Career Development

Services at 336-750-3240; Office of Housing & Residence Life at 336-750-3400; or the Student Health Center at 336-750-3301.

## **Pets**

Pets (with the exception of service animals) are not permitted in any campus buildings.

## **Post Office**

There is an official United States Post Office located on campus on the ground floor of the Cleon F. Thompson, Jr. Student Services Center that provides all postal services, including mailboxes for residential students. Hours are Monday through Friday, 8:00 a.m. - 4:00 p.m.

## **Presentations on Crime Awareness and Prevention**

Programs related to sexual assault, dating violence, domestic violence, personal safety, and Title IX among others are presented throughout each semester by various offices including the Office of Interpersonal Violence Prevention and the Title IX Office. To schedule a presentation please contact the Office of Interpersonal Violence Prevention at 336-750-3313. Other presentations related to the topics about drugs, alcohol, personal safety, prevention of vandalism, theft, and related issues are presented throughout each semester by various university offices, including Police and Public Safety. If you are interested in coordinating a presentation on this topic, call the Office of Community Standards and Civility at 336-750-3463 or Police and Public Safety at 336-750-2900 to arrange a time and place.

## **RAMCard**

The Winston-Salem State University RAMCard is used by all university students as their official university identification. The RAMCard is also used as a pre-paid card for campus business services such as copying and printing (on a limited basis and limited locations); ARAMARK meal plans and remote campus dining locations; vending machines; access to athletic events, University Recreation Center (UREC); and summer camps. The card can be used for all meal plans and to access selected buildings and services. For more information, call the RamCard office at 336-750-3110 or visit them at the Cleon Thompson Center, room 203.

## **Ramdition**

Ramdition is a fun-filled information-packed week that prepares you for success at WSSU. Meet your classmates and Legacy Leader. Work with faculty, staff, and advisors. Engage in workshops, seminars, and social events. Welcome to the RAMily!

## **Refund**

If you believe that you are due a refund, call the Cashier's office at 336-750-2810.

## **Registrar's Office**

The Registrar is the official keeper of academic records and provides information on registration procedures. For more information, contact the office at 336-750-3331.

## **Schedule Changes (Drop/Add)**

All students may make schedule changes in accordance with university policies governing such changes. Consult appropriate academic success counselors/academic deans prior to making changes. Students must submit the electronic registration add/drop form located in the Enrollment Management Online Services portal.

## **Scheduling University Facilities**

All questions regarding the scheduling of rooms or other university facilities should be directed to the Office of Conferences & Institutes. All students who wish to reserve space in the Cleon F. Thompson, Jr. Student Services Center or the Donald Julian Reaves Student Activity Center should email [campuslife@wssu.edu](mailto:campuslife@wssu.edu).



## Scholarships

Students who have questions about scholarships that are available at WSSU should contact the Office of Scholarships and Financial Aid at 336-750-3296.

## Sign and Poster Policy

All signs and posters to be posted on campus by students and visitors must be approved in the Office of University Student Activities and Engagement. Refer to the Policies section of this handbook for more information.

## Simon Green Atkins Honors Program

The Simon Green Atkins honors Program is an interdisciplinary, institutional undergraduate program that includes both curricular and co-curricular components, as well as a variety of experiential learning initiatives. Events are tailored to the needs of highly motivated students. For more information, contact 336-750-2138.

## Solicitation Policy

Permission must be granted for all on-campus solicitation. Individuals or businesses that would like to solicit on-campus must contact the Office of Business Services prior to coming to WSSU at 336-750-2770. Refer to the Policies section of this handbook for more information.

## Sports Information

WSSU has a tremendous sports reputation. If you would like to follow the road to championships and support the Rams, or just find out the status of the last contest, contact the Department of Athletics Media Relations at 336-750-2143.

## Student Activities

If you would like to know about scheduled student activities, contact the Office of University Student Activities and Engagement. All student activities must be approved by the Director of Campus Activities, who can be reached via email at [campuslife@wssu.edu](mailto:campuslife@wssu.edu).

## Student Affairs

This Division of Student Affairs and staff support students with their total educational, social, spiritual, and personal development. Services provided by the 14 offices within the division include: Counseling, Interpersonal Violence Prevention, Career Development Services,

University Student Activities and Engagement, Community Standards and Civility, Campus Life, Housing and Residence Life, Wellness Center, Pharmacy, Student Health Services, Services for Students with Disabilities, Office of the Dean of Students, and Student Union/Centers. For more information, contact the Office of the Vice Chancellor for Student Affairs at 336-750-3200.

## Student Government Association

The Student Government Association (SGA) is the representative student body at WSSU. Participation in university governance, university policies and student advocacy are the primary concerns of this organization.

Get involved and make a difference. For more information, contact the SGA President at [sgapresident@wssu.edu](mailto:sgapresident@wssu.edu).

## Student Health Service

The Alexander H. Ray Student Health Services Center provides a variety of quality healthcare services to the student population. Student Health Services should be your first stop for all healthcare needs as we serve as a medical home for WSSU students. The center provides confidential episodic illness evaluation, treatment, health maintenance, and laboratory services. All students enrolled at WSSU are eligible to use the Student Health Services Center. Appointments are required and same day appointments are available, please call 336-750-3301 to make an appointment or use the Mediat patient portal to schedule. Student Health Services also provides peer education and health promotion opportunities. Hours of operation are 8:00a.m. -5:00 p.m. Monday through Friday and closed Saturday and Sunday. After hours call 336-750-3301 for general information or after-hour “non-emergency” care. For “emergencies” contact Police and Public Safety at 336-750-2911.

Presentations on various topics are also available to student groups and academic classes on a variety of topics. To request a presentation contact the center at 336-750-3301.

## Student Union

(Cleon F. Thompson Jr., Student Center)  
The Cleon F. Thompson, Jr. Student Services Center is a comprehensive student services complex. The Thompson Center, also referred to as the “stu-

dent union”, is one of the gathering places on campus. It is equipped with lounge space, Kennedy Dining Hall, University Bookstore, meeting rooms, and a large multipurpose room. The Thompson Center also contains student services offices on each floor. Also, the Donald J. Reaves Student Activity Center is a gathering place on campus for students, faculty, and staff. It is equipped with meeting rooms and a multipurpose ballroom, a game room, indoor recreational areas (basketball courts), three floors of fitness equipment, fitness classrooms, an indoor walking trail, and a comprehensive food court.

## Student Injury Reporting

All student injuries that occur on campus should be reported to the Student Health Center. Other injuries that may cause a student to miss class should be reported to the Office of the Dean of Students.

## Student Research

Research is a central part of the overall student experience at WSSU. All WSSU students have access and opportunity to experience high-quality research, scholarship, and creative activities. We’re preparing the next generation of scientists, social scientists, visionaries and health practitioners. For more information, contact 336-750-2061.

## Subject Tutoring and Supplemental Instruction

Get free support for your classes through one-on-one tutoring, group sessions, and peer-led study help. You can also get guidance on study skills, time management, and staying organized. We’re here to help you stay on track and feel confident. Visit us in Hill Hall, 1st Floor, email us at [wssulearningsupport@wssu.edu](mailto:wssulearningsupport@wssu.edu), or visit us online at <https://www.wssu.edu/academics/colleges-and-departments/university-college-and-lifelong-learning/learning-support-services/subject-tutoring.html>

## Support Groups

You may obtain information on various on-campus support groups by contacting the University Counseling Center. Our You Are Not Alone (YANA) sessions are held throughout the academic year to assist students in managing their emotional health and connect them with other students who may be experiencing similar issues.

## Syllabus

Each instructor must provide a course syllabus on or before the first class meeting of each semester. The syllabus will include the course title, course prefix and number, meeting information including location, required materials, course outline including assignments and assessments, and grading criteria. The syllabus will also include the instructor’s name, campus contact information, and office hours. Every syllabus must include the WSSU Official Accessibility statement (WSSU Policy 302.10).

## Testing and Proctoring Center

We support students’ academic and personal growth by offering proctored exams, specialized test preparation, and Success Workshops tailored to develop key skills such as time management, study strategies, and note taking. These services are designed to ensure success in and outside the classroom. For more details, visit [our website](#) or email [wssulearningsupport@wssu.edu](mailto:wssulearningsupport@wssu.edu)

## Transcripts

You may obtain an official academic transcript by submitting a transcript request via Parchment. There is a \$15.00 fee for each transcript requested. For more information, call 336-750-3331.

## University College (UC)

University College (UC) equips WSSU students with the academic tools, support, and opportunities they need to thrive—both during their time at WSSU and beyond. Whether you’re just getting started with Ram life, mapping out your academic pathway, or building new skills for your future career, UC is here to support your success every step of the way.

From personalized advising to tutoring, workshops, and research opportunities, UC provides a full range of resources to help you achieve your academic goals and develop the confidence to excel in and out of the classroom.

## Our Mission

University College is a student-centered unit dedicated to providing excellence in advising and learning support services. In collaboration with campus and community partners, UC helps students strengthen their academic, intellectual, and interpersonal skills. Our goal is to foster a culture where students feel empowered to think

independently, engage fully in their education, and chart their own path to success—in college, career, and life.

### **How We Support You**

University College brings together key offices and programs designed to support every WSSU student:

#### **Advising Services**

Academic advising to help you explore options, stay on track, and map your path to graduation.

#### **Academic Student Services**

Personalized support to help you overcome academic challenges and move forward toward your goals.

#### **Learning Support Services**

Tutoring, writing assistance, and academic coaching to help you excel in your courses.

#### **Student Success Workshop**

Workshops and events that help you build the skills, strategies, and habits for academic and personal success.

#### **A.S.P.I.R.E.**

Specialized programs designed to support your academic journey, promote retention, and help you graduate.

#### **Office of International Programs**

Opportunities for global learning, study abroad, and cultural exchange.

#### **S.G. Atkins Scholars Society**

Community and academic support for honors students committed to excellence.

#### **Office of Undergraduate Research**

Resources, mentorship, and funding to help you explore, engage in, and present undergraduate research.

#### **Connect With Us**

Learn more about all that University College has to offer: <https://www.wssu.edu/academics/colleges-and-departments/university-college-and-lifelong-learning/>

### **Upswing Online Tutoring**

Need help after hours? WSSU students have access to free, live online tutoring in many subjects—anytime, anywhere. (<https://northcarolina.upswing.io/>)

### **Vending**

Vending machines are located on the ground or first floors of most campus buildings.

### **Veterans Affairs**

Contact the Office of the Registrar at 336-750-3331 or visit their webpage from the WSSU website, [www.wssu.edu](http://www.wssu.edu). Follow the tab of Admissions, Registrar, then Military. Click on the VA Education Benefits tab for more information.

### **Voting**

Students, faculty and staff must visit the Board of Elections website to verify their precinct.

### **Work Study Programs**

Students who qualify for federal work study should contact the Office of Scholarships and Financial Aid at 336-750-3296 for questions about accepting the award. For a list of job placement locations visit the Career Development Services website and select CAREERlink to search for on campus work-study positions. Work study is only available to students who have completed a current FASFA form and is available based on certain qualifications of your financial need.

### **Weather Policy**

For information regarding the cancellation of classes and the delay of services due to inclement or adverse weather, refer to the Inclement Weather Policy in the Policies and Procedures section of this handbook. Students, faculty, and staff are strongly encouraged to sign up to receive the *RamAlert* messages used during any campus emergency including weather alerts. For more information visit the following *RamAlert* link: <https://www.wssu.edu/about/chancellors-office/chief-of-staff/emergency-management/adverse-weather-and-emergency-closings/index.html>.

### **Withdrawal Policy**

If you need to interrupt your studies and leave the University for medical or personal reasons, you must process a “total university withdrawal.” Consult your academic success counselor to discuss options and, if necessary, begin the withdrawal process. Students must submit the electronic University Withdrawal form located in the Enrollment Management Online Services portal. Refer to the University Withdrawals Policy available online from the following link: <http://www.wssu.edu/administration/legal-affairs/policies/students/undergraduate-withdrawals-policy.pdf>

## **Writing and Communication Center**

The Writing and Communication Center (WCC), located on the 1st floor in the Student Success Center at Hill Hall, provides writing, reading, and communication assistance to all WSSU students, faculty, and staff. The WCC assists with writing projects, speeches and oral presentations, resumes, cover letters, and personal statements. Through one-on-one sessions and skill-building workshops, the WCC offers collaborative feedback to help students better understand the writing process, develop strategies to improve writing, and refine their presentation styles with the goal of building confident writers, readers, and communicators.

To book an appointment or access writing resources, visit [wssu.mywconline.com](https://wssu.mywconline.com) or contact the Writing and Communication Center at [wssuwritingcenter@wssu.edu](mailto:wssuwritingcenter@wssu.edu).

## **Zip Code**

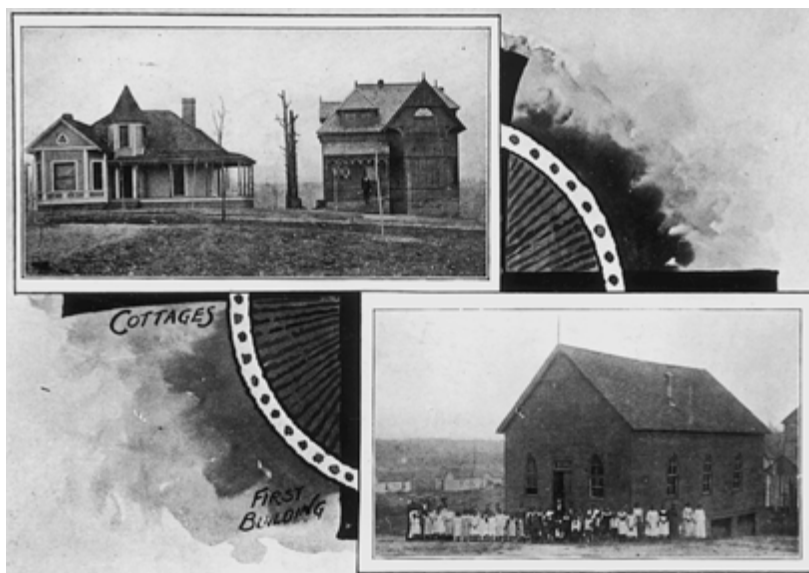
The zip code on campus is 27110.

### **Campus Mailing Address:**

601 Martin Luther King Jr., Drive  
Winston-Salem, NC 27110

# WINSTON-SALEM STATE UNIVERSITY:

## *What Every Student Should Know*



### University History

Winston-Salem State University was founded as Slater Industrial Academy on September 28, 1892. It began in a one-room frame structure with 25 pupils and one teacher. In 1895 the school was recognized by the State of North Carolina and in 1899 it was chartered by the state as Slater Industrial State and Normal School.

In 1925, the General Assemble of North Carolina recognized the school's curriculum above high school, changed its name to Winston-Salem Teachers College and empowered it under the authority of the State Board of Education to confer appropriate degrees. Winston-Salem teachers College thus became the first Black institution in the nation to grant degrees for teaching in elementary grades.

The School of Nursing was established in 1953 and awards graduates the Bachelor of Science degree. In 1963 the North Carolina General Assembly authorized changing the name from Winston-Salem Teachers College to Winston-Salem State College. A statute designating Winston-Salem State College as Winston-Salem State University received legislative approval in 1969. On October 30, 1971, the General Assembly reorganized higher education in North Carolina. On July 1, 1972, Winston-Salem State University became one of 17 constituent institutions of the University of North Carolina subject to the control of the Board of Governors.

Since its founding in 1892, Winston-Salem State University has grown from a one-room frame

structure to more than 39 buildings located on 117 acres; from one teacher to more than 400 faculty members; and from 25 pupils to a student body of more than 6,000. The university offers more than 60 programs: 45 bachelor's degree programs; nine master's degree programs (business administration, computer science and information technology, elementary education, English as a second language and linguistics, master of arts in teaching, occupational therapy, and rehabilitation counseling; a doctoral degree program (physical therapy); and six certificate programs (non-profit administration, family nurse practitioner, advance nurse education, add-on licensure programs in English as a second language, special education, academically/intellectually gifted and computer programming). The Institution has continued to grow and has more than 10 research centers and institutes which include TALIAS, Teacher Education, Advisements and Partnership Center, Maya Angelou Institute, Center for Community Safety, Center for Mathematics, Science, & Technology Education (CMSTE), Biomedical Research Infrastructure Center (BRIC), S.G. Atkins Community Development Corp., Small Business and Technology Center, Center of Excellence for the Elimination of Health Disparities, and many Community Knowledge Centers

From 2001-2007, *U.S. News and World Report* magazine has ranked Winston-Salem State University among the top regional, public, liberal arts colleges in the South in its annual "America's Best Colleges" guide.

## The university has been served by the following presidents and chancellors:

|                                            |              |
|--------------------------------------------|--------------|
| Simon Green Atkins, President (Founder)    | 1892-1904    |
| Cadd Grant O'Kelly, President              | 1904-1910    |
| Francis Marion Kennedy, President          | 1910-1913    |
| Simon Green Atkins, President              | 1913-1934    |
| Francis Loguen Atkins, President           | 1934-1961    |
| Kenneth Raynor Williams, President         | 1961-1972    |
| Chancellor                                 | 1972-1977    |
| H. Douglas Covington, Chancellor.          | 1977-1984    |
| Haywood L. Wilson, Jr., Interim Chancellor | 1984-1985    |
| Cleon F. Thompson, Jr., Chancellor         | 1985-1995    |
| Gerald McCants, Interim Chancellor         | 1995         |
| Alvin J. Schexnider, Chancellor            | 1996-2000    |
| Harold L. Martin, Sr., Chancellor          | 2000-2006    |
| Michelle Howard-Vital, Interim Chancellor  | 2006-2007    |
| Pedro L. Martinez, Interim Chancellor      | 2007         |
| Donald J. Reaves, Chancellor               | 2007-2014    |
| Elwood L. Robinson, Chancellor             | 2015-2023    |
| Dr. Anthony Graham, Interim Chancellor     | 2023-2024    |
| Ms. Bonita J. Brown, Chancellor            | 2024-present |

Winston-Salem State University is located on 117 acres in Winston-Salem, Forsyth County, North Carolina, and a city of more than 232,000 residents. This thriving twin city is a part of the Piedmont Triad region, which encompasses the neighboring cities of Greensboro and High Point. The Piedmont Triad region is one of the most heavily populated and rapidly growing Metropolitan Areas between Washington, DC. and Atlanta, GA.

## University Traditions

WSSU students experience a number of traditions. It is the responsibility of each student to see that these traditions are fully supported and carried out. Students take pride in these traditions and gladly share them with anyone who becomes a member of the university family.

Some of the traditions are as follows:

- Homecoming
- WSSU Choir Holiday Concert
- International Week
- Celebration of Black History Month
- Founder's Day
- Greek Week
- Career Day
- Career Job Fairs
- Coronation Ball
- Honors Convocation
- Commencement
- Through the Archway:
  - Lambs to Rams Pinning Ceremony
- Ramdition

## University Colors

Red and White

## Mascot

Ram (named Amon)

## Alma Mater

**\*\*Alma Mater "As We Go Forth"**

Words and Music by Noah F. Ryder  
(Christmas 1938)

*As we go forth from Old State U.,  
A song of love we sing to thee,  
And praises to the memory  
Of days at State University.  
Thy sons and daughters bring thee fame  
Through knowledge which we here  
have gained,  
Exultingly we raise thy name,  
Oh, Winston-Salem State University.*

*As we go forth from Old State U.,  
Good leaders we will always be,  
And stand for all humanity  
As you have taught us, State University.  
In all we do we shall proclaim  
To all the world thy enduring fame,  
As we go forth we praise thy name,  
Oh, Winston-Salem State University.*

\*\*Originally published in a slightly different form, Noah F. Ryder (1938). Transcription 2004, Winston-Salem State University



# STUDENT HANDBOOK 2025-2026



**WINSTON-SALEM**  
STATE UNIVERSITY

[www.wssu.edu](http://www.wssu.edu)



# WINSTON-SALEM STATE UNIVERSITY

Winston-Salem State University (WSSU) publishes the student handbook annually for the purpose of informing students about their rights, responsibilities and privileges on campus. WSSU does not accept custodial responsibility for any enrolled student or campus visitor. The WSSU Student Handbook does not constitute a contract between the university and the student. *While policies and programs are presented accurately within this handbook, the university reserves the right to revise any section or part without notice or obligation.*

# TABLE OF CONTENTS

|                                                      |           |
|------------------------------------------------------|-----------|
| Vice Chancellor's Letter to Students                 | 4         |
| Mission Statement                                    | 5         |
| University Values                                    | 5         |
| The RAMPact Values                                   | 6         |
| Emergency Procedures                                 | 7         |
| Students Rights and Responsibilities                 | 8         |
| Student Handbook Quick Reference                     | 9         |
| What Every Student Should Know                       | 20        |
| History                                              | 20        |
| Chief Administrators                                 | 21        |
| Traditions                                           | 21        |
| Alma Mater                                           | 21        |
| <b>Academic Affairs</b>                              | <b>22</b> |
| Academic Success Counselors                          | 23        |
| ASPIRE                                               | 23        |
| Registration                                         | 23        |
| Grades                                               | 24        |
| Dean's List                                          | 24        |
| Final Examinations                                   | 25        |
| <b>Enrollment Management &amp; Academic Services</b> | <b>27</b> |
| Undergraduate Admissions Office                      | 27        |
| Registrar's Office                                   | 27        |
| Library Services                                     | 27        |
| Diggs Gallery                                        | 28        |
| Simon Green Atkins Scholars Society                  | 28        |
| Assessment of Prior Learning and Special             |           |
| Credit Considerations                                | 28        |
| Special Services                                     | 29        |
| <b>Student Services</b>                              | <b>30</b> |
| Dean of Students                                     | 30        |
| Career Development Services                          | 30        |
| Financial Aid                                        | 31        |
| Housing and Residence Life                           | 32        |
| Student Activities & Organizations                   | 33        |
| Student Governance                                   | 35        |
| Student Centers                                      | 35        |
| Computing on Campus                                  | 35        |
| Resources and Support for Students                   |           |
| Experiencing Homelessness                            | 36        |

|                                                        |           |
|--------------------------------------------------------|-----------|
| <b>Health and Well-Being</b>                           | <b>39</b> |
| Services for Students with Disabilities                | 39        |
| Wellness Center                                        | 39        |
| North Carolina State Law of Immunization               | 41        |
| University Recreation                                  | 41        |
| Interpersonal Violence Prevention                      | 42        |
| <b>Student Rights, Responsibilities, &amp; Conduct</b> | <b>43</b> |
| Student Rights and Responsibilities                    | 43        |
| WSSU Students' Code of Conduct                         | 44        |
| Copyright Infringement and File                        |           |
| Sharing Notice                                         | 64        |
| <b>Selected Policies Governing Students</b>            | <b>66</b> |
| Policy on Academic Integrity                           | 66        |
| Alcohol Policy                                         | 68        |
| Class Attendance Policy                                | 69        |
| Outdoor Assemblies and Public                          |           |
| Addresses                                              | 69        |
| Class Disruption Policy                                | 70        |
| Cyberbullying                                          | 71        |
| Missing Student Policy                                 | 71        |
| Hazing Policy                                          | 72        |
| Involuntary Withdrawal Policy                          | 72        |
| Probation and Suspension Policy                        | 72        |
| Racial Harassment Policy                               | 73        |
| Repetition of Course Policy                            | 73        |
| Release of Student Information                         | 73        |
| Solicitation and Vending Policy                        | 73        |
| Weapons Policy                                         | 74        |
| Weather Policy                                         | 74        |
| Withdrawal Policy                                      | 75        |
| <b>Telephone Numbers for Key Services</b>              | <b>76</b> |

# WELCOME TO WSSU

Dear WSSU Students:

Winston-Salem State University is a community where people from diverse backgrounds are welcomed and embraced. We strive to create a healthy, safe, and productive environment that allows our students to grow and thrive.

The WSSU Student Handbook is a valuable resource that provides you with comprehensive information to help you navigate the university during your time here.

Please familiarize yourself with the policies, services, rights and responsibilities, and any other information that you deem pertinent to your needs.

It is my sincere hope and expectation that you will take the time to read it, place it in a safe place, and refer back to it whenever necessary.

Please feel free to reach out to my office or to any of the resource offices listed in this book to find assistance and guidance.

Sincerely,



Mel Johnson-Norwood, II  
Interim Associate Provost  
and Vice Chancellor of Student Affairs





## MISSION AND UNIVERSITY VALUES

WSSU is a bold and energetic institution that fosters the creative thinking, analytical problem-solving, and depth of character needed to transform yourself and your world. Rooted in a liberal education, WSSU's curriculum prepares students to be thought leaders who have the skills and knowledge needed to develop innovative solutions to complex problems.

### ***OUR MISSION***

As a historically Black college and university guided by the motto "Enter to Learn, Depart to Serve," Winston-Salem State University cultivates the genius of interconnected learners in bachelor's, master's, and professional doctoral programs through academic excellence, transformative scholarship, and impactful engagement to produce equity-minded, highly competent, and productive citizens. Winston-Salem State University aims to enhance the lives and livelihoods of its students, the people of North Carolina, and persons around the world.

### ***OUR VISION***

Winston-Salem State University, a comprehensive public institution, is a premier national leader in advancing equity and upward mobility where we unleash the genius of individuals and empower them to transform the world.

### ***OUR VALUES***

- ***"Ramily Matters"*** - We care, serve, and inspire.
- ***Be Fair*** - We are impartial and create unique opportunities for all to succeed.
- ***Bring Your 'A' Game*** - We exceed expectations because excellence is our standard.
- ***Do the Right Thing*** - We act consistently with honor.
- ***Create the Future*** - We challenge norms by generating fresh ideas and inventing new realities.

# THE RAMPACT VALUES

The **RAMPact Values** are our core values that further exhibit the pride, legacy, and tradition that come with being a part of the Winston-Salem State community. The RAMPact Values exhibit what it means to be a student at Winston-Salem State University. All WSSU students are expected to uphold these values and abide by our Students' Code of Conduct. These values embody our motto, Enter to Learn. Depart to Serve.

- **Community: “Ramily Matters” - We care, serve, and inspire.** Winston-Salem State students strive to be active and engaged while building and enhancing their community through positive, honest, and caring interactions.
- **Fairness: Be Fair – We are impartial and create unique opportunities for all to succeed.** Winston-Salem State students embrace fair and rightful treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Excellence: Bring Your ‘A’ Game – We exceed expectations because excellence is our standard.** Winston-Salem State students lead and excel in all areas. Their actions reflect positive, valuable, and praiseworthy behaviors inside and outside the classroom.

- **Honor: Do the Right Thing – We act consistently with honor.** Winston-Salem State students exude honor, respect, and a high level of responsibility to self, to others, and to the community.

- **Innovation: Create the Future – We challenge norms by generating fresh ideas and inventing new realities.** Winston-Salem State students constantly evolve and progress in both the academic and social realms through creating successful ideas with new realities and values.

## WSSU Student’s Responsibility to Know the Students’ Code of Conduct

Winston-Salem State University students are responsible for knowing the information, policies, and procedures outlined in this document. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures.

# EMERGENCY PROCEDURES

Winston-Salem State strives to maintain a safe and secure campus. However, there are several hazards which could affect campus and our community. Knowing what hazards could occur is one of the best steps to being prepared. Listed below are some hazards to prepare for at Winston-Salem State University.

New employees and students should be made aware of these procedures as part of the orientation process. Everyone should also familiarize themselves with the Winston-Salem State University Campus Map.



# STUDENT RIGHTS & RESPONSIBILITIES

## Academic Rights

WSSU is a constituent institution of The University of North Carolina that supports the right to academic freedom for every student. In accordance with UNC Policies, the rights of students to engage in the responsible pursuit of knowledge or their right to the fair and impartial evaluation of academic performance shall not be abridged.

## First Amendment

WSSU embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution, as they may be amended from time to time. WSSU has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights. WSSU fully supports the right of a student to assemble peacefully and to express him or herself in a way order is maintained. The university has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights in a manner consistent with applicable laws and policies, as they may be amended from time to time.

## Freedom to Learn

The UNC Board of Governors has prescribed that all students shall be responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community is respected.

## Right of Confidentiality (FERPA)

WSSU will comply with The Family Educational Rights and Privacy Act (FERPA) as it may be amended from time to time. WSSU will comply with The Family Educational Rights and Privacy Act (FERPA) as it may be amended. No information or documentation referring to a student's academic or personal life may be released to any party outside the university without the expressed written

consent of the student. Any request from a current student, former student or graduate to release information to a third party must be made in writing and include the student's signature. Students also have the right to inspect and review their own official records, except letters of recommendation.

## Participation in Institutional Governance

Students are encouraged to participate in activities associated with the governance of the university by serving on various committees, councils, and task forces charged with making decisions.

## Student Grievances

Students who believe that their rights under the law or university policy have been violated by an employee, agent, or member of the university community should refer to the WSSU Student Grievance and Appeals Procedure: <https://www.wssu.edu/academics/distance-learning/student-grievance-and-appeals-procedures.html>

## Student Conduct

Students who attend the university are expected to behave in a manner consistent with life at an academic institution. The Code is intended to reinforce this expectation and governs the behaviors and disciplinary process for violations.

## Right to be Heard

Students who have been charged with violations of the Code are entitled to due process. Students accused of violating standards of conduct will be subject to disciplinary action in accordance with this document.

## Responsibilities

All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. WSSU expects all students and their guests to behave in a manner consistent with campus policies and applicable state and federal laws. Students are expected to observe and adhere to the university's standards of conduct outlined within the Code in the classroom, on-campus, and off-campus

# STUDENT HANDBOOK QUICK REFERENCE

## Absences

If you are going to be absent from class for any reason, **you must** contact your professors to make arrangements to get notes and make up any work that will be missed.

## Academic Success Counselor

Academic Success Counselors assist students in their college experience; monitor student academic progress utilizing all available data, and, when necessary, intervene with solutions that will improve student success; and work with students to overcome challenges that hinder his/her academic progress by providing support, developing strategies, and helping students to obtain the necessary resources and tools needed to achieve their academic goals. For more information on academic advising services at WSSU, contact University College Advising Services at 336-750-2634.

## Academic Calendar

The Academic Calendar provides important information and deadlines for the academic semester including: course registration, drop/add period, withdrawal deadline, and graduation.

The academic calendar can be found *on the WSSU website*.

## Academic Standing

Students are required to earn and maintain a minimum cumulative grade point average (GPA) to be in good academic standing (GAS). If a student fails to maintain the minimum required GPA, their academic standing will be impacted. For additional information refer to the *WSSU Undergraduate Catalog*.

## Academic Integrity Policy

WSSU students are expected to adhere to a code of honor in regard to all academic work that is submitted. Work submitted in your name must be your own. Each student is expected to read and

adhere to the Academic Integrity Policy that is found in the Policies section of this handbook.

## Academic Records

You may check your grades on-line at "Banner RAMS ONLINE." If you have general questions about your academic record, go to the Office of the Registrar, Suite 202 in the Thompson Center. Questions about a particular grade should be addressed to the faculty member or dean who is responsible for the course.

## Address Change

All students are strongly encouraged to report both their local and permanent addresses to the Registrar's office. Any address change within an academic year should also be reported. Failure to do so may result in personal mail being sent to the wrong address. Students must submit the electronic Change of Address/Telephone Number Request form located in the Enrollment Management Online Services portal.

## Affirmative Action Policy

WSSU extends equal educational and employment rights to all persons without regard to race, color, religion, disability, ancestry, national origin, union membership, sexual orientation, gender identity, veteran status, genetic information, political affiliation, age, or sex. Contact the Office of Human Resources at 336-750-2830 for more information.

## Alcohol Policy

Winston-Salem State University prohibits the possession, use, and/or consumption of any alcohol while on the campus grounds. WSSU adheres to all North Carolina laws and ordinances in regard to the use and possession of alcoholic beverages and alcohol paraphernalia on campus. Each student is expected to read and adhere to all alcohol and other drug policies that are listed in the *WSSU Student Handbook and WSSU Students' Code of Conduct*. Please refer to the Policies section of this handbook and WSSU's main homepage for more information, or call 336-750-3356.



## Athletics

WSSU is a NCAA institution Division II, and has a variety of competitive sports for both men and women. WSSU enjoys a proud legacy of championships in several sports. Ram Pride is alive and well. For more information, call the Department of Athletics at 336-750-2141 or visit the WSSU website at <https://wssurams.com/>.

## ATM Machines

There is one ATM machine located on the first floor of the Cleon F. Thompson, Jr. Student Services Center & one located in Donald Julian Reaves Student Activities Center at the Food Court. There are also several ATM machines located within close proximity to campus. See “Banks” in this section for a list of locations.

## Automobile and Parking Regulations

All persons desiring to park a vehicle on the WSSU campus must register for a parking permit. University parking regulations are strictly enforced 24 hours a day. Parking regulations are available in the WSSU Parking & Transportation office. If you have any questions concerning parking, contact 336-750-2905.

## Background Checks

Prospective students are required to provide disciplinary records from previous academic institutions and must report felony convictions before an admission decision can be made. Applicants who report a criminal record are reviewed on a case-by-case basis.

## Blue Light Emergency Telephones

Special telephone boxes are located throughout the WSSU campus beneath blue-colored lights. These telephones should only be used in case of an emergency. When the box is opened and the receiver is picked up, a call is automatically made to Police dispatcher regardless of whether the caller speaks. A police officer will be sent to that location. Police and Public Safety can be reached at 336-750-2911.

## Book Buy-Back

Students have an opportunity to sell books back to the university at the end of the academic year. For more information, contact the WSSU Bookstore at 336-750-2780.

## Bus Schedule

WSSU provides bus service from parking lots to designated stops on-campus. Contact WSSU Parking & Transportation in the Anderson Center Modular Unit for a schedule 336-750-2905.

## Career Development Services

If you need help deciding your career path, or if you would like to participate in an internship or experiential learning opportunity, sharpen your interviewing skills or look for jobs on the web, contact the Office of Career Development Services at 336-750-3240.

## Catalog – Undergraduate

The *WSSU Undergraduate Catalog* contains valuable information about academic choices and related matters. Whether you are searching for prerequisites for a specific course or for course requirements in your major field of study, the *WSSU Undergraduate Catalog* should be utilized as the starting point and it is available online from the WSSU website [www.wssu.edu](http://www.wssu.edu) look under the Academics tab.

## Change of Major

For information on how to change your major, first consult with your current advisor and department chair of your desired major. Students who have earned 40+ credit hours should submit the electronic Change of Major/Declare Minor Request form. Students with less than 40 credits hours should submit the electronic Change of Pre-Major Request form located in the Enrollment Management Online Services portal.

## Code of Conduct

*The WSSU Students' Code of Conduct (The Code)* provides the principles and procedures for ensuring a campus environment that is conducive to peaceful and productive living and learning. It enforces both civil law and university rules and regulations. Students are responsible for knowing and observing all aspects of *The Code*, and are also expected to become familiar with all federal, state, and local laws. *The Code* is administered by the Vice-Chancellor of Student

Affairs & the Associate Vice Chancellor & Dean of Students. *The WSSU Student Code of Conduct* can be found on the home page of the Office of Community Standards and Civility. To locate the Code, go to the Winston-Salem State University's homepage under Campus Life tab and locate Student Conduct. For in-person assistance please contact the Office of the Dean of Students at 336-750-3356.

## Commencement

Remember that you will need to apply for graduation at the **beginning** of your senior year. Check with the Registrar (336-750-3331) for more information.

## Counseling Center

The purpose of the University Counseling Center is to assist students cope with issues related but not limited to: relationships, family functioning, emergencies and crisis situations, adjustment issues, decision making, academics, anxiety, and depression. In addition, counseling, workshops, seminars, and other outreach activities are provided to promote personal and social growth and enhance the quality of life. Students may request service or they may be referred. Many services are delivered through individual and group counseling sessions. The center is located in the Alexander H. Ray Student Health Center. Students may call the center at 336-750-3270. Presentations on various topics are also available to student groups and academic classes on a variety of topics. To request a presentation contact the center or visit their website from the WSSU website under the tab Campus Life/Wellness Center/Counseling Center then click on "Don't Cancel Class" to complete and submit your request.

## Course Descriptions

A description of each individual course can be found in the *WSSU Undergraduate Catalog*.

## Dining Services

Students do not have to live on campus or have a meal plan to utilize WSSU's dining services. You may pay for meals with a meal plan, RamCard, or credit/debit card. For more information about dining services on campus, contact the Campus Dining office at 336-750-2787 or Business & Auxiliary Services at 336-750-2770.

## Directory Assistance

WSSU directory assistance is available at 336-750-2000, Monday - Friday, 8:00 a.m. – 4:30 p.m.

## Services for Students with Disabilities

The Americans with Disabilities Act (ADA) extends federal civil rights protection in several areas to people who are considered "disabled." Built upon a body of existing legislation, particularly the Rehabilitation Act of 1973 and the Civil Rights Act of 1964, the act states its purpose as "providing a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities."

As required by law, WSSU will make every effort to provide reasonable services to students who require such assistance. Certain standards must be met for individuals to qualify for the act's protection. To be considered "disabled" under ADA, individuals must have a condition that impairs a major life activity or have a history of such a condition, or be regarded as having such a condition. For more information contact Services for Students with Disabilities at 336-750-8658 or 336-750-8759.

## Emotional Support Animals

EMOTIONAL SUPPORT ANIMAL (ESA) is identified as an animal providing emotional or other support to ameliorate one or more identified symptoms or effects of a disability. Unlike Guide or Trained Assistance Animals, ESA's are not required to be trained to perform work or tasks and include species other than dogs and miniature horses.

ESAs are not automatically allowed to accompany persons with disabilities in any other public areas of WSSU other than campus housing as guide

and trained assistance animals are allowed to do, but ESAs may reside in campus housing, when it is necessary, so the person with a disability has an equal opportunity to use and enjoy campus housing, as required under the Federal Fair Housing Act.

Before an ESA can move into campus housing with a person with a disability, a request must be submitted to the Housing and Residence Life Office (HRL), and approval must be granted by HRL. Appropriate documentation from a licensed physician or mental health provider must be provided to Services for Students with Disabilities from a qualified psychiatrist, social worker, or other mental health professional, to provide sufficient information for WSSU to determine:

The individual qualifies as a person with a disability, and has a physical or mental impairment that substantially limits one or more major life activities; and

The ESA is necessary to provide emotional support or other assistance to ameliorate one or more symptoms or effects of the disability.

## **EAB Navigate**

EAB Navigate student success management system is accessible through the MyWSSU portal. EAB is designed to assist students in managing and optimizing their academic journey.

## **Enrollment Verification**

To request enrollment verification to defer a student loan, bring the signed deferment form from your loan agency to the Registrar's office. For all other verifications, students must complete the electronic Enrollment Verification Request form located in the Enrollment Management Online Services portal. For more information, call 336-750-3331.

## **Evacuation Procedures**

Evacuation procedures in cases of emergency can be obtained in the Office of Housing & Residence Life and the Police and Public Safety. Other emergency procedures can be found on the main page of the WSSU website. The university utilizes the RamAlert system to communicate with the campus community in the event of a campus emergency or threat. For more information contact the Office of Emergency Management at 336-750-2896.

## **Forsyth County Ordinances**

As a citizen of Forsyth County, students are expected to abide by all county ordinances, laws and regulations of the city of Winston-Salem and the state of North Carolina, in addition to the rules of the university.

## **Grade Point Average**

See *WSSU Undergraduate or Graduate Catalogs* from the following link: <https://catalog.wssu.edu/index.php>.

## **Graduate Student Information**

Graduate School personnel, located in the A. H. Anderson Conference Center, can be contacted at 336-750-2102 with questions regarding graduate studies and research.

## **Hazing Policy**

Hazing in any form is unacceptable at WSSU. Each student is responsible for reading and adhering to the hazing policy (see Policies section of this handbook). Questions regarding the policy should be directed to the Office of the Dean of Students at 336-750-3356.

## **Forever Red Homecoming Week**

The Forever Red Homecoming Week is the time when former students, friends of the university and the entire university community come together to celebrate the rich heritage of WSSU. During the Forever Red Homecoming Week, families and friends are invited to campus and are given an opportunity to see the university in a different light. Decorations and vendors abound and a spirit of festivity permeates the campus. Alumni return to reconnect and reminisce at various activities that take place. Information about the Forever Red Homecoming Week will be available on the WSSU website [www.wssu.edu](http://www.wssu.edu).

## **Housing & Residence Life**

Residing on-campus is a unique experience that allows students to be close to all the university has to offer academically and socially. Eight residence facilities are home to over 40% of WSSU students. Students who reside in residence halls have entered into a housing contract for the fall and spring semesters. If on-campus housing is desired, contact the Office of Housing & Residence Life at 336-750-3400.

## Individual Course Withdrawal Policy

Students may find it necessary to withdraw from courses or the university after the university's course adjustment period (Registration/Add/Drop) each semester. A student may terminate enrollment in a course but continue enrollment in other courses within the timeframes outlined in the University Calendar. Students must submit the electronic Course Withdrawal After Census form located in the Enrollment Management Online Services portal. For more information about the withdrawal of courses and the impact on your satisfactory progress, please refer to the university's policy on *Undergraduate Withdrawals Policy* available online from the main WSSU website [www.wssu.edu](http://www.wssu.edu).

## International Programs and Study Abroad Program

The Office of International Programs (OIP) gives students the opportunity to enhance their education with comprehensive academic experience abroad. OIP also provides students, faculty, and staff the opportunity to increase their awareness of other cultures and societies with programs designed to foster global awareness. OIP serves the students of WSSU's international community and gives all students the tools they need to make an impact on a global scale.

The Office of International Programs is located in Suite 224 of Hill Hall, otherwise known as the Student Success Center. The program promotes international awareness and oversees all international education. Call 336-750-3345 for more information.

If you are interested in doing coursework or research in another country, contact the Office of International Programs in Hill Hall, Suite 224, or at 336-750-3345.

## Internships/Experiential Learning

Found in the Office of Career Development Services, internships and experiential learning initiatives provide an excellent opportunity for students to receive supervised work experience and gain academic credit toward a degree, in addition to enhancing a resumé. For more information call 336-750-3240, refer to the WSSU *Undergraduate Catalog*, or contact your academic department/advisor.

## Immunization Requirement

WSSU and the State of North Carolina require documentation from new freshmen and transfer students of immunization status. Please visit the Student Health Center website accessible from the WSSU webpage [www.wssu.edu](http://www.wssu.edu) and follow the tabs for Campus Life and Wellness Center for information on how to submit your immunization records to be in compliance with this enrollment requirement. There are different requirements for international students. For more information, contact the Student Health Center at 336-750-3301.

## Intramural Athletics

Every year hundreds of members of WSSU community participate in Intramural Sports. Intramural Sports are open to all students, faculty and staff. We offer men's, women's and co-rec leagues, tournaments and special events at the recreational and competitive levels. Not only does participation in Intramural sports enhance the college experience, but it also adds to a healthy and fun lifestyle! For more information contact University Recreation at 336-750-8044.

Whether you are looking for competition or just to have fun, University Recreation has just what you want!

## Involuntary Withdrawal Policy

There may be times when, for safety and security reasons, a student is separated from the university for a period of time. Please refer to the specific policy in the Policies section of this handbook.

## Laundry Facilities

Laundry facilities are located in all residence halls. Some machines are coin-operated and others use a card reader. Always READ THE TAG! If it reads "dry clean only", DO NOT attempt to wash it. Warm and hot water temperatures tend to fade clothing. Wash bright colors in cold water only.

## Learning Disability

See **Services for Students with Disabilities**

## Library Hours

The C.G. O'Kelly library is open 101 hours per week as follows: Sun: 12noon – 1am; Mon-Th: 7:30 – 1am; Fri: 7:30am – 6pm; Sat: 10am – 5pm; Closed

all major holidays. Variations to the schedule are posted at the library entrance. A professional staff is available to provide face to face, telephone and e-mail assistance to all local and distant students with their research needs.

## Lost and Found

If you lose an item or find one, contact Police and Public Safety at 336-750-2900.

## Mailboxes

Students may get a P.O. Box from the Post Office located in the Cleon F. Thompson, Jr. Student Services Center, located on the ground floor.

## Majors

A list of all available majors can be found in the *WSSU Undergraduate Catalog*.

## Meal Plans

Information on various meal plans may be obtained by contacting the Business & Auxiliary Services located in Eller Hall, room 109 or via phone at 336-750-2770.

## [MyWSSU STUDENT PORTAL](#)

The MyWSSU Student Portal is designed to facilitate streamlined communication and collaboration, and serves as a centralized entry point, providing convenient single-sign-on access to university information resources from both on- and off-campus locations. A key resource available through MyWSSU is Microsoft's Office 365, which includes email communication and collaborative applications.

## Medical Insurance

It is required that all students have medical insurance. Check with your family to find out what type of health insurance you have. It is wise to carry your insurance card with you at all times. Questions about medical insurance and coverage should be directed to the Wellness Center at 336-750-3301.

## Name Change

If your name changes due to marriage or a court order, you must submit the electronic Authorization to Change Legal Name form located in the Enrollment Management Online Services portal. You must provide your marriage certificate or court

order and your new social security card.

## New Organizations

Want to get more involved in campus activities, but aren't interested in any of the organizations already recognized? Then maybe you would be interested in starting your own organization. To start the process, contact University Student Activities and Engagement at 336-750-3082 with questions and to obtain the necessary forms.

## OnStream

With OnStream, you can watch a lineup of live streaming TV accessible throughout your campus, even outside your own residence hall (on approved networks). OnStream lets you stream the live TV you love wherever you want on your own devices – no TV required.

## Organizations

A complete listing of all recognized student organizations and their contact information can be found on the RamSync website at [wssu.campuslabs.com/engage/](http://wssu.campuslabs.com/engage/).

## Parking Tickets

It is highly recommended that you obtain a copy of parking regulations from WSSU Parking & Transportation. Familiarize yourself with parking regulations to avoid receiving tickets. You may pay for parking tickets in the WSSU Parking & Transportation office at Anderson Center Modular Unit.

## Pathways to Student Success

WSSU is committed to helping our students achieve academic, personal, and professional success. We focus on the Freshman Year Experience, the Sophomore Year Experience, the Transfer Year Experience, and the Adult Learner Experience. Our University College department leads these initiatives and can be reached at 336-750-2635.

## Peer Help Opportunities

If you are interested in an opportunity that will give you leadership experience, as well as provide you with an opportunity to meet new people, becoming a peer helper might be perfect for you. For more information, contact the University Counseling Center at 336-750-3270; University College at 336-750-2260; Office of Career Development

Services at 336-750-3240; Office of Housing & Residence Life at 336-750-3400; or the Student Health Center at 336-750-3301.

## **Pets**

Pets (with the exception of service animals) are not permitted in any campus buildings.

## **Post Office**

There is an official United States Post Office located on campus on the ground floor of the Cleon F. Thompson, Jr. Student Services Center that provides all postal services, including mailboxes for residential students. Hours are Monday through Friday, 8:00 a.m. - 4:00 p.m.

## **Presentations on Crime Awareness and Prevention**

Programs related to sexual assault, dating violence, domestic violence, personal safety, and Title IX among others are presented throughout each semester by various offices including the Office of Interpersonal Violence Prevention and the Title IX Office. To schedule a presentation please contact the Office of Interpersonal Violence Prevention at 336-750-3313. Other presentations related to the topics about drugs, alcohol, personal safety, prevention of vandalism, theft, and related issues are presented throughout each semester by various university offices, including Police and Public Safety. If you are interested in coordinating a presentation on this topic, call the Office of Community Standards and Civility at 336-750-3463 or Police and Public Safety at 336-750-2900 to arrange a time and place.

## **RAMCard**

The Winston-Salem State University RAMCard is used by all university students as their official university identification. The RAMCard is also used as a pre-paid card for campus business services such as copying and printing (on a limited basis and limited locations); ARAMARK meal plans and remote campus dining locations; vending machines; access to athletic events, University Recreation Center (UREC); and summer camps. The card can be used for all meal plans and to access selected buildings and services. For more information, call the RamCard office at 336-750-3110 or visit them at the Cleon Thompson Center, room 203.

## **Ramdition**

Ramdition is a fun-filled information-packed week that prepares you for success at WSSU. Meet your classmates and Legacy Leader. Work with faculty, staff, and advisors. Engage in workshops, seminars, and social events. Welcome to the RAMily!

## **Refund**

If you believe that you are due a refund, call the Cashier's office at 336-750-2810.

## **Registrar's Office**

The Registrar is the official keeper of academic records and provides information on registration procedures. For more information, contact the office at 336-750-3331.

## **Schedule Changes (Drop/Add)**

All students may make schedule changes in accordance with university policies governing such changes. Consult appropriate academic success counselors/academic deans prior to making changes. Students must submit the electronic registration add/drop form located in the Enrollment Management Online Services portal.

## **Scheduling University Facilities**

All questions regarding the scheduling of rooms or other university facilities should be directed to the Office of Conferences & Institutes. All students who wish to reserve space in the Cleon F. Thompson, Jr. Student Services Center or the Donald Julian Reaves Student Activity Center should email [campuslife@wssu.edu](mailto:campuslife@wssu.edu).



## Scholarships

Students who have questions about scholarships that are available at WSSU should contact the Office of Scholarships and Financial Aid at 336-750-3296.

## Sign and Poster Policy

All signs and posters to be posted on campus by students and visitors must be approved in the Office of University Student Activities and Engagement. Refer to the Policies section of this handbook for more information.

## Simon Green Atkins Honors Program

The Simon Green Atkins honors Program is an interdisciplinary, institutional undergraduate program that includes both curricular and co-curricular components, as well as a variety of experiential learning initiatives. Events are tailored to the needs of highly motivated students. For more information, contact 336-750-2138.

## Solicitation Policy

Permission must be granted for all on-campus solicitation. Individuals or businesses that would like to solicit on-campus must contact the Office of Business Services prior to coming to WSSU at 336-750-2770. Refer to the Policies section of this handbook for more information.

## Sports Information

WSSU has a tremendous sports reputation. If you would like to follow the road to championships and support the Rams, or just find out the status of the last contest, contact the Department of Athletics Media Relations at 336-750-2143.

## Student Activities

If you would like to know about scheduled student activities, contact the Office of University Student Activities and Engagement. All student activities must be approved by the Director of Campus Activities, who can be reached via email at [campuslife@wssu.edu](mailto:campuslife@wssu.edu).

## Student Affairs

This Division of Student Affairs and staff support students with their total educational, social, spiritual, and personal development. Services provided by the 14 offices within the division include: Counseling, Interpersonal Violence Prevention, Career Development Services,

University Student Activities and Engagement, Community Standards and Civility, Campus Life, Housing and Residence Life, Wellness Center, Pharmacy, Student Health Services, Services for Students with Disabilities, Office of the Dean of Students, and Student Union/Centers. For more information, contact the Office of the Vice Chancellor for Student Affairs at 336-750-3200.

## Student Government Association

The Student Government Association (SGA) is the representative student body at WSSU. Participation in university governance, university policies and student advocacy are the primary concerns of this organization.

Get involved and make a difference. For more information, contact the SGA President at [sgapresident@wssu.edu](mailto:sgapresident@wssu.edu).

## Student Health Service

The Alexander H. Ray Student Health Services Center provides a variety of quality healthcare services to the student population. Student Health Services should be your first stop for all healthcare needs as we serve as a medical home for WSSU students. The center provides confidential episodic illness evaluation, treatment, health maintenance, and laboratory services. All students enrolled at WSSU are eligible to use the Student Health Services Center. Appointments are required and same day appointments are available, please call 336-750-3301 to make an appointment or use the Mediat patient portal to schedule. Student Health Services also provides peer education and health promotion opportunities. Hours of operation are 8:00a.m. -5:00 p.m. Monday through Friday and closed Saturday and Sunday. After hours call 336-750-3301 for general information or after-hour “non-emergency” care. For “emergencies” contact Police and Public Safety at 336-750-2911.

Presentations on various topics are also available to student groups and academic classes on a variety of topics. To request a presentation contact the center at 336-750-3301.

## Student Union

(Cleon F. Thompson Jr., Student Center)  
The Cleon F. Thompson, Jr. Student Services Center is a comprehensive student services complex. The Thompson Center, also referred to as the “stu-

dent union”, is one of the gathering places on campus. It is equipped with lounge space, Kennedy Dining Hall, University Bookstore, meeting rooms, and a large multipurpose room. The Thompson Center also contains student services offices on each floor. Also, the Donald J. Reaves Student Activity Center is a gathering place on campus for students, faculty, and staff. It is equipped with meeting rooms and a multipurpose ballroom, a game room, indoor recreational areas (basketball courts), three floors of fitness equipment, fitness classrooms, an indoor walking trail, and a comprehensive food court.

## Student Injury Reporting

All student injuries that occur on campus should be reported to the Student Health Center. Other injuries that may cause a student to miss class should be reported to the Office of the Dean of Students.

## Student Research

Research is a central part of the overall student experience at WSSU. All WSSU students have access and opportunity to experience high-quality research, scholarship, and creative activities. We're preparing the next generation of scientists, social scientists, visionaries and health practitioners. For more information, contact 336-750-2061.

## Subject Tutoring and Supplemental Instruction

Get free support for your classes through one-on-one tutoring, group sessions, and peer-led study help. You can also get guidance on study skills, time management, and staying organized. We're here to help you stay on track and feel confident. Visit us in Hill Hall, 1st Floor, email us at [wssulearningsupport@wssu.edu](mailto:wssulearningsupport@wssu.edu), or visit us online at <https://www.wssu.edu/academics/colleges-and-departments/university-college-and-lifelong-learning/learning-support-services/subject-tutoring.html>

## Support Groups

You may obtain information on various on-campus support groups by contacting the University Counseling Center. Our You Are Not Alone (YANA) sessions are held throughout the academic year to assist students in managing their emotional health and connect them with other students who may be experiencing similar issues.

## Syllabus

Each instructor must provide a course syllabus on or before the first class meeting of each semester. The syllabus will include the course title, course prefix and number, meeting information including location, required materials, course outline including assignments and assessments, and grading criteria. The syllabus will also include the instructor's name, campus contact information, and office hours. Every syllabus must include the WSSU Official Accessibility statement (WSSU Policy 302.10).

## Testing and Proctoring Center

We support students' academic and personal growth by offering proctored exams, specialized test preparation, and Success Workshops tailored to develop key skills such as time management, study strategies, and note taking. These services are designed to ensure success in and outside the classroom. For more details, visit [our website](#) or email [wssulearningsupport@wssu.edu](mailto:wssulearningsupport@wssu.edu)

## Transcripts

You may obtain an official academic transcript by submitting a transcript request via Parchment. There is a \$15.00 fee for each transcript requested. For more information, call 336-750-3331.

## University College (UC)

University College (UC) equips WSSU students with the academic tools, support, and opportunities they need to thrive—both during their time at WSSU and beyond. Whether you're just getting started with Ram life, mapping out your academic pathway, or building new skills for your future career, UC is here to support your success every step of the way.

From personalized advising to tutoring, workshops, and research opportunities, UC provides a full range of resources to help you achieve your academic goals and develop the confidence to excel in and out of the classroom.

## Our Mission

University College is a student-centered unit dedicated to providing excellence in advising and learning support services. In collaboration with campus and community partners, UC helps students strengthen their academic, intellectual, and interpersonal skills. Our goal is to foster a culture where students feel empowered to think

independently, engage fully in their education, and chart their own path to success—in college, career, and life.

### **How We Support You**

University College brings together key offices and programs designed to support every WSSU student:

#### **Advising Services**

Academic advising to help you explore options, stay on track, and map your path to graduation.

#### **Academic Student Services**

Personalized support to help you overcome academic challenges and move forward toward your goals.

#### **Learning Support Services**

Tutoring, writing assistance, and academic coaching to help you excel in your courses.

#### **Student Success Workshop**

Workshops and events that help you build the skills, strategies, and habits for academic and personal success.

#### **A.S.P.I.R.E.**

Specialized programs designed to support your academic journey, promote retention, and help you graduate.

#### **Office of International Programs**

Opportunities for global learning, study abroad, and cultural exchange.

#### **S.G. Atkins Scholars Society**

Community and academic support for honors students committed to excellence.

#### **Office of Undergraduate Research**

Resources, mentorship, and funding to help you explore, engage in, and present undergraduate research.

#### **Connect With Us**

Learn more about all that University College has to offer: <https://www.wssu.edu/academics/colleges-and-departments/university-college-and-lifelong-learning/>

### **Upswing Online Tutoring**

Need help after hours? WSSU students have access to free, live online tutoring in many subjects—anytime, anywhere. (<https://northcarolina.upswing.io/>)

### **Vending**

Vending machines are located on the ground or first floors of most campus buildings.

### **Veterans Affairs**

Contact the Office of the Registrar at 336-750-3331 or visit their webpage from the WSSU website, [www.wssu.edu](http://www.wssu.edu). Follow the tab of Admissions, Registrar, then Military. Click on the VA Education Benefits tab for more information.

### **Voting**

Students, faculty and staff must visit the Board of Elections website to verify their precinct.

### **Work Study Programs**

Students who qualify for federal work study should contact the Office of Scholarships and Financial Aid at 336-750-3296 for questions about accepting the award. For a list of job placement locations visit the Career Development Services website and select CAREERlink to search for on campus work-study positions. Work study is only available to students who have completed a current FASFA form and is available based on certain qualifications of your financial need.

### **Weather Policy**

For information regarding the cancellation of classes and the delay of services due to inclement or adverse weather, refer to the Inclement Weather Policy in the Policies and Procedures section of this handbook. Students, faculty, and staff are strongly encouraged to sign up to receive the *RamAlert* messages used during any campus emergency including weather alerts. For more information visit the following *RamAlert* link: <https://www.wssu.edu/about/chancellors-office/chief-of-staff/emergency-management/adverse-weather-and-emergency-closings/index.html>.

### **Withdrawal Policy**

If you need to interrupt your studies and leave the University for medical or personal reasons, you must process a “total university withdrawal.” Consult your academic success counselor to discuss options and, if necessary, begin the withdrawal process. Students must submit the electronic University Withdrawal form located in the Enrollment Management Online Services portal. Refer to the University Withdrawals Policy available online from the following link: <http://www.wssu.edu/administration/legal-affairs/policies/students/undergraduate-withdrawals-policy.pdf>

## **Writing and Communication Center**

The Writing and Communication Center (WCC), located on the 1st floor in the Student Success Center at Hill Hall, provides writing, reading, and communication assistance to all WSSU students, faculty, and staff. The WCC assists with writing projects, speeches and oral presentations, resumes, cover letters, and personal statements. Through one-on-one sessions and skill-building workshops, the WCC offers collaborative feedback to help students better understand the writing process, develop strategies to improve writing, and refine their presentation styles with the goal of building confident writers, readers, and communicators.

To book an appointment or access writing resources, visit [wssu.mywconline.com](https://wssu.mywconline.com) or contact the Writing and Communication Center at [wssuwritingcenter@wssu.edu](mailto:wssuwritingcenter@wssu.edu).

## **Zip Code**

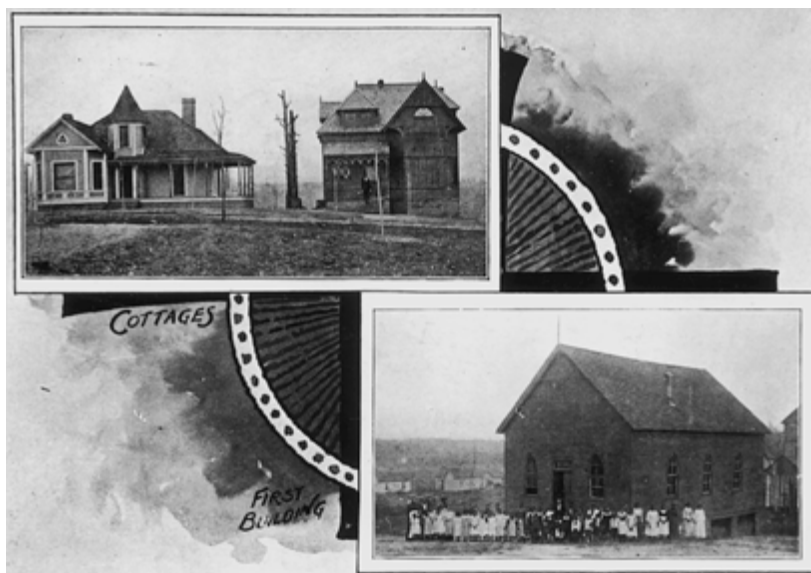
The zip code on campus is 27110.

### **Campus Mailing Address:**

601 Martin Luther King Jr., Drive  
Winston-Salem, NC 27110

# WINSTON-SALEM STATE UNIVERSITY:

## *What Every Student Should Know*



### University History

Winston-Salem State University was founded as Slater Industrial Academy on September 28, 1892. It began in a one-room frame structure with 25 pupils and one teacher. In 1895 the school was recognized by the State of North Carolina and in 1899 it was chartered by the state as Slater Industrial State and Normal School.

In 1925, the General Assembly of North Carolina recognized the school's curriculum above high school, changed its name to Winston-Salem Teachers College and empowered it under the authority of the State Board of Education to confer appropriate degrees. Winston-Salem teachers College thus became the first Black institution in the nation to grant degrees for teaching in elementary grades.

The School of Nursing was established in 1953 and awards graduates the Bachelor of Science degree. In 1963 the North Carolina General Assembly authorized changing the name from Winston-Salem Teachers College to Winston-Salem State College. A statute designating Winston-Salem State College as Winston-Salem State University received legislative approval in 1969. On October 30, 1971, the General Assembly reorganized higher education in North Carolina. On July 1, 1972, Winston-Salem State University became one of 17 constituent institutions of the University of North Carolina subject to the control of the Board of Governors.

Since its founding in 1892, Winston-Salem State University has grown from a one-room frame

structure to more than 39 buildings located on 117 acres; from one teacher to more than 400 faculty members; and from 25 pupils to a student body of more than 6,000. The university offers more than 60 programs: 45 bachelor's degree programs; nine master's degree programs (business administration, computer science and information technology, elementary education, English as a second language and linguistics, master of arts in teaching, occupational therapy, and rehabilitation counseling; a doctoral degree program (physical therapy); and six certificate programs (non-profit administration, family nurse practitioner, advance nurse education, add-on licensure programs in English as a second language, special education, academically/intellectually gifted and computer programming). The Institution has continued to grow and has more than 10 research centers and institutes which include TALIAS, Teacher Education, Advisements and Partnership Center, Maya Angelou Institute, Center for Community Safety, Center for Mathematics, Science, & Technology Education (CMSTE), Biomedical Research Infrastructure Center (BRIC), S.G. Atkins Community Development Corp., Small Business and Technology Center, Center of Excellence for the Elimination of Health Disparities, and many Community Knowledge Centers

From 2001-2007, *U.S. News and World Report* magazine has ranked Winston-Salem State University among the top regional, public, liberal arts colleges in the South in its annual "America's Best Colleges" guide.

## The university has been served by the following presidents and chancellors:

|                                            |              |
|--------------------------------------------|--------------|
| Simon Green Atkins, President (Founder)    | 1892-1904    |
| Cadd Grant O'Kelly, President              | 1904-1910    |
| Francis Marion Kennedy, President          | 1910-1913    |
| Simon Green Atkins, President              | 1913-1934    |
| Francis Loguen Atkins, President           | 1934-1961    |
| Kenneth Raynor Williams, President         | 1961-1972    |
| Chancellor                                 | 1972-1977    |
| H. Douglas Covington, Chancellor.          | 1977-1984    |
| Haywood L. Wilson, Jr., Interim Chancellor | 1984-1985    |
| Cleon F. Thompson, Jr., Chancellor         | 1985-1995    |
| Gerald McCants, Interim Chancellor         | 1995         |
| Alvin J. Schexnider, Chancellor            | 1996-2000    |
| Harold L. Martin, Sr., Chancellor          | 2000-2006    |
| Michelle Howard-Vital, Interim Chancellor  | 2006-2007    |
| Pedro L. Martinez, Interim Chancellor      | 2007         |
| Donald J. Reaves, Chancellor               | 2007-2014    |
| Elwood L. Robinson, Chancellor             | 2015-2023    |
| Dr. Anthony Graham, Interim Chancellor     | 2023-2024    |
| Ms. Bonita J. Brown, Chancellor            | 2024-present |

Winston-Salem State University is located on 117 acres in Winston-Salem, Forsyth County, North Carolina, and a city of more than 232,000 residents. This thriving twin city is a part of the Piedmont Triad region, which encompasses the neighboring cities of Greensboro and High Point. The Piedmont Triad region is one of the most heavily populated and rapidly growing Metropolitan Areas between Washington, DC. and Atlanta, GA.

## University Traditions

WSSU students experience a number of traditions. It is the responsibility of each student to see that these traditions are fully supported and carried out. Students take pride in these traditions and gladly share them with anyone who becomes a member of the university family.

Some of the traditions are as follows:

- Homecoming
- WSSU Choir Holiday Concert
- International Week
- Celebration of Black History Month
- Founder's Day
- Greek Week
- Career Day
- Career Job Fairs
- Coronation Ball
- Honors Convocation
- Commencement
- Through the Archway:
  - Lambs to Rams Pinning Ceremony
- Ramdition

## University Colors

Red and White

## Mascot

Ram (named Amon)

## Alma Mater

**\*\*Alma Mater "As We Go Forth"**

Words and Music by Noah F. Ryder  
(Christmas 1938)

*As we go forth from Old State U.,  
A song of love we sing to thee,  
And praises to the memory  
Of days at State University.  
Thy sons and daughters bring thee fame  
Through knowledge which we here  
have gained,  
Exultingly we raise thy name,  
Oh, Winston-Salem State University.*

*As we go forth from Old State U.,  
Good leaders we will always be,  
And stand for all humanity  
As you have taught us, State University.  
In all we do we shall proclaim  
To all the world thy enduring fame,  
As we go forth we praise thy name,  
Oh, Winston-Salem State University.*

\*\*Originally published in a slightly different form, Noah F. Ryder (1938). Transcription 2004, Winston-Salem State University



# ACADEMIC AFFAIRS

The Division of Academic Affairs is entrusted with the task of establishing and maintaining the academic climate and quality of Winston-Salem State University. Students enjoy a variety of choices for academic majors and are engaged by an excellent faculty. Take the opportunity to become familiar with all of the valuable information listed within this section.

## Meet Your Deans

### **Dr. Michael Holt**

Dean of the College  
of Business and  
Entrepreneurship  
[cbedean@wssu.edu](mailto:cbedean@wssu.edu)



### **Dr. Manju Bhat**

Dean of the College of Arts,  
Science, and Education  
[casedean@wssu.edu](mailto:casedean@wssu.edu)



### **Dr. Brenda Nichols**

Interim Dean of the School  
of Health Sciences  
[DeanofSOHS@wssu.edu](mailto:DeanofSOHS@wssu.edu)



### **Dr. LaVie Leasure**

Dean of University College  
[leasurela@wssu.edu](mailto:leasurela@wssu.edu)



### **Dr. Montrale Boykin**

Dean of the Graduate School  
[graduatecollege@wssu.edu](mailto:graduatecollege@wssu.edu)



### **Dr. Shawn D. Odom**

Interim Associate Vice Chancellor  
for Student Affairs and  
Dean of Students  
[deanofstudents@wssu.edu](mailto:deanofstudents@wssu.edu)



## Academic Success Counselors (ASC)

Proper academic advising, along with institutional support and resources, are vital to your success. Whether you are a first-year student just beginning your collegiate academic experience, a transfer student joining us from another institution, or a continuing student embarking on upper-level major courses, effective guidance in navigating college life can mean the difference between timely graduation and falling short of your academic goals. The ASCs become your first point of contact for all academic issues upon entering the university. Your ASC is able to provide advice about choosing coursework and curriculum which include guiding you through the timely completion of general education requirements and prerequisites for your major.

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## Academic Scholars Prepared for Impact, Retention and Engagement Program (ASPIRE)

The Academic Scholars Prepared for Impact, Retention and Engagement Program (ASPIRE) offers selected student groups specialized academic support including early interventions, study sessions, and ongoing academic guidance from a Resilience Coach.

ASPIRE is designed for post-traditional students, student-athletes, university band, choir members, and more.

### ***ASPIRE provides support programs that:***

- Focus on each student learner's needs and goals
- Respect diverse ways of knowing, and different rates and pathways of learning
- Implement innovative, evidence-based instructional practices
- Help students connect what they learn in courses to their own interests and goals
- Are accessible, engaging, and collaborative

## Registration

New students should attend Orientation prior to the start of the semester to take placement tests (if required), meet with an Academic Success Counselor and register for courses. It is important that new students take time to read the acceptance letter carefully as well as any other literature received from Winston-Salem State University for more

details and information. Current students will receive information on the academic advising period before registration begins. To register for classes for the new term, returning students are required to meet with an Academic Success Counselor or Departmental Faculty Advisor to discuss classes to take, holds that exist and to obtain a registration access pin number (Alternate PIN). A student will **NOT** be able to register for classes without an Alternate pin number. *It is the student's responsibility to meet with your advisor prior to registering for classes.*

### ***Changes in Registration***

Programs should be carefully planned under the guidance of the academic success counselor or department faculty advisor so that changes in registration will not be necessary. After a student has completed registration, changes may be made only by using the Registrar's Electronic Services Catalog available online from the WSSU main website [www.wssu.edu](http://www.wssu.edu).

The courses for which a student is registered at the close of the registration period constitute his/her official registration and course load for the semester. No student will receive credit for any course or courses for which he/she is not properly registered.

### ***Course Loads***

The normal load for a regular student is the semester requirement as shown for his/her particular curriculum in the catalog or the program as outlined by the respective departments. Full-time students are those who register for a minimum of 12 Student Hours (SH) of credit in a given semester. The maximum course load is 18 SH. No student is permitted to take more than 18 SH unless he/she has a cumulative grade point average of 3.0 or better.

### ***Auditors***

Persons who wish to audit courses will follow regular admission and registration procedures and are governed by the same regulations applied to regular students. An auditor pays the regular course fees, but does not take examinations or receive a grade. Students once registered for "audit" are not permitted to change to "credit" and vice versa after the close of the period for making changes in the program.

### ***Dropping Courses After the Close of Registration***

A student may officially drop courses from his/her schedule until the end of the drop period. The date for each semester appears on the academic calendar. Students must submit the electronic registration add/drop form located in the Enrollment Management Online Services portal.

## Credits, Grades, Grade Points

The university calendar is organized on the semester basis. All credit is computed in terms of semester hours. A semester hour is the equivalent of prepared work for one hour per week for a semester of approximately 16 weeks.

The student's work in any course will be rated for quality by letters of the alphabet.

|                        |                                                                                                                                                            |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A Excellent</b>     | 4 grade points per semester hour                                                                                                                           |
| <b>B Above average</b> | 3 grade points per semester hour                                                                                                                           |
| <b>C Average</b>       | 2 grade points per semester hour                                                                                                                           |
| <b>D Poor</b>          | 1 grade point per semester hour                                                                                                                            |
| <b>F Failure</b>       | 0 grade points                                                                                                                                             |
| <b>I Incomplete</b>    |                                                                                                                                                            |
| <b>P Passing</b>       | Student receives credit but no grade points                                                                                                                |
| <b>W Withdrawal</b>    | Student has officially withdrawn from classes                                                                                                              |
| <b>WE Withdrawal</b>   | Student has officially withdrawn from classes with extenuating circumstances. Student has officially withdrawn from classes with extenuating circumstances |
| <b>AU Course Audit</b> | No grade points, simply an indicator of status                                                                                                             |

The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond her/his control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor, but no later than 12 months. If the grade of I is not removed by a signed change of grade form from the instructor during the specified time, a grade of F is automatically assigned by the registrar. Departments have a process to document the missing work and the computed grade with and without the completed work. This is to be filed with the department chair whenever a grade of I is given in case the instructor does not return to the campus the next semes-

ter. (WSSU Policy 303.18).

## Mid-semester and Final Grade Reports

Mid-semester progress reports are issued at the middle of the term. End-of-semester reports are issued to all students at the close of each semester. (WSSU Policy 302.10).

Final grades are reported to the Office of the Registrar and a copy forwarded to the Office of the Vice Chancellor for Academic Affairs not later than 48 hours after the examination in each course is given, except on the last day of the examination period.



## Dean's List

Eligibility to be named on the Dean's List at the end of each semester shall be based on status as a full-time student (12 SH and above), with a grade point average of 3.0 or better for the semester, with no grade below C and no incomplete (I) grades on the report.

## Change of Grade

A grade once reported to the Office of the Registrar may be changed upon the authorization of the faculty member issuing the original grade and the approval of the vice chancellor for academic affairs. A change of grade is made using the Electronic Services Catalog available on the Registrar's website. The request is approved by the issuing faculty member's department chair and updated by the Registrar. The reason for the change of grade shall be entered on the form and signed by the faculty member, department chair, vice chancellor for academic affairs, and the registrar.

## Repetition of Course

Courses taken at Winston-Salem State University may be repeated only twice; i.e., a course may be taken a maximum of three times. If the policy of a particular academic major or minor is to

allow fewer than two repeats of a course, then students in that major or minor are obliged to follow the more restrictive policy of that academic department.

### **Classification of Students**

Students are classified as freshmen, sophomores, juniors, or seniors according to the total number of credits their official records in the Office of the Registrar show they have earned by the close of the preceding term.

*Freshmen—those having fewer than 30 SH*

*Sophomores—those having 30 to 59 SH*

*Juniors—those having 60 to 89 SH*

*Seniors—those having 90 or more SH*

### **Withdrawal from the University**

Students may occasionally find it necessary to withdraw from the university after the semester begins due to personal or medical problems. Withdrawal is not intended to be used to alleviate academic difficulty. Students must consult with your assigned academic success counselor or department faculty advisor before withdrawing from the University. A withdrawal for extenuating circumstances must meet criteria identified and noted in the *University Withdrawal Policy* (WSSU Policy 302.8).

### **Final Examinations**

Final examinations are held at the close of each semester. The examinations are required of all students.

### **Academic Standards**

Comprehensive evaluation of the student's academic standing is indicated in the grade point average. A grade point average is computed by dividing the total number of grade points earned at WSSU by the total number of hours attempted at WSSU (passed and failed). When a course has been repeated, only the credits earned and points of the higher grade earned are counted. Since a C (2.0) cumulative average is required for graduation (see requirements for all baccalaureate degrees), a student's record should reflect progress toward that level of achievement. Pass/Fail courses are not used in the computation of the grade point average. (WSSU Policy 302.7 and 302.10).

### **Graduation with Honors**

Winston-Salem State University has four honors categories, which include graduation with distinction, cum laude, magna cum laude, and summa cum laude. In order to be eligible for graduation with honors, undergraduate students must complete a minimum of 60 semester hours of graded coursework offered by Winston-Salem State University. *A grade-point average in the range of 3.8-4.0 is required to graduate with summa cum laude honors.* A grade point average in the range of 3.5-3.79 is required to graduate with magna cum laude honors. A grade point average in the range of 3.0-3.49 is required to graduate with cum laude honors.

In order to qualify for graduation with distinction, students must complete at least 30 semester hours and less than 60 semester hours of graded coursework offered by Winston-Salem State University. A minimum grade-point average of 3.0 or higher is required. (WSSU Policy 302.7).

### **Registration at Another Institution**

Any student desiring to receive credit toward graduation for courses taken at any other institution must secure in advance the approval of the department chair in the department where the course is taught and the department chair of the student's major area. Students must obtain permission by submitting the electronic Application to Take Courses at Another Institution Request located in the Enrollment Management Online Services portal.

The institution at which the work is done must be fully accredited. A student who has earned 64 SH at a two-year institution cannot earn additional credit from a two-year institution. For credit, the courses must be completed at the C level or higher. The student is responsible for requesting that an official copy of his/her transcript is mailed to the Registrar at Winston-Salem State University as soon as the courses are completed. (WSSU Policy 302.1).

### **Transfer and Nontraditional Student Services**

Transfer and Nontraditional Student Services strives to build a community of engaged student learners who value academic excellence, intellectual, personal development, inclusion,

ethical conduct, and compassionate service. Utilizing all experiences to enhance a student's development, this unit serves as a way to refine skills, and develop competencies beyond the classroom. We are committed to identifying and offering learning activities and programs to provide you with that experience.

Additionally, Transfer and Nontraditional Student Services provides co-curricular activities and workshops to ensure that you are competitive among other students in the global working environment. Through enriched opportunities, we offer programs that will provide you exposure, skill development, and learning prospects to enhance your physical and emotional well-being. More information regarding these services can be found by visiting University College in Hill Hall.



# ENROLLMENT MANAGEMENT AND ACADEMIC SERVICES

## **Admissions Office**

The Admissions office, located in the Anderson Center, receives, screens and processes applications from all individuals seeking admittance to the university. In addition, staff provide pertinent information to prospective students, set recruitment activities and provide additional support specific to the recruitment and enrollment process.

## **Registrar's Office**

General functions of this office, located in the Thompson Student Services Center, room 202, include the compilation, evaluation, retention, and certification of students' academic records. Staff members prepare and issue transcripts, counsel and certify veterans, and supervise the registration of all students. This office is responsible for maintaining and securing all educational records for WSSU students.

## **Library Services**

The O'Kelly Library supports and enhances all Winston-Salem State University programs through its relevant and diverse print and electronic collections and resources beyond the library via borrowing from other institutions (Inter-Library Loan). The staff instructs and assists users with all aspects of library services to foster and instill lifelong learning. Library staff are available to assist with research needs and can work with individuals or small groups to teach and guide them in finding materials. A readily accessible online catalog is maintained of all library holdings and other appropriate records. Services, materials, and equipment are always available to the campus community during the library's daily operations with online materials available. The staff strives to preserve resources and provide for archiving university records and related documents.

The library's website is most often the entrance to library resources and services. Policies, contact information, service hours, direct access to the

online catalog, electronic databases, and other electronic resources are throughout the website. Electronic resources are available to the university community from any location through a sign-in process with university credentials. Individuals are encouraged to contact library staff when needed for directions on the authentication process necessary to access electronic resources when off-campus or when in need of other information.

The online catalog includes reserve collections, textbook collection, and media holdings which are all searchable from the library website. Resources can be searched by author, title, subject, call number, or format. A textbook collection (in-library use only 4 hours), with many of the titles currently used within the instructional program, is maintained to provide students with convenient access to many of their assigned texts. The staff works with university bookstore employees to acquire correct titles and editions.

O'Kelly Library maintains updated technology including computers, headphones, calculators, and scanners for public use. Computers within the library are all equipped with webcams and lockdown browsers. The Media Production Lab powered by Adobe, located on the second floor of the library, maintains Apple computers that can be used for creating and editing media-based projects. The Lab also provides the opportunity to use an updated podcasting studio and video/photography studio and has a knowledgeable staff that can assist in the process of creating and editing. The library maintains group study/use spaces that can be reserved at any of the service desks. Each room offers groups of various sizes access to a display screen, whiteboard, and moveable seating. To find out more, please stop by the library and ask how we can help.

## **Curriculum Materials Center**

The Curriculum Materials Center is located in the Albert H. Anderson Center, room G19. It houses the children's literature collection, state adopted textbooks and related materials for grades K-12. Other resources such as curriculum guides, teaching kits and audio-visuals appropriate for elementary and secondary instruction are in the collection. All materials are cataloged by O'Kelly Library technical services. For more information you may contact them at 336-750-8698.

## Diggs Gallery

Throughout its history, Winston-Salem State has supported the arts and served as one of the cultural centers for the Winston-Salem community. For the last two decades, WSSU has witnessed tremendous cultural growth and, through gifts and acquisitions, has amassed an impressive permanent art collection. Composed of the Sculpture Garden, Biggers Murals and a number of paintings, prints and sculptures, the collection highlights African-American art. Supporting the permanent collection is the Diggs Gallery, a non-collecting exhibition space also emphasizing black culture from around the globe.

Diggs Gallery opened in the fall of 1990 and is the major cultural center at WSSU. The gallery is named for James Thackeray "T" Diggs, Jr. (1915-1989), a 1934 graduate of WSSU, a painter and, for more than 40 years, a WSSU art professor.

Diggs Gallery evolved from a belief that WSSU should offer a meeting, sharing and learning place to encourage people from every walk of life to gather on the common ground of art. Thus, the mission of Diggs Gallery is to become a cultural meeting place where art is the common language for discussions about exhibits, programs and social issues, and where art can educate and enlighten. The aim of Diggs Gallery is to develop better understanding, tolerance and celebration of our global community. Committed to serving the university family, the gallery also exists to increase WSSU's role in the community and involve the North Carolina audience as the university seeks to make a stronger contribution to the cultural life of the region.

## Simon Green Atkins Scholars Society

The Honors Program at Winston-Salem State University offers academically talented students a well-rounded education that combines academic studies with cultural enrichment and service to the community. Through an intensive curriculum and a variety of leadership opportunities, students in the Honors Program at WSSU receive the best education possible while preparing for graduate studies or a career. Serving more than 200 students, the Honors Program provides the additional advantages of professional development activities and academic support, as well as internship, co-op and study abroad experiences. Furthermore, the Honors Program ensures that

scholars have a relevant, challenging, rewarding experience. It promotes a lifelong, disciplined approach to knowledge and scholarship through inquiry and exploration. Through quality educational experiences and co-curricular activities, scholars are ready to be creative and critical-thinking leaders in their professions and communities. For more information contact the Simon Green Atkins Scholars Society Advisor at 336-750-2138.

## Assessment of Prior Learning and Special Credit Considerations

The university recognizes that all learning does not take place in a classroom and has made provisions to evaluate such learning and award credit when appropriate. Students with prior college-level learning gained outside the traditional college classroom may receive credit for that learning by several means of assessment. Among the most common measures are advanced placement, the College-Level Examination Program (CLEP) examinations, and course challenges and proficiency examinations. Military veterans may also receive academic credit in health and physical education and courses taken while in the Armed Services. Where specific policies are not identified, prior learning related to the student's educational program may be reviewed and credit awarded at the discretion of the appropriate academic department.

### **Advanced Placement**

Winston-Salem State University participates in the Advanced Placement Program of the College Entrance Examination Board. Students who receive a score of 3 or higher on advanced placement tests will receive appropriate college credit. Also, college level courses taken in high school may be given credit after review by the appropriate department of the university following the enrollment of the student.

More information can be found in Policy 200.23 - Awarding Undergraduate Credit on the Basis of Advanced Placement Exam Scores on WSSU's Legal Affairs Policies and Procedures website.

### **College-Level Examination Program (CLEP)**

Winston-Salem State University participates in CLEP, a national program of credit-by-examination that offers students an opportunity to earn college credit by examination. CLEP offers two

types of tests: general examinations and subject examinations. University policies regarding CLEP are as follows:

1. WSSU does not award credit for general examinations.
2. Students may earn a maximum of 36 SH of CLEP credit for subject examinations.
3. WSSU recognizes the right of each academic department to determine the maximum number of additional credits to be earned via challenging examinations.
4. Credit by examination cannot be used to meet the 30-hour residency requirement.
5. A CLEP score may not be used for course credit once a student has earned a grade in that particular course.

Course credit earned via CLEP is granted by the Office of the Registrar upon receipt of official CLEP scores. The document entitled “Credit-by-Examination for College-Level Examination

Program” describes minimum acceptable scores and number of credit hours awarded.

### ***Credit for Service and for Education in the Armed Forces***

The university recognizes for credit certain training and experience in the Armed Forces of the United States. The completion of military service in the Air Force, Army, Marine Corps or Navy, including basic or recruit training of more than one year’s duration, is accepted for the general university requirement of three semester hours of credit in health and physical education upon presentation of evidence of honorable discharge or transfer to the reserve component. College-level courses offered by accredited institutions and made available to military personnel through the Servicemen Opportunity College will be considered for transfer credit if a grade of C or better has been earned and if the courses are applicable to the student’s curriculum. A transcript must be sent to the Admissions office directly from the institution offering the course.

### ***Proficiency Examinations***

Credit may be given to students registered in the university on the basis of examinations taken prior to or after admission to the university. The level of achievement, which must be demonstrated by the student on these examinations in order to

receive examination credit, shall be determined by the department in which the course for credit is taught. No grade points are allowed for courses in which credit by examination is given. The credit shall be assigned only upon the authorization of the head of the department in which the student is registered. All students must meet program requirements.

## **Special Services**

### ***Small Business and Technology Development Center***

The Small Business and Technology Development Center is an inter-institutional program with The University of North Carolina. It supports economic development in the state by providing assistance in the start-up, expansion and successful operation of small business. Further, it facilitates technology development within the small-business community and uses existing resources from among students and faculty at the constituent institutions. Its campus location is in the R. J. Reynolds Center, room 112B or you may contact them at 336-750-2030.

# STUDENT SERVICES

## Office of the Dean of Students

**The Office of the Dean of Students provides a caring environment for students and contributes to their success and their development as global citizens and future leaders. Our goals for students are to:**

1. Serve as their advocate
2. Provide programs and services to help them understand their new responsibilities as a university student
3. Empower them with principles that foster personal responsibility and educate them on the ethical decision-making process and healthy behaviors
4. Support in addressing student concerns and/or complains with navigating the university environment

The Office of the Dean of Students is committed to helping students succeed. Students are welcome to visit with the office staff where we can assist you with any of the following:

1. Referral to campus resources
2. Connect with campus resources if you are experiencing distress, difficulties, adjustments, or coping with changes, etc.
3. Support you and your family if you encounter extenuating/unexpected life circumstances
4. Return to campus after being absent due to medical or other factors
5. Dean's certifications

## Office of Career Development Services

**The Office of Career Development Services offers assistance in five major areas:**

1. Career planning and placement
2. Co-ops/internships
3. Job location and development
4. Assistance to students pursuing admission to graduate and professional schools
5. Volunteer service opportunities that support and enhance career exploration and personal development.

Career Planning and Placement services are

available to students and alumni. The range of services include:

- career exploration and counseling;
- conducting workshops that enhance job-seeking skills, workplace performance and expectation;
- arranging seminars conducted by representatives of various business, corporate, educational, governmental, and service organizations;
- scheduling on-campus interviews for internship and employment positions with representatives from a wide range of business and service industry categories;
- workshops to prepare students and alumni for conducting effective interviews;
- assistance in the preparation of resumes, cover letters and post interview communications.

**Experiential Learning Programs** are designed to strengthen your academic program through experiential learning and the practical application of acquired knowledge. Co-ops and internships are experiential learning programs which provide opportunities to gain work experience prior to graduation. Schedule a meeting with your academic advisor/internship coordinator to see if you can earn college credit for co-op/internship experience.

**CO-OP:** A structured educational strategy integrating classroom studies with learning through productive work experience in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. A co-op is a paid work experience in a professional setting. Students who do co-ops may work during the fall, spring or summer terms.

**Eligibility Requirements:** Candidate must be in good university standing, have completed sophomore-level courses with a 2.5 minimum cumulative GPA and have full-time student status. Students must check directly with their departments for specific minimum work periods and register with the Office of Career Services

**INTERNSHIP:** Any career-related work experience of limited duration that provides students with an opportunity to gain experience before they graduate while earning academic credit hours. The student works in a professional setting under the supervision of at least one practicing professional. Positions may or may not be paid. Students participating in internships may work during the fall, spring or summer terms.

**Eligibility Requirements:** Candidate must be in good university standing, have completed freshman-level courses with a 2.0 minimum cumulative GPA and have full-time student status. Interested students must check directly with their academic departments for specific minimum work periods in addition to registering with Career Development Services.

### **The Job Location and Development (JLD)**

**Program** assists students in obtaining part-time, temporary, seasonal, or summer employment. The JLD coordinator assists the student with identifying positions commensurate with the student's interests and skills, informing students of employment opportunities. Jobs identified through the JLD program cover a variety of fields. The student does not receive academic credit for participating in the JLD program; however, the career experience is usually relevant to the student's career aspirations. The experience also enhances the student's confidence in his or her abilities, establishes a work history, provides financial assistance in the form of salaried employment, and gives the student an opportunity to improve interpersonal skills.

**Graduate and Professional School** assistance is provided to students interested in attending graduate or professional school. The office serves as a clearing house of information regarding graduate and professional school opportunities, provides assistance in preparation of graduate school applications, schedules and coordinates visits to graduate and professional schools, hosts graduate school fairs, and offers other related services.

**The Community Service and Service Learning Program** at Winston-Salem State University operates under the name of *Project GIVE* (Getting Involved {through} Volunteer Experiences).

*Project GIVE* allows WSSU students to enhance their leadership skills through volunteer service activities on the WSSU campus, in the greater Winston-Salem community or their hometowns. By assisting service agencies dedicated to improving the human condition, students learn how to use their time, energy and abilities to make a positive impact on their surroundings.

The program is supervised by the Coordinator of Community Service based in the Office of Career Development Services (Hill Hall, 2nd floor). The coordinator serves as the link between local service agencies and all members of the WSSU community to establish volunteer opportunities that match student academic and/or personal interests. The coordinator also records all acceptable volunteer service hours earned by students during their enrollment. Students can use this information as a reference on applications for student organization, graduate schools or scholarships that require details of their volunteer service or for placement.

The Office of Career Development Services staff are available from 8:00 a.m. until 5:00 p.m. Mondays through Fridays. Evening hours are posted at the beginning of each semester and other times may be scheduled by appointment.

### **Office of Scholarships and Financial Aid**

Winston-Salem State University is committed to providing financial aid to students who would otherwise be unable to attend the institution. This assistance is designed to supplement student and family contributions toward expenses.

Beginning October 1 of each year, students may apply for financial assistance at WSSU by completing the Free Application for Federal Student Aid (FAFSA) Application. Students are strongly encouraged to complete the FAFSA by March 1. Students may complete the FAFSA at [www.studentaid.gov](http://www.studentaid.gov). Students interested in applying for financial assistance for summer school must complete the following each year beginning March 1:

1. Have on file current year's FAFSA;
2. Must be registered for summer classes;
3. Submit application for Stafford Loan; and
4. Observe all deadlines pertaining to summer school.

5. We will automatically award for summer based upon remaining eligibility for financial aid.

Students must enroll in six hours summer school in order to be eligible to receive financial aid. You may enroll in 6 for one session or 3 hours in each session.

### ***Statement of Satisfactory Academic Progress (SAP)***

The Higher Education Act requires Winston-Salem State University to develop and apply a consistent standard of academic progress. It further requires that a student must maintain satisfactory academic progress in a course of study leading toward a degree in order to be eligible for financial assistance.

Winston-Salem State University has developed its Satisfactory Academic Policy, located on the Financial Aid webpage, to carry out the statutory requirements that a student **MUST** be making satisfactory progress to be eligible for institutional aid (scholarships, grants and loans) and federal aid (federal Pell Grants, State Grants, federal Work Study Program, all federal Loans, and federal Supplemental Educational Opportunity Grants).

All enrolled continuing students must be making satisfactory progress toward completion of a four-year program at Winston-Salem State University to be eligible for financial aid. These policies apply only to students eligible to receive financial aid and do not reflect eligibility to enroll or re-enroll.

Winston-Salem State University's Satisfactory Academic Progress Policy for students receiving aid under Title IV (HEA) programs corresponds with the policy used for students who do not receive Title IV funds. The policy is applied consistently to all students within identifiable categories (such as full-time, part-time, etc). The policy conforms to the standards of Winston-Salem State University's accrediting agencies.

Please review the SAP Policy here: <https://www.wssu.edu/admissions/scholarships-and-financial-aid/undergraduate/sap-undergraduate-student-requirements.html>

### ***Grade Point Average for Qualitative Progress***

Before a student is considered to be making satisfactory academic progress, the student must have the appropriate cumulative grade

point average and cumulative semester hours earned. For more information about the process for satisfactory academic progress please contact the Office of Scholarships and Financial Aid, all students have an assigned financial aid counselor and information is available on their website accessible from the WSSU website [www.wssu.edu](http://www.wssu.edu) click on the tabs for Admission and then Office of Scholarships and Financial Aid.

## **Housing and Residence Life**

Housing and Residence Life supports the academic mission of the university by offering opportunities for individual and collective growth of students who live on campus. The department exists to facilitate the personal development and academic growth of residents by providing (1) facilities that allow students to live in secure, clean and comfortable surroundings, conducive to the pursuit of academic excellence; (2) programs that address cultural, emotional, ethical, intellectual, occupational, physical, social, and spiritual needs; (3) programs that integrate residence life with student's academic experiences and self-awareness; (4) programs that promote personal and collective responsibility that will have a lasting impact on the lives of students; and (5) programs that utilize technology in the daily lives of the residents.

Housing and Residence Life operates on a "living and learning" concept. Here, students are challenged to improve interpersonal relationship skills, to live peacefully, and to interact with others from different cultural, regional, and socioeconomic backgrounds. Students enjoy a healthy range of adult freedoms while carrying out their responsibilities at school.

### ***Residence Hall Staffing***

A management team manages each residence hall. The purpose of the team is to assist students with concerns which include, but are not limited to, safety, comfort, maintenance, roommate and personal issues, programming, etc. The management team consists of Area Coordinator (AC), Graduate Assistants (GA), desk assistant (DA) and resident assistants (RAs). The Area Coordinator is chief administrator of the residence hall. The Graduate Assistant is a part-time live-in staff member responsible for the overall or shared administration of a residence hall. The Desk Assistant is a student staff member who assists

the community development of the residence halls by providing excellent customer service at the residence hall front desk. Desk Assistants help residents by answering questions from students and guests, checking out temporary access cards and keys, answering the phone, and providing general customer service for resources provided at the desks. RAs are upper-class students who live in a residence hall/facility. Each floor of a residence hall has at least one RA who lives on a floor with students and is available to assist with emergencies. Residence hall staff and students host special recreational, social, safety, cultural, and educational programs. These positive programs enhance the quality of on-campus living and group interaction experiences. Typically included in these activities are hall meetings, guest speakers, workshops, information sessions, and social events.

### ***Leadership Opportunities (Residence Hall Council/Association)***

Each residence hall has a Residence Hall Council. Combined, the councils constitute the Residence Hall Association. Students are elected president, vice president, secretary, treasurer, etc. to lead the councils. Every student resident of a hall is a member of a Residence Hall Council. The Residence Hall Councils and Association provide excellent opportunities for students to meet each other, work together and enhance their organization and leadership skills.

### ***Student Personal Property Insurance***

The university is not liable for damage to or loss of students' possessions (whether due to fire, smoke, wind, water, theft, or other causes) and cannot pay students for such losses unless it is determined by the state of North Carolina that the loss was caused by the negligence of a state employee. Therefore, unless coverage is provided under an existing homeowner's or renter's policy, students should consider purchasing separate property insurance. Brochures and applications for this type of coverage are available in the Office of Housing and Residence Life.

For more information, call the housing office at 336-750-3400.

## **Student Activities and Student Organizations**

University Student Activities and Engagement

disseminates budget information, coordinates workshops and informal sessions to student groups on organizational development and leadership topics such as publicity and promotion, time management, motivation, and assessing appropriate leadership styles. University Student Activities and Engagement seeks to reinforce academic learning and retention while stimulating appreciation of cultural differences, civility, expression of ideas, citizenship, creativity, leadership development and an earnest desire for social justice. Organizations are encouraged to apply for assistance to support their programming needs. Students may choose from over 100 Student Organizations; including but not limited to, music groups, departmental student groups, and university committees in which to participate. Additionally, there is an opportunity for any student to create a new student organization to serve a niche provided there is an identified interest.

USAE coordinates a student involvement fair as an opportunity for students to learn about Winston-Salem State University clubs and organizations and of opportunities with other agencies in the Winston-Salem area. The fair is held towards the beginning of the fall and spring semesters each academic year.

Student organizations are encouraged to use the student center's facilities before reserving alternative campus spaces. Students must reserve spaces using [Ramsync](#). The student center reservations telephone number is 336-750-3354.

### ***Lyceum Programs***

The Lyceum program offers a variety of cultural activities that include a Performing Arts Series, the Joseph N. Patterson Lecture, and an Academie Series. Recently, the Performing Arts Series has brought to the campus professional musicians, dancers, and theatrical groups such as contemporary jazz artist Dianne Reeves, Tabitha Brown, Three Mo' Tenors, the dance company Philadanco, and actor John Amos. The Patterson Series has hosted Robert f. Curl, Jr., Nobel Laureate in Chemistry; Sonia Sanchez, noted author, poet, and professor of English and Women's Studies, and a Women's Forum entitled "Women of Purpose." The Academie Series has invited artists such as The Ritz Chamber Players, The New Century Saxophone Quartet, and the Dallas Brass. In addition to performing, artists in the Academie Series conduct workshops, master

classes, and/or lecture demonstrations for music majors and other interested students. The Lyceum Cultural Events Series also serves to connect the university with the local and regional community, bridging town and gown.

### ***Recognition of Student Organizations***

The Council of Presidents serves as the governing umbrella in which all student organizations sit under. The council provides funding for campus organizations with regard to student programming and student travel initiatives. COP meets monthly to discuss student organization events and provides a leadership workshops for all student organization at the beginning of each semester. To be recognized on campus (gain permission to use WSSU facilities and receive funding), a student group should follow these procedures:

- Submit a constitution to USAE for approval (models for constitutions can be obtained in the office).
- Submit a list of officers (president, vice president, secretary, and treasurer) and the name of the organization's faculty advisor.
- Submit a statement signed by the organization president and faculty advisor which specifies membership will be on the basis of individual merit and free from discrimination because of race, creed, national origin, or handicap.



- Any organization with a national office must submit a letter stating that the campus organization has permission to be affiliated with the national organization and has permission to use the national name.
- Any organization that uses a pledge/initiation process may be held accountable to the same rules governing such processes as all Pan-hellenic organizations.

### ***Eligibility Requirements***

A student is eligible for extracurricular activities if they are registered for the semester in which

their name appears as a member on a student organization roster. Some activities such as participation in intercollegiate athletics and Greek life may include being in good disciplinary standing or disciplinary standing with the university.

### ***Definition of extracurricular activity***

An extracurricular activity is an activity that the university sponsors, for which academic credit is not granted nor required for graduation.

### ***Benefits of Recognition***

Recognition of a student organization is a privilege. It enables groups to become an official part of the university and provides a means of coordinating and communicating information about the organization's purposes and membership opportunities. Benefits extended to student organizations that have been recognized include use of university facilities and services, use of the university's name and eligibility to apply for student activity fee allocations. Specific facilities and services available include:

- Leadership and personal development
- University student center meeting rooms, classrooms, buildings, and grounds.
- University printing services
- University mail systems
- Posting privileges
- Access to RamSync to advertise your organization, recruit members, and promote events

### ***Membership within Organizations***

Recruitment can be done in a variety of ways. The Student Involvement Fair is conducted for the purpose of generating interest about campus organizations. It is a convenient, inexpensive way to advertise new membership openings. Membership could be further boosted by asking a member of each present organization to bring a friend to the next meeting.

Before using any method, however, understand that recruitment will only be effective if an organization has an identity. You can make yourself known on campus by having successful programs, advertising your name or using promotional tools to publicize the existence of your organization. All members should have an understanding of the group's purpose and objectives in order to communicate its activities and programs to others. Word-of-mouth is the

cheapest advertising available, and it can be the most effective, but be prepared to make your group look appealing to potential members.

## **Student Governance**

The Student Government Association (SGA) is composed of all students registered at the university, and serves as a liaison between the student body and administration. SGA develops and sponsors a diverse program of recreational, social and cultural events on a regular basis. SGA officers and designees participate in institutional governance in a number of ways and are appointed as members of many university committees to ensure student representation and involvement. The president of SGA serves as a voting member of the university's board of trustees. Officers are elected by student vote each year.

## **Student Centers**

The Cleon F. Thompson, Jr. Student Services Center is a multi-dimensional facility which houses a number of student services offered at Winston-Salem State University. In addition to the staff/faculty dining room and food court, the following services and offices are located in the center:

Enrollment Services, Post Office, Commuter Lounge (game rooms, TV lounge, study room, and recreational areas), Student Government Association offices, Bookstore, Aramark Food Services offices, RamCard office, Registrar's, Financial Aid, Student Accounts, Housing & Residence Life, Dean of Students, Interpersonal Violence Prevention, Community Standards and Civility, and the Office of the Vice Chancellor of Student Affairs. Meeting rooms and a multipurpose room provide adequate space for students to gather in large or small groups for a variety of purposes.

In 2013, the Student Centers expanded to include the Donald J. Reaves (DJR) Student Activity Center. DJR is designed to be an energetic part of the University and facilitate the union of formal and informal educational programs. The departments that comprise this building provide services, facilities, and programs for the development and enrichment of the university community through cooperation with the various departments within the University. We are committed to identifying and responding to the diverse needs and interest of the university community in creative and

innovative ways. The center is a 96,000 square feet state of the art modern facility that houses a host of activities and services on all three levels. As students enter DJR are very popular areas, including the Food Court, which appeals to a variety of appetites. DJR visitors will be able to enjoy a pick-up-game, in the courtside dining area, as they consume their restaurant selections.

Competing with the food court on the first level is the well-equipped weight room and the modern two court gymnasium. The Campus Hall on the first level allows students use of two multipurpose rooms to host their special activities such as student body forums, poetry slams, banquets and movies.

The second level of the DJR Student Activities Center houses the administrative offices and meeting spaces for University Student Activities and Engagement that ensure smooth management of student activities. Student organizations have office and meeting spaces on this level as well. Additional student centered spaces on the 2nd level include a game room, cardio fitness room, locker rooms, and a general student lounge space with a fireplace for students to relax and take a breather.

Finally, the third level of DJR features a waterfall, an indoor jogging track and two group exercise rooms that will serve to promote health and wellness among students, faculty, and staff. DJR also features a commuter lounge for commuting and non-traditional students.

### ***Facilities Use Contract Agreement***

The use of facilities and arrangements for stage set-up, etc. that involve Physical Plant services should be requisitioned at least three weeks in advance. All information should be clearly stated on the agreement. Forms are available in the office of University Student Activities and Engagement. Students who need to use K.R. Williams Auditorium, Whitaker Gym, Cleon F. Thompson, Jr. Student Services Center, or any other campus space, should complete the agreement in advance.

## **Campus Connection Online**

### ***Online for Students***

#### ***Banner Rams Online***

Banner Rams is Winston-Salem State University's online for students and faculty services.

### **Instructions for Students**

EACH STUDENT WILL NEED THEIR RAM ID AND PASSWORD TO ACCESS THE SYSTEM

There are several technology resources available to students, please visit the university website at [www.wssu.edu](http://www.wssu.edu) and follow the link to “Current Students” then click on MyWSSU for instructions on the technology resources and applications services.

**Banner Rams Online** for students is a simple process. Log on to the WSSU website [www.wssu.edu](http://www.wssu.edu) and click on Banner Rams. Then click on Banner Rams Online, key in your student Ram ID & password.

*Services available For Students include:*

- *Register for Classes (must contact advisor prior to registering)*
- *View academic record-grades, institutional*
- *Transcript transfer, degree audit*
- *View course catalog*
- *View class schedule*
- *View account Summary*
- *View financial aid information*
- *View holds*
- *View e-mail address*
- *View and update addresses*

### **Computer Labs on Campus**

The computer labs listed below are available for students to use to retrieve their e-mail, visit Campus Pipeline accounts and get any of the information above.

- Academic Computing Center, Ground Floor, RJ Reynolds Building
- O’Kelly Library
- Multi-Media Lab, 2nd Floor O’Kelly Library
- RJ Reynolds building 1st Floor

## **Resources and Support for Students Experiencing Homelessness**

### **Determining Eligibility**

If you feel you are eligible to be considered a Homeless Student or an unaccompanied youth, please complete this FORM (Wufoo form). Once we review your information, we will contact you to seek any additional information needed to process your request. ([financial.aid@wssu.edu](mailto:financial.aid@wssu.edu))

### **Definition of Homeless Students**

Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence. The term “homeless student” will also be deemed to include the term “unaccompanied youth,” which includes a youth who is not in the physical custody of a parent or guardian. Homeless children and youth include those students who are:

- sharing the house of other persons due to loss of housing, economic hardship, or a similar reason;
- living in motels, hotels, transient trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals;
- living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- living in a migratory situation that qualifies as homeless because the child lacks a fixed, regular, and adequate nighttime residence.

### **Resources Available for Homeless Students**

Below is a brief list of resources available to WSSU students either provided through WSSU, or found within the local community:

### **Academic Support through ASPIRE**

Students verified to be homeless/unaccompanied youth are enrolled in WSSU’s ASPIRE (Academic Scholars Prepared for Impact, Retention and Engagement) Program. ASPIRE students are supported through full-time Resilience Coaches, who provide mentorship, academic support, mandatory study hours, personal and professional growth workshops, as well as many other student-focused opportunities.

### **The Allegacy Federal Credit Union Student Resource Center**

The The Allegacy Federal Credit Union Student Resource Center at Winston-Salem State University (SRC) strives to provide holistic support to help students meet their current and long-term needs and goals. The center connects students to campus and community resources and services to help them overcome barriers that interfere with their success. The SRC collaborative is comprised of the WSSU Rams Helping Hands Food Pantry and the Career Closet which aims to centralize our

resources to:

### ***Rams Helping Hands Food Pantry***

Currently enrolled WSSU students can access the WSSU Rams Helping Hands Food Pantry to obtain items needed. Some items may be limited in quantity based on their availability.

### ***Career Closet***

The Career Closet provides students with business and casual clothes for interviews, career fairs, formal events, or any career-related functions, both on and off campus. The Career Closet is available to all Winston-Salem State University students seeking to expand their professional wardrobe. These items, donated by faculty, staff, alumni, families, community members or businesses, enable students to make the best possible impression and feel confident during a professional meeting.

### ***Counseling Center***

The members of WSSU Counseling Services are here to support students who are experiencing stress, discomfort or dissatisfaction in their personal lives. Counseling services are confidential and available at no cost to all currently enrolled Winston-Salem State University students. If you are an enrolled student and would like to receive services, you can call Counseling Services at 336-750-3270 to schedule an appointment or use their online scheduling service on their [website](#).

### ***WSSU Wellness Center***

The Wellness Center is available to all WSSU students, and hopes they take advantage of the resources available to be successful during their time at WSSU. The mission of Winston-Salem State University's A. H. Ray Student Health Service is to meet the health needs of the student community. The Wellness Center can help with most physical health, mental health, and substance abuse concerns. The WSSU Wellness Center also has a full-service Pharmacy that offers prescription services. Multiple forms of insurance are accepted at the Wellness Center and Pharmacy.

### ***University Recreation***

WSSU's University Recreation (UREC) hosts a variety of activities and services to promote university involvement, health, wellness and community. UREC provides a place for students to socialize in a positive environment while maintaining or increasing their fitness level. UREC is located in the DJR Student Activities Center, and includes three

floors of workout equipment, group fitness spaces, and full shower facilities. We help students create balance through fitness, sport and recreational activities.

### ***WSSU Housing and Residence Life (HRL)***

WSSU residence halls provide students with a safe, caring, comfortable living space that allows them to have fun and make friends while pursuing their academic goals. We are committed to fostering a holistic learning atmosphere which challenges a community of diverse scholars while encouraging collaboration, accountability, responsibility, service, and leadership preparing our students to engage in the global community.

HRL may be able to provide limited housing when WSSU is on breaks or closed. Check their website for additional information about break housing and costs associated with remaining on-campus during these times. If you have challenges affording break housing costs, please contact the Office of Financial Aid at [financial.aid@wssu.edu](mailto:financial.aid@wssu.edu). Please understand that we cannot guarantee any or all costs of break housing will be waived or covered.

### ***RamCARES Case Management Assistance***

We are here to assist and support. Oftentimes faculty, staff, families, and fellow students are the first to notice when a student is struggling emotionally, or is demonstrating behaviors that seem troubling, disruptive, or threatening. We know that students can be successful if connected to the appropriate resources on campus. Reaching out to students will help them personally and enhance their academic success. RamCARES can assist students through one-on-one attention and helping students achieve their goals.

### ***WSSU Financial Literacy***

WSSU partners with campus experts and community agencies to offer a wide variety of financial literacy workshops to meet the needs of our students. To learn more about the financial literacy workshops and offerings, contact Dr. Terrance Martin, Associate Professor of Accounting, Economics, and Finance.

### ***Additional Resources in the Community***

#### ***Forsyth County Department of Social Services***

#### ***Forsyth County Food Pantries***

**Crisis Control Food Ministry**

Crisis Control Ministry is located close to the WSSU campus and has partnered with our Rams Helping Hands Food Pantry to better meet the needs of our students. It provides help with basic life needs to those facing a crisis in Forsyth and Stokes Counties.

# HEALTH AND WELL-BEING

## Services for Students with Disabilities

The Americans with Disabilities Act (ADA) extends federal civil rights protection in several areas to people who are considered “disabled.” Built upon a body of existing legislation, particularly the Rehabilitation Act of 1973 and the Civil Rights Act of 1964, the act states its purpose as providing, “a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.”

As required by law, Winston-Salem State University will make every effort to provide auxiliary aids to students who require such assistance. Certain standards must be met for individuals to qualify for the Act’s protection. To be considered “disabled” under ADA, individuals must have a condition that impairs a major life activity, or have a history of such a condition, or be regarded as having such a condition.

A campus coordinator has been designated to assist students with disabilities. To receive assistance, students with a documented disability will need to provide documentation and complete the registration form on the Services for Students with Disabilities website. Any information supplied is voluntary; information will be shared only with personnel responsible for assisting students with special needs.

Any persons needing accommodations under Section 504 of the Rehabilitation Act(s) or the Americans with Disabilities Act should contact Services for Students with Disabilities through the university website link at <https://wssu.edu/about/offices-and-departments/departments-of-disability-services/index.html>

## Wellness Center

The Wellness Center is here to assist you in being successful at WSSU. We can help with most physical health, mental health, and substance abuse concerns. Our Health Care Delivery Method consists of an integrated evidence-based care team delivery model (Patient Centered Medical

Home Model). Our Student Wellness Center model of care consists of a fully-integrated evidenced-based holistic approach that combines the skills of medical providers (physician and nurse practitioners), counselors, case manager, social worker, pharmacist, advocates and other support staff to ensure high quality care. We encourage students to be self-responsible in their health care in an accessible model that is also affordable. Our primary goal is to promote health, prevent disease, and enhance student success and graduation. For more information visit us at the A.H. Ray Student Health building on campus or visit our link at <https://www.wssu.edu/student-life/university-wellness-center/index.html>. Below are a description of the services offered within the Wellness Center:

### University Counseling Center

The University Counseling Center offers a wide range of programs and services primarily for students, both undergraduate and graduate. These activities focus on the individual needs of the student and present a balance of theory and practice in developing a well-rounded individual. The University Counseling Center has made a commitment to faculty and staff to assist them in their efforts to improve the quality and delivery of information to students in and out of the classroom. With this in-depth learning experience, students can acquire the tools necessary to become effective, confident and assertive people.

The fundamental mission of the University Counseling Center is to provide for students and assist them in developing a broader awareness of self while facing and negotiating the challenges and obstacles evident when participating in university life. The University Counseling Center supports the university’s mission by (1) assisting and offering services that will contribute to students’ well-being and growth within the educational structure and (2) providing counseling services to students experiencing stress and adjustment concerns due to personal problems, financial matters, decision making, academic concerns, anxiety and depression, or other conflicts with the campus community.

The University Counseling Center handles psychological problems, relationship and family

issues, and emergencies and crisis situations. It is necessary for students to talk with trained professionals who understand what they are feeling and experiencing. A director and counselors are available and serve as skilled listeners who help students clarify issues, discover and explore their true desires and feelings, and deal effectively with problems and concerns at the university. The University Counseling Center staff act as advocates for students and are involved in student development programs, freshman seminar teaching, and consultation activities that support the efforts of administration, faculty and staff in improving the overall university environment. In addition, counseling workshops, seminars and other outreach activities promote personal and social growth and enhance the quality of student life. All services are designed to complement and support students as they pursue an academic career/degree.

Students may request services themselves or through referral. Many services are delivered through individual and group counseling sessions, workshops and outreach activities.

The University Counseling Center's full-time staff consists of the director, three full-time counselors and an office assistant. Over the past several years, based on need and funding allocations, the University Counseling Center has employed work study students, and supervised and mentored student interns. The University Counseling Center staff is available from 8 a.m. – 5 p.m. Monday through Friday, and other times may be scheduled by appointment. Referrals to external agencies are made as appropriate. Call 336- 750-3270 or send an e-mail message to the appropriate staff member. Location: A. H. Ray Building, Suite 155, 815 Bruce Street, Winston-Salem State University, Winston-Salem, North Carolina 27110. To schedule an appointment or use their online scheduling service on their [website](#).

### **Pharmacy Services**

Our pharmacy, the WSSU Wellness Center Pharmacy, fills prescriptions for students currently enrolled at Winston-Salem State University. We can fill prescriptions prescribed by our in-house providers at the Wellness Center as well as prescriptions from outside providers (dentist, emerg. room, etc.). If a prescription is called in from a doctor outside of the A.H. Ray Student Health Center, please call in

advance to ensure that the medication is in stock or needs to be ordered overnight. General services include:

- **Prescription Processing:** We are currently able to process prescriptions for students with the Student Health Insurance Plan (Student Blue) as well as most other prescription insurances. Please note that students have the right to choose the pharmacy of their choice and are in no way obligated to use the WSSU Wellness Center Pharmacy.
- **We carry a wide array of over-the-counter medications** including: emergency contraception, cold/flu/allergy relief, digestive aids, mild pain relievers, immune system boosters, and skin protectants.
- **Individual Consultation:** The pharmacist is available for private consultation regarding health-related questions or concerns.

For more information about the Pharmacy Services and the medical insurances we currently accept, please visit the department website below:

<https://www.wssu.edu/student-life/university-wellness-center/pharmacy/index.html>

### **Student Health Services**

The A.H. Ray Student Health Center serves minor medical needs of WSSU students. The center is accredited as a Medical Home to WSSU students and provides episodic illness evaluation and treatment, health maintenance, health education, laboratory services, and maintains a full-service pharmacy that can be reached at 336-750-3366. Student Health Center staff includes physicians, nurse practitioners, and licensed nurses as well as administrative staff to support excellent customer service and quality health care.

All UNC system, of which WSSU is a constituent university, students are required to maintain medical insurance coverage. The system offers an optional comprehensive medical insurance program for students. For more information, call the A.H. Ray Student Health Center at 336-750-3301 or visit the Wellness Center web page for more information, <https://www.wssu.edu/student-life/university-wellness-center/health-services/cost-of-service.html>.

Students are required to upload a complete physical and their immunization records to the

Medicat patient portal prior to moving in the residence halls or attending in-person classes. For more information go to the History and Medical Information Requirements <https://www.medproctor.com/wssu-immunization>.

## **North Carolina State Law of Immunization**

130A-155. Submission of certificate to colleges or universities. (1) No person shall attend a college or university, whether public or private or religious, excluding students attending classes in off-campus sources at either public or private institutions, unless a certificate of immunizations required by G.S. 130-A-152 is presented to the college or university. The person shall present a certificate of immunizations on or before the first day of class attendance to the Health Center or Registrar of the college or university. If, however, you graduated from high school in North Carolina, a copy of your certificate of immunization may be obtained from your high school and presented to the offices listed, thus the requirements of this section are satisfied. If a certificate of immunization is not in the possession of the college or university on the first day of class attendance, the college or university shall present a notice of deficiency to the student. The student shall have 30 calendar days from the first day of attendance to obtain the required immunization. If the administration of vaccine in a series of doses given at medically approved intervals requires a period in excess of 30 calendar days, additional days upon certification by a physician may be allowed to obtain the required immunizations. Upon termination of 30 calendar days or the extended period, the college or university shall not permit the student to attend the school unless the required immunization has been obtained.

*The General Assembly of North Carolina Section 1. Chapter 130A of the General Statutes*

## **University Recreation**

Whether you are just starting out or serious about your workout, our staff and facility are here to support your efforts. UREC offers three floors of amazing opportunities. The third floor boasts two group fitness rooms, a personal training suite, a TRX suspension training system, and a track with specialized fitness spaces. The second floor offers locker rooms and a complete cardio workout

area. The cardio area includes treadmills, elliptical machines, adaptive motion trainers, upper body ergometers, rowers, upright bikes and recumbent bikes. The first floor includes a two court gym and a complete weight room facility. The weight room contains selectorized machines, plate-loaded equipment and free weights. Complimentary fitness orientations are provided to all users.

University Recreation provides oversight to the lighted Intramural Field and track near the Childhood Development Center and to the Pit, our outdoor court space. UREC utilizes Whitaker Gym for open recreation, club sports and intramural sports.

### ***Fitness Programs***

University Recreation promotes fitness through one-on-one, motivational and group programs. Personal trainers and trained fitness staff members can provide you with the tools you need for success. Their knowledgeable guidance ensures a safe, effective and efficient workout. Motivational challenges and programs allow participants to work toward goals, acknowledging achievements of individuals and groups. Powered by high-energy music, challenging exercises, and motivating instructors, GroupX classes are designed to make your fitness goals easily attainable by giving you a fun and energizing workout. No experience required – first time exercisers are welcome! <https://www.wssu.edu/student-life/university-recreation/index.html>

### ***Sports***

From open recreation to intramural and club sports, UREC offers a variety of opportunities for students, faculty and staff. Take this opportunity to try something new, make friends and stay fit. Every year hundreds of members of the WSSU community participate in Intramural Sports through men's, women's and co-rec leagues, tournaments and special events. Our club sports teams participate in various regional and national championships, while gaining valuable leadership, management and athletic skills. Just want to play? Come to the courts or fields for some pick-up ball.

### ***Special Events and Trips***

Explore Winston Salem and the outdoors with UREC. WSSU is between the mountains and the beach, making it an ideal location for a day trip in the outdoors. Previous trips have included



snow skiing, whitewater rafting, deep sea fishing and horseback riding. UREC sponsors nights out bowling, skating, golfing and playing at the trampoline park. Join in the fun.

services, we will prepare our Rams to lead civil and healthy lives. The Office of Interpersonal Violence Prevention is located in the Thompson Center in Suite 300. Please know that the Office of Interpersonal Violence Prevention is here for you!

## **Interpersonal Violence Prevention**

Winston-Salem State University cares about you, your health, and your safety. While this office is committed to creating a safe and non-judgmental environment for all WSSU students and providing specific services to students experiencing domestic violence, sexual assault, dating violence, cyberbullying/bullying, stalking, family violence, harassment, and other personal threats, we understand that cultivating a safe campus community is everyone's work. To that end, our goal is to educate the campus community about healthy relationships and nurture a campus culture of healthy interpersonal relationships, including intimate and platonic relationships. Through active learning endeavors, direct support, advocacy, prevention work, outreach, awareness education, and connection to campus and community resources, students will develop a clear understanding of healthy interpersonal practices.

By placing community safety and students' well-being at the center of our programs and

# STUDENT RIGHTS, RESPONSIBILITIES, & CONDUCT AT WSSU

## **Academic Rights**

WSSU is a constituent institution of The University of North Carolina that supports the right to academic freedom for every student. In accordance with UNC Policies, the rights of students to engage in the responsible pursuit of knowledge or their right to the fair and impartial evaluation of academic performance shall not be abridged.

### ***First Amendment***

WSSU embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution, as they may be amended from time to time. WSSU has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights. WSSU fully supports the right of a student to assemble peacefully and to express him or herself in a manner in which order is maintained. The university has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights in a manner consistent with applicable laws and policies, as they may be amended from time to time.

### ***Freedom to Learn***

The UNC Board of Governors has prescribed that all students shall be responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community is respected.

### ***Right of Confidentiality (FERPA)***

WSSU will comply with The Family Educational Rights and Privacy Act (FERPA) as it may be amended from time to time. No information or documentation referring to a student's academic or

personal life may be released to any party outside the university without the expressed written consent of the student. Any request from a current student, former student or graduate to release information to a third party must be made in writing and include the student's signature. Students also have the right to inspect and review their own official records, except letters of recommendation.

## ***Participation in Institutional Governance***

Students are encouraged to participate in activities associated with the governance of the university by serving on various committees, councils and taskforces charged with making decisions.

## ***Student Grievances***

Students who believe that their rights under the law or university policy have been violated by an employee, agent or member of the university community should refer to the WSSU Student Grievance and Appeals Procedure: <https://www.wssu.edu/academics/distance-learning/student-grievance-and-appeals-procedures.html>

## ***Student Conduct***

Students who attend the university are expected to behave in a manner consistent with life at an academic institution. The Code is intended to reinforce this expectation and governs the behaviors and disciplinary process for violations.

## ***Right to be Heard***

Students who have been charged with violations of the Code are entitled to due process. Students accused of violating standards of conduct will be subject to disciplinary action in accordance with this document.

## ***Responsibilities***

All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. WSSU expects all students and their guest to behave in a manner consistent with campus policies and applicable state and federal laws. Students are expected to observe and adhere to the university's standards of conduct outlined within the Code in the classroom, on-campus and off-campus.

# STUDENTS' CODE OF CONDUCT

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The university community respects certain principles that govern socially and academically acceptable standards of good conduct and behavior. All community members, including students, must behave in accordance with the university's regulations and comply with municipal, state, and federal laws. Violations of campus or university policies, rules or regulations, or federal, state, or local law may result in a violation of the Code and the imposition of student discipline. The Code provides a framework for identifying the standards of behavior and minimum due process requirements for addressing or adjudicating violations. Disciplinary measures and/or penalties shall be in accordance with procedural and substantive due process safeguards applicable to disciplinary actions as required by Section 502D(3) of The Code of The UNC Board of Governors, UNC Policy 700.4, and other applicable campus policies, as they may be amended from time to time. Where there is a conflict between The Code of The UNC Board of Governors and this Code of Conduct, then The Code of The UNC Board of Governors will control.

## **Community Standards and Civility Conduct Philosophy**

Winston-Salem State University (WSSU) is entering a bold new era, but the development of our students remains central to the university's future. WSSU employees believe in the good of our students and their aspirations to grow into productive global citizens. We believe each member of our campus community enters our university to learn and depart to serve humanity. Each person's experience at WSSU is transformative, and our students and employees are integral to the success of each member of our campus community.

WSSU expects students to maintain standards of personal integrity in harmony with its educational goals; to be responsible for their actions; to observe national, state, and local laws, and University regulations; and to respect the rights, privileges, and property of other people. WSSU's conduct framework supports the institution's educational mission by enhancing the lives and

livelihoods of students and helping them grow into more responsible people.

WSSU's community standards and civility conduct model are grounded philosophically in restorative justice. Restorative justice is an empathetic, comprehensive approach to addressing improper behavior where the individual must examine the harmful impact of wrongdoing and explore ways to repair that harm. With this approach, individuals must accept responsibility for their behavior while concurrently seeking to understand its underlying reasons which reduces the likelihood of re-offense. Individuals engage in a cooperative partnership with trained professionals who serve as facilitators throughout this process. Adopting this philosophy illustrates that university employees inherently believe that WSSU's students are good, and we view them from an "assets perspective" rather than from a deficit perspective. Additionally, WSSU's student conduct processes enhance the intellectual climate which yields growth, behavioral changes, and personal understanding of one's responsibilities and the consequences and impacts of one's actions.

It is our goal that students will present themselves favorably through their actions on- and off-campus, which positively reflects upon themselves, their families, and the University. The student conduct process offers a continuum of responses to behavioral issues. Students are treated fairly, respectfully, and caringly during the campus conduct process. Many sanctions and interventions are educational and restorative in nature, which promotes the university's commitment to equity, inclusion, and social innovation. Should a student's behavior not align with institutional expectations, sanctions may include but are not limited to educational opportunities, warnings, probation, suspension, or expulsion from the University.

WSSU employees realize that "genius" looks differently and behaves in unique ways; thus, the university's campus conduct model must account for the diversity of experiences and behaviors that students bring with them. Our conduct process utilizes a humanistic approach that operates on the principle that truth is best served by promoting the development of self-knowledge and self-discipline to foster student success expressed in socially desirable ways rather than through harmful, destructive, or immature behaviors.

For detailed information, please refer to the [Code of Student Conduct](#).

## THE RAM Red Flags: Severe Behavior Violations and Infractions Statement

Winston-Salem State University believes and takes pride in fostering a conducive social and educational environment where all community members are free from fear and intimidation. All students and community members have the right to attend and experience WSSU in a safe and secure environment.

RAM Red Flags are actions and behaviors that can cause severe harm to the overall campus community. The nature and severity of reported incidents that reflect actions and/or behaviors connected with policy violations below could possibly lead to Residential Suspension/University Suspension and/or University Expulsion on the FIRST offense. To maintain a secure, welcoming, and family-focused environment, all students and community members are responsible for conducting themselves in ways that contribute to the overall standards of the campus community.

### Below are the RAM Red Flags:

- Sexual Assault, Sexual Harassment, or Dating Violence
- Assault, Harassment, Bullying, Cyberbullying, or Fighting
- Felony Theft/Identity Theft
- Drug Sales/Distribution
- Weapons/Firearms/Explosives
- Acts or Threats of Imminent Danger to Others or a Person is Likely to Endanger Others

## WSSU University E-Mail Communications Statement

University email is WSSU's primary means of communication with students. Students are responsible for all communication delivered to their university email address. Failure to check your university email will NOT BE an acceptable excuse for failing to respond to a hearing request and/or any sanctions that are imposed as the result of a hearing. The University is not responsible for sending correspondence to personal email accounts- all communication will be delivered through a student's official WSSU email account.

## WSSU Commitment to a Drug-Free Campus

Winston-Salem State University is committed to maintaining a drug-free campus. In accordance with the federal and North Carolina state laws the unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and/or alcohol on the Institutional premises is strictly prohibited. This also includes prohibited items associated with any illegal drug and/or alcohol-associated paraphernalia. All WSSU community members are responsible for conducting themselves in a way that contributes to an environment free of illegal drug use and abuse of alcohol.

## Housing and Residence Life Policies

While the Students' Code of Conduct applies to all students living both on- and off-campus, there are additional policies applicable to residential students as outlined in the [WSSU Department of Housing & Residence Life Living On Campus Guide](#). The policies and guidelines outlined in this document may be adjudicated through the Department of Housing and Residence Life, as well as the Office of Community Standards & Civility.

## I. Jurisdiction of the Students' Code of Conduct

The Code and the processes for its administration and enforcement exist for the protection and advancement of the university community's institutional interests. The Code applies to enrolled students and university-affiliated student organizations, and it is used to enforce university policies and regulations. **The Code applies to conduct that occurs on university premises, at university-sponsored activities, and to off-campus conduct (whether in NC, another state or a foreign country) that adversely affects the university community, its mission, programs, the pursuit of its objectives, or poses a serious risk of danger to, or disruption or interference with, a member of the University community.**

Under applicable UNC Policy, it is the duty of the Chancellor to exercise full authority in the regulation of student affairs and student's conduct. The authority of the Chancellor to regulate student's conduct and discipline, and the authority to enforce policies, regulations, and sanctioning decisions has been delegated to the Associate Provost/Vice Chancellor for Student Affairs, who may delegate this authority to additional designees from time to time with ultimate questions of student

discipline determined by professional employees of Winston-Salem State University.

## II. Violations of Law and Disciplinary Action

Students will be accountable to the university and/or to criminal or civil authorities for acts that constitute violations of law and of this Code. The university has the right to proceed with its disciplinary procedures regardless of whether criminal investigation/charges are pending, and regardless of whether criminal charges involving the same incident have been dismissed, resolved, or reduced.

### Good Disciplinary Standing

Good Disciplinary Standing is defined as a student enrolled at the University or a student organization registered with the University and is regarded as having no prior conduct violations imposed or has complied with all required sanctions and is no longer on warning, probation(s), suspension, or expulsion.

### Offenses Under the Code

WSSU considers the behavior described in the following sub-sections as inappropriate for the WSSU community and in opposition to the core values set forth in this document. These expectations and policies apply to all students enrolled in online instruction or in face-to-face classes, whether undergraduate or graduate. The University encourages community members to report to university officials all incidents that involve the following actions.

**1. Academic Misconduct<sup>1</sup>** – Definitions regarding academic misconduct are set forth in writing in order to give students general notice of prohibited conduct. They should be read broadly and are not designed to define academic misconduct in exhaustive terms. Attempts to commit acts prohibited by the Code may also be addressed through the conduct process. If a student is in doubt regarding any matter relating to the standards of academic integrity in each course or on a given assignment, that student must consult with the faculty member responsible for the course before presenting the work. <sup>1</sup> [\*WSSU Policy 301.1 "Academic Integrity"\*](#) exclusively addresses prohibited conduct, the complaint process, the resolution process, and other matters pertaining to **Academic Misconduct**. For matters outlined below

*defined within a.-d., matters such as these are adjudicated through Academic Affairs, with information to be shared with the Office of Community Standards & Civility for the purpose of record keeping. As it pertains to e. Classroom Disruption, this may be adjudicated through Academic Affairs or the Office of Community Standards & Civility.*

- a. **Cheating.** Intentionally and knowingly using unauthorized materials, information, artificial intelligence/software, or study aids in any academic exercise or matter.
- b. **Plagiarism.** Intentionally and knowingly representing in any academic exercise or matter the words or ideas of another as one's own.
- c. **Fabrication.** Intentionally and knowingly falsifying or inventing information or citations in an academic exercise.
- d. **Facilitating Academic Dishonesty.** Intentionally and knowingly helping or attempting to help another to commit an act of cheating, plagiarism, or fabrication.
- e. **Classroom Disruption.** Disorderly conduct is defined as engaging in conduct that disrupts, disturbs, or interferes with the teaching of students at Winston-Salem State University or engages in conduct that disturbs the peace, order, or discipline at Winston-Salem State University.

## 2. Alcohol Violation.

- a. **Possession/Use of Alcohol:** Possessing, consuming, and/or using alcoholic beverages in an unauthorized manner at locations on university-owned property or at a student activity on campus;
- b. **Paraphernalia:** Possessing or using alcohol paraphernalia including but not limited to empty alcoholic bottles, alcoholic carton, beer bongs, funnels, kegs;
- c. **Underage Possession/Consumption:** Consuming alcohol while under the statutory legal age of 21-years of age, as it may be amended from time to time;

- d. Providing to Minor: Providing alcohol to a minor or any person not of the statutory legal age of 21-years of age to consume alcoholic beverages;
- e. Public Intoxication: Being publicly intoxicated; or
- f. Other Conduct: Other conduct that could form the basis of any charge relating to a violation of North Carolina laws regarding the purchase, possession, manufacture, and consumption of alcoholic beverages or driving while under the influence.

**3. Computer/Network Abuse and Improper Recording.** Means the theft or misuse of university computing resources, including violations of applicable WSSU policies that relate to computer usage [See [WSSU Acceptable Use of Computing and Information Resources Policies](#)], [Chapter 400.6 and the Regulation Regarding Anonymous, Hyperlocal Platforms per UNC Policy Manual 1400.1\(\[R\]\)](#). Violations include:

- a. Misusing university or organizational names and images;
- b. The unauthorized entry into or transfer of electronic files;
- c. Using another person's computing identification and/or password without authorization or permission;
- d. Using university IT resources to interfere with the work of another student, faculty member, or other University employee;
- e. Using university IT resources to send obscene, harassing, or cyberbullying messages that would constitute unlawful discrimination or sexual harassment as defined;
- f. Using university IT resources to interfere with normal operations of the university computing system; or
- g. Any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her consent when such a recording is likely to cause injury or distress.

**4. Copyright Infringement.** Unauthorized use of the name of the University, the name of University officials or the likeness, image, logo, or seal of the University, or the names of members of organizations in the University community.

**5. Creating a Safety Hazard.** Any act that intentionally or recklessly creates a safety hazard, including but not limited to:

- a. Starting or attempting to start a fire;
- b. Failing to exit any WSSU-affiliated building when a fire alarm is sounded;
- c. Tampering with or misusing fire and/or other safety equipment, including fire alarms, closed circuit televisions, or elevators;
- d. Failing to comply with campus traffic laws while on a pedestrian conveyance (skateboard, scooter, etc.);
- e. Throwing objects from an elevated position whether or not it is in the direction of persons below;
- f. Leaving loose paper, cans, bottles, trash, animal waste, etc. or littering as defined by state statutes, in common/public areas (internally and externally) of residence hall or university building;
- g. Assisting another person in the commission or attempted commission of a crime, infraction, or act that violates the Code; or
- h. Hosting a non-student/guest who commits a violation of the university's Code.

**6. Damage to Property.** Engaging in an act that intentionally or recklessly damages, destroys, or defaces property of the university or property of another person.

**7. Disorderly Conduct.**

- a. Engaging in conduct which disturbs the peace, order or discipline at Winston-Salem State University or on the grounds adjacent thereto;
- b. Engaging in conduct that materially and substantially disrupts the functioning of the

UNC System Office, a constituent institution including, but not limited to Winston-Salem State University, or any other entity or unit of the University, or substantially interferes with the protected free expression rights of others;

- c. Encouraging or assisting in any behavior or activity of others, including guests, that violates University policy or law, including but not limited to, violating any federal, state or local laws or University policy;
- d. Conduct that disrupts, interrupts, or attempts to force the cancellation of any university-sponsored activity or authorized non-university activity, including educational activities, meetings, ceremonies, scheduled events, essential university processes, and authorized solicitation activities; or
- e. Obstruction that unreasonably interferes with freedom of movement or safe passage, either pedestrian or vehicular, on university premises.

## **8. Disruption of the Student Conduct Process.**

- a. Attempting to discourage an individual's proper participation in, or use of, the conduct system;
- b. Attempting to influence the impartiality of the Hearing Officer, conduct board member, or appeal administrator;
- c. Harassment and/or intimidation of a Hearing Officer, conduct board member, or appeal administrator prior to, during, and/or after a student conduct proceeding; or
- d. Influencing or attempting to encourage another person to commit an abuse of the conduct system.

## **9. Drug Violations.**

- a. Possess/Use: Illegal possession or use of controlled substances as defined by the North Carolina General Statutes § 90-86 through § 90-113.8;
- b. Sale/Distribution: Manufacturing, selling,

or delivering any controlled substance or possession with intent to manufacture, sell or deliver any controlled substance;

- c. Sharing Prescription Medication: Misusing any legal pharmaceutical drugs; (If you are a student who has been prescribed any narcotic by a licensed health care professional, you may possess or use such drugs in the manner as directed by the health care professional and must possess, and provide upon request, written documentation for verification purposes).



breathing, inhaling, or ingesting any substance for the unlawful purpose of inducing a condition of intoxication;

- e. **Drug Paraphernalia:** Possessing drug-related paraphernalia. Drug-related paraphernalia may include drug residue, stems, “Dutch guts,” cigarillo shavings, cigarillo wrappers, “roaches,” roach clips, grinder seeds, powder, crystals, scales, products containing CBD, and CBD vaping devices; or
- f. **Intent to Purchase:** Attempting to purchase or obtain any controlled and/or illegal substance on, around, or in university-controlled property, including prescription medicine.

## **10. Failure to Comply.**

- a. Failing to comply with the directions of university employees, including university Police and Public Safety in the performance of their duties;
- b. Failing to submit identification upon request to duly authorized and properly identified university officials; or
- c. Failing to comply with any sanctions imposed under this Code.

**11. Gambling.** Gambling on university-owned property includes but is not limited to, buildings, streets and parking lots.

**12. Hazing.** Winston-Salem State University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including University owned or leased property, private residences, or public property.

In accordance with the Stop Campus Hazing Act, hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation

in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including, but not limited to:

- o whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;
- o causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- o causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- o causing, coercing, or otherwise inducing another person to perform sexual acts;
- o any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- o any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- o any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

## **13. Threats, Coercion, Harassment, Intimidation, or Hostile Environment.**

No student shall engage in unlawful harassment leading to a hostile environment. A hostile environment is created when the behavior is:

- a. directed toward a particular person or persons;
- b. based in whole or in part upon any of the protected statuses included in Section 103 of The Code of The UNC Board of Governors;
- c. unwelcome;
- d. severe and pervasive;
- e. objectively offensive;
- f. so unreasonably interferes with the target person’s employment, academic pursuits, or participation in university-sponsored activities as to effectively deny equal access to the university’s resources and opportunities, or

- g. communicates threats, either verbally or written, to members of the university community.

In determining whether student conduct violates these provisions, all relevant facts and circumstances shall be considered. Care must be exercised to preserve freedoms of speech and expression, as articulated in current legal standards. Advice should be sought from campus attorneys, as appropriate.

**14. Bullying/Cyberbullying.** Any gesture or written, electronic, or verbal communication, behaviors, or any physical act or any threatening communication that is threatening or intimidating which (i) places a person in actual and reasonable fear of harm to his/her person or damage to his/her property, or (ii) creates a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a University student employee's ability to perform the essential functions of his/her job. Examples include but are not limited to, spreading rumors, teasing, taunting, and intentionally embarrassing another individual.

Cyberbullying may include cyber harassment, cyberstalking, and the invasion of privacy, all of which constitute violations of the Students' Code of Conduct. Cyberbullying can cause significant harm to students, including loss of reputation, humiliation and embarrassment, clinical depression, fear and anxiety, loss of self-esteem and even self-injurious and suicidal behavior.

Bullying/Cyberbullying in any form will not be tolerated, and any student found responsible for engaging in bullying/cyberbullying will be subject to immediate disciplinary action, which may result in suspension or permanent separation from Winston-Salem State University. If a case of bullying/cyberbullying is determined to be of a criminal nature, it will be referred to Winston-Salem State University Police and Public Safety, or other local authorities in addition to being adjudicated as a Students' Code of Conduct violation. Bullying/Cyberbullying is inconsistent with the Mission of Winston-Salem State University, as well as the Regulation Regarding Anonymous, Hyperlocal Platforms per UNC Policy Manual 1400.1([R]) and unacceptable for any member of the Winston-Salem State

University community to harass another person.

This also includes engaging in any activity that deliberately threatens, harasses, intimidates another individual, bullies, or places an individual in reasonable fear of harm to the individual or damage to the individual's property that has the effect of substantially disrupting the orderly operation of the individual's daily life.

#### **15. Physical Injury/Engaging in Fighting.**

- a. Inflicting physical injury upon another;
- b. Placing another in fear of, or at risk of, physical injury or danger;
- c. Intentionally or recklessly acting in a manner that creates a substantial risk of bodily harm to another;
- d. Subjecting another individual, whether intentionally or unintentionally, in activity likely to cause physical injury; or
- e. Engaging in fighting. Consent to fighting is not a defense to this charge.

#### **16. Providing False Information.**

- a. Furnishing false or misleading information on university records or forms by commission or omission;
- b. Knowingly misrepresenting facts pertaining to university procedures;
- c. Fraudulently misusing university or organizational names and images; or
- d. Furnishing false information to any employee member in the completion of their official duties.

#### **17. Key and/or RamCard Misuse.**

- a. Unauthorized use, possession, or duplication of keys/RamCard/student ID is prohibited;
- b. Switching and/or borrowing keys/RamCard/student ID is prohibited;
- c. Sharing keys/RamCard/student ID with someone who is not an occupant of the

room assigned to you is strictly prohibited;

- d. The loss of the room and/or entrance door keys must be reported promptly to the Residence Hall staff of the Office of Housing and Residence Life and/or RamCard Services;
- e. Possession, sharing, and/or use of another WSSU student's identification (RamCard) for the purpose of defrauding university officials, gaining access to meal plans/swipes, and/or to gain entry/access to any university property;
- f. Knowingly or unknowingly sharing, or allowing the use of a WSSU student's identification (RamCard) with another individual; or
- g. Unauthorized possession, duplication, or use of RamCard to access any university premises or university-sponsored event.

## **18. Title IX**

**Policy and Procedures** for addressing prohibited sexual harassment under Title IX and the **Policy and Procedures for [Addressing Prohibited Sexual Misconduct, Harassment, and Discrimination](#)**. The policy for addressing prohibited sexual harassment under Title IX can be found [here](#) and the procedures for addressing prohibited sexual harassment under Title IX can be found [here](#). The policy for addressing prohibited sexual misconduct, harassment, and discrimination can be found [here](#) and the procedures for addressing prohibited sexual misconduct, harassment, and discrimination can be found [here](#).

**19. Violation of the Title IX Policy and the Policy [Addressing Prohibited Sexual Misconduct, Harassment, and Discrimination](#)**. Violation of the Title IX policy found [here](#). Violation of the policy [Addressing Prohibited Sexual Misconduct, Harassment, and Discrimination](#) can be found [here](#).

**20. Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to feel fear for their safety or safety of others or suffer substantial emotional distress. Stalking, including cyber stalking, may include, for example, non-

consensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other communications that are undesired and/or place another person in fear of, or at risk of, physical injury or danger.

**21. Housing Contract Violation.** Students who reside in, visit, or occupy residence halls are required to abide by the rules outlined in the Living On-Campus Guide and/or the Housing Contract.

**22. Retaliation.** Mistreatment or any act of reprisal, interference, restraint, coercion, penalty, discrimination, harassment - overtly or covertly - against any individual within the university's control when the person engages in a protected activity. A protected activity includes opposing discrimination or participating in the investigatory process under the Code or other university policy or process. Examples of other protected activities include filing or being a witness to a complaint under the Code or a formal grievance, communicating with a supervisor or manager about unlawful discrimination, answering questions during an investigation, refusing to follow orders that would result in Hostile Environment Harassment or Sexual Misconduct, requesting a disability accommodation, or availing oneself of rights protected under the Family and Medical Leave Act ("FMLA").

## **23. Theft.**

- a. Stealing or attempting to steal another's property, money, or services;
- b. Knowingly possessing, purchasing, or exchanging stolen or embezzled property, money or services;
- c. Unauthorized use or access to private or confidential information in any medium;

## **24. Trespass.**

- a. Entering or using university facilities without authorization;
- b. Misusing or accessing restricted areas; or

- c. Violating rules governing university residence facilities, including but not limited to the key and visitation policies.

**25. Unauthorized Use of Property.** Attempted or actual use of property of the university, property of a university community member, or other personal or public property without proper authorization, or in a manner for which the property was not intended.

**26. Violation of any University Policies, Regulations, or Rules.** Violation of the Students' Code of Conduct, the Guide to Living On Campus, and other applicable university policies, including any written policies, regulations, or rules of the university, as adopted by the university and as may be amended from time to time.

**27. Violation of Law.** Violating local, state, and/or federal laws, as they may be amended from time to time, or when a student has been charged with a crime.

**28. Weapons.**

- a. Possession of Any Firearms: Possessing or carrying, whether openly or concealed, any gun, rifle, pistol, or other firearm in any university building or bus, university campus, grounds, recreational area, athletic field, or at a curricular or extracurricular activity sponsored by the university per North Carolina General Statutes § 14-269.2.; or
- b. Possession of Any Weapons: Possessing or using weapons, included but not limited to: BB guns, air rifle, air pistol, taser, bowie knife, dirk, dagger, slingshot, switchblade knives, blackjack, metallic knuckles, swords, bow and arrows, razors or razorblades (except solely for personal shaving), fireworks or other explosive materials in any university building or bus, university campus, grounds, recreational area, athletic field, or at a curricular or extracurricular activity sponsored by the university.
- c. Possession of Any Firearm Paraphernalia: Possession of any firearm paraphernalia while residing in any university building or bus, university campus, grounds,



recreational area, athletic field, or at a curricular or extracurricular activity sponsored by the university. Firearm paraphernalia includes, but not limited to magazine clips, gun clips, bullets, scopes, or lasers;

- d. Knowingly failing to disclose the presence of a weapon on campus to appropriate university officials, where the student has direct knowledge of its existence and a reasonable opportunity to report, or intentionally aiding in the concealment of a weapon in violation of university policy; or
- e. Use of Any Allowed Substance/Weapon to Illicit Fear: The use of any allowed substance and/or weapon (mace, pepper spray, knife that is under 4 inches, etc.) in a manner that is intended to provoke fear or create physical harm.

### III. Disciplinary Process

There are two (2) broad categories for the resolution of allegations of misconduct under the Code.<sup>2</sup>

- General Code Infractions; and
- Equal Opportunity which includes allegations related to Hostile Environment Harassment, Sexual Misconduct, and Relationship Violence.

These distinctions will be referenced occasionally below.

**1. General Provisions.** AAllegations of Students' Code of Conduct violations will be presented to the Office of Community Standards & Civility, via the Maxient Student Conduct System, from the WSSU Police and Public Safety, the WSSU Title IX Coordinator, or through an Incident Report completed by residence life staff, students,

faculty, general staff, or the public at large. To report an incident through an Incident Report, any individual may use the [Maxient Student Conduct Incident Reporting Form](#). You can also find the link listed on the Office of Community Standards & Civility homepage, which is located on WSSU's website. Incidents that violate the Students' Code of Conduct should be submitted as soon as possible after it takes place and as much detailed information should be provided to support the charge. Any individual who has notice of a possible violation of the Code should contact the Office of Community Standards & Civility. The above and below provisions apply to all current WSSU students and registered student organizations.

**2. Notification of Charge.** A student or organization may be accused of a violation only with a formal Notification of Allegation(s) from the Director of Community Standards & Civility, designated members of the Department of Housing & Residence Life, the Title IX Coordinator, or their respective designees. The Notice of Allegation(s) will be sent to the student by electronic notification with the student's university-assigned email as the method of official communication.

A student or organization's conduct proceedings may be instituted against a student/organization charged with violation of a law that is also a violation of the Code, without regard to criminal arrest, criminal charges, prosecution, or civil litigation. Proceedings under the Code are generally carried out without awaiting the conclusion of civil or criminal proceedings off-campus as such proceedings have no bearing on student conduct proceedings.

### **3. Civility Advisor, Attorney, Non-Attorney Advisor, and Observer.**

#### **a. Definitions**

"Civility Advisor" means a faculty, staff, or student member who has received training through the Office of Community Standards & Civility to have knowledge of the conduct process. The Civility Advisor is not an attorney. The Civility Advisor gives advice or consultation to a student who is charged with a violation under the Code or student bringing forth information. While the Respondent and Complainant are

responsible to explain their version of the events in question, the Civility Advisor acts merely in the capacity of advisement and cannot take the place of the Complainant or Respondent.

"Attorney" means any person licensed to practice law in the state of North Carolina. Consistent with the Students' Code of Conduct and Student Discipline Procedures, an Attorney must complete specific documents prior to representing a student.

"Non-Attorney Advisor" means any person, who is not a licensed attorney in North Carolina, a student selects to assist them in the student conduct process. Consistent with the Code, this person must complete specific documents prior to assisting the student.

"Observer" means any person, other than an Attorney, who the student selects to play this role. The Observer is a non-speaking role and may not participate as a Non-Attorney Advocate or witness in the process.

#### **b. Scope of Participation**

Respondents charged with or under investigation for misconduct under the Code may be represented by an Attorney or Non-Attorney Advisor as prescribed in UNC Policy 700.4[R]. Otherwise, representation is not permitted in any university disciplinary proceeding. Representation is at the party's own expense. If a party is represented, the Attorney or Non-Attorney Advisor may not interfere with the hearing, disrupt, or delay it. Full responsibility for understanding the procedures remains with the Respondent and Complainant even where an Attorney or Non-Attorney Advisor provides representation.

Respondents who will be represented by an Attorney or Non-Attorney Advisor in the conduct process must, at least three (3) calendar days prior to any proceeding in which the Attorney or Non-Attorney Advisor intends to participate, notify the Director of Community Standards & Civility in writing of:

- 1) the name of the Attorney or Non-Attorney Advisor;
- 2) whether the Attorney or Non-Attorney Advisor is a licensed attorney or Non-Attorney Advisor; and
- 3) an address, telephone number and email address where the Attorney or Non-Attorney Advisor may be reached.

At least two (2) calendar days prior to the proceeding, Respondents being represented by an Attorney or Non-Attorney Advisor must submit a Notice of Attorney or Non-Attorney/Advocate Representation Form signed by the Attorney or Non-Attorney Advisor verifying that the Attorney or Non-Attorney Advisor has read and understood the Code, as well as Section 700.4 of the UNC Policy Manual. Respondents being represented in a conduct process must also complete and submit a signed FERPA release consenting to the Attorney or Non-Attorney Advisor to receive information and documents regarding the Respondent. The Attorney or Non-Attorney Advisor will not be allowed to participate in the hearing if the required forms are not executed prior to the Pre-Hearing Conference.

Nothing in the Code shall be construed to create a right for any student to be represented during a disciplinary or conduct procedure at the university's or the public's expense.

In addition to an Attorney or Non-Attorney Advocate (when allowed) or Civility Advisor, Respondents (and Complainants in cases involving Equal Opportunity), may bring a single Observer to the hearing. An Observer may be a parent, friend, or other person of the Respondent's choice. During the hearing, Observers may not confer with the Respondent, provide representation, actively participate, or disrupt or delay the hearing.

c. Preventative Measure

**Interim Separation:** Interim Separation is a time period where a student is separated from the campus when university officials

believe such separation is necessary:

- to ensure the safety and well-being of members of the university community or preservation of university property;
- to ensure the student's own physical or emotional safety and well-being;
- because the student poses a reasonably definite threat of interference with the normal operations of the university; or
- when a student possesses a gun on campus in violation of North Carolina General Statutes § 14-269.2.

Any student subject to interim separation will receive a Notice of Interim Separation in writing through a student's university-assigned email as the method of official communication. The notice shall contain information on the charge(s) and scope of the suspension.

The Notice of Interim Separation will also include instructions on how to contest and appeal the interim separation via the electronic Appeal Form which will be hyperlinked in the interim suspension letter. Persons subject to interim separation must submit their appeal via the electronic Appeal Form found in the Interim Suspension letter within twenty-four (24) hours of delivery of the Notice of Interim Separation. Additional time will be allotted pertaining to mitigating circumstances.

To obtain additional information or clarification, the Assistant Dean of Students or their designee can contact the student to obtain said new information. When reviewing an interim separation appeal, it will be limited to the following issues:

- 1) the reliability of the information concerning the student's behavior; or
- 2) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a threat.



A written decision shall be rendered by the Assistant Dean of Students or their designee no later than five (5) calendar days after the submission and completion of the interim separation appeal. The written decision will contain a statement of reasons for any determination to continue interim separation. The decision regarding interim separation shall be final and not subject to appeal.

#### **Residence Hall Ban:**

A Residence Hall Ban is used for offenses found serious enough to deem an immediate access restriction or ban from a particular area, floor, building, or complex connected to all or a specific WSSU residence hall.

The Residence Hall Ban is used most often for, but not limited to, instances where a Resident(s), Non-Resident(s) and/or Guest(s) behaviors have violated the WSSU Code of Conduct and/or the Housing and Residence Life On-Campus Living Guide along with negatively affecting and/or disrupting the community members of the residence hall.

During the Residence Hall Ban a student is not allowed to enter a specific and/or any WSSU University Housing facilities, either for a specified time or indefinitely. If a student violates the terms of this Residence Hall Ban, they will be subject to more severe sanctions and/or may be arrested for trespassing.

#### **Temporary Administrative Move**

A Temporary Administrative Move may be

implemented prior to the conclusion of the student conduct process when there is a potential risk of escalated behaviors, physical altercation, or harm to any involved party. If those involved live in close proximity to one another, one or more students may be temporarily reassigned to an alternate on-campus living space to prioritize the safety and wellbeing of those involved. At the conclusion of the conduct process, students may or may not be moved back to their original on-campus living arrangements, depending on availability, the outcome of the case, and any continuing safety or community considerations.

#### **4. Failure to Respond or Participate.**

In cases where a student fails to respond to a Notice of Allegation(s), does not attend the Pre-Hearing Conference, or otherwise fails to respond to notifications regarding the disciplinary process, or participate in the disciplinary process, the university, will proceed with the disciplinary process (including hearings) whether or not the student is present. Likewise, individuals who refuse to abide by the hearing procedures may be removed from the hearing and unable to participate.

#### **5. Holds & Notations.**

A hold may be placed on a student's record while disciplinary proceedings or a suspension/expulsion is pending, or in the case when sanctions have not been completed by the due date outlined in the official correspondence from the Office of Community Standards & Civility.. While on hold, a student may not, at the discretion of the Office of Community Standards and Civility, the Office of the Dean of Students, or their designee, register for classes until sanctions are completed and submitted to the Office of Community Standards & Civility. At the discretion of the Office of Community Standards and Civility, the Office of the Dean of Students, or their designee, students may not graduate while disciplinary action is pending.

Students who have been suspended or expelled will have their names entered into the UNC System database for suspended/expelled students. Students who have been expelled from WSSU will be precluded from being admitted to another UNC System constituent institution.

## 6. Minor Violations.

Minor Violations are those in which the possible sanctions are not suspension and/or expulsion. When the Office of Community Standards and Civility is notified of an incident, students accused of a Minor or Major Violation(s) will receive a Notice of Allegation(s) with information regarding:

- Each charge with a brief overview of the charge for which the student/organization may or may not be responsible;
- The right to be advised or assisted by an Attorney or Non-Attorney Advisor, with appropriate forms;
- The hearing date for Minor Violations, if scheduled;
- Instructions to contact the Director of Community Standards & Civility, residential living staff, or the Title IX Coordinator in matters related to Equal Opportunity, or their respective designee regarding the allegation, and that the failure to appear for a hearing may constitute a violation of the Code; and
- Alternative dispute resolution in appropriate circumstances.

For Minor Violations, the hearing date shall not be scheduled for at least five (5) calendar days after the student receives the notice unless the student agrees to an earlier hearing date in writing.

For Major/Serious Violations, the hearing date shall not be scheduled for at least ten (10) calendar days after the student receives the notice unless the student agrees to an earlier hearing date in writing.

### a. Administrative Hearings

The Director of Community Standards & Civility, residential living staff, or their designee shall schedule an Administrative Hearing with the Respondent. The Administrative Hearing shall not be scheduled for at least five (5) calendar days after the student receives the Notice of Allegation(s), unless the student agrees to an earlier hearing date in writing. A student's university-assigned email shall

be the method of official communication. The Respondent will also be provided the following:

- An opportunity to review allegations and their case file. The case file consists of written materials received or generated by the Office of Community Standards & Civility that are considered relevant to the misconduct charge;
- Opportunity to review procedures under the Code;
- An opportunity to explain their version of the events in question either orally or in writing;
- An opportunity for an Attorney or Non-Attorney Advisor to fully participate in disciplinary and/or conduct procedures to the same degree extent of the student they represent; and
- An opportunity to submit additional information regarding the allegations.

A student/organization wishing to accept responsibility and the proposed sanction(s) must do so by a signed writing. This writing shall: 1) memorialize the charges, alleged facts supporting the charges and sanctions; 2) contain the dated signature of the Respondent. In cases of Minor Violations, the Respondent shall have their case heard as part of an Administrative Hearing.

### b) Conduct of the Administrative Hearing

The Director of Community Standards & Civility, or their designee, shall preside over all Administrative Hearings. The Administrative Hearing shall not be scheduled for at least five (5) calendar days after the student/organization receives the Notice of Allegation(s) unless the student/organization agrees to an earlier hearing date in writing. Attorney and Non-Attorney advocates may participate in the proceedings as provided above.

A hearing official who has a conflict with bias about or interest in the case should recuse himself or herself. If the committee member or the hearing official refuses to

recuse himself or herself, the Assistant Dean of Students or their designee shall make the recusal decision.

Respondents may present testimonial and documentary evidence, provided that such evidence is relevant to the charge or other evidence presented and does not otherwise infringe upon the rights of other students/organizations. Likewise, university personnel may present testimonial and documentary evidence.

At the conclusion of the presentation of evidence, the presiding official shall determine based on a preponderance of the evidence whether the alleged code violation occurred. This decision must be made within ten (10) calendar days after the date of the Administrative Hearing. The decision must be transmitted to the student in writing within ten (10) calendar days of the date the decision is made, and it must contain a summary of the evidence upon which the decision is based.

#### c) Appeals from Administrative Hearings

The decision letter transmitted to the student will contain information on appeals. Appeals from matters related to housing and residential living will be heard by the Associate Director of Housing & Residence Life or their designee. Appeals from matters not related to housing and residential living will be heard by the Assistant Dean of Students or their designee. Additional information on appeals may be found in section IV. below.

## 7. Serious Violations

Serious Violations are those in which the possible sanctions include suspension and/or expulsion and will be adjudicated through a Student Conduct Council hearing. When a matter is referred to a hearing body or official, students accused of Serious Violations will receive a Notice of Allegation(s) with information on:

- Each charge with a brief overview of the charge for which the student/organization may or may not be responsible;

- The possible sanctions;
- The right to be advised or assisted by an Attorney or Non-Attorney Advisor as provided in section III.3.b. above, with appropriate forms;
- Instructions to contact the Director of Community Standards & Civility, residential living staff, or the Title IX Coordinator in matters related to Equal Opportunity, or their respective designee regarding the allegation, and that the failure to appear for a hearing may constitute a violation of the Code;
- The Pre-Hearing Conference date for Serious Violations, if scheduled;
- Notice of which charges could result in expulsion and that expulsion precludes matriculation to any UNC constituent institution; and
- Notice that the matter has been referred to the Student Conduct Council and the hearing date, if scheduled.

The Student Conduct Council hearing date may not be scheduled for at least 10 calendar days after the student receives notice of the referral unless the student agrees to an earlier hearing date. Additionally, the Student Conduct Council hearing should not be scheduled for at least two (2) calendar days after the student engages in the Pre-Hearing Conference prior to the Student Conduct Council Hearing unless the student agrees to an earlier hearing date in writing. Reasonable extensions of time for either party to prepare for the hearing should be allowed.

### 1. Pre-Hearing Conference

The Director of Community Standards & Civility or their designee shall schedule a Pre-Hearing Conference with the Respondent prior to the Student Conduct Council hearing. The Pre-Hearing Conference shall not be scheduled for at least five (5) calendar days after the student receives the Notice of Allegation(s) unless the student agrees to an earlier hearing date in writing. The notice will include the date, time, and location of the Pre-Hearing Conference and the Student Conduct Council hearing. The notification will be sent to the Respondent's

university email address, and/or the contact information provided by the student/organization at or before the Pre-Hearing Conference.

The Pre-Hearing Conference is an informal process designed to provide the Respondent with information about the student conduct process. During the Pre-Hearing Conference, the Director of Community Standards & Civility or their designee shall provide to the Respondent the following:

- An opportunity to review allegations and their case file. The case file consists of written materials received or generated by the Office of Community Standards and Civility that are considered relevant to the misconduct charge;
- An opportunity to review procedures under the Code;
- Notice of means of resolving formal charges through written acceptance of responsibility and proposed sanctions;
- An opportunity for an Attorney or Non-Attorney Advisor to fully participate in disciplinary and/or conduct procedures to the same extent as the student they represent; and
- An opportunity to submit additional information regarding the allegations.

At the Pre-Hearing Conference, or before as directed by the Office of Community Standards and Civility, the Office of the Dean of Students, or their designee, the student must provide an address (both a permanent and local address) and his/her WSSU email address for notice of proceedings. A student/organization's university-assigned email shall be the method of official communication.

**Student Conduct Council Hearing**  
In matters involving serious sanctions, hearings shall be conducted by the Student Conduct Council.

#### **i. Composition of the Student Conduct Council**

The Student Conduct Council shall be composed of the SGA Attorney General, the Director of Community Standards & Civility or their designee

who shall serve as Chairperson. The Chairperson is a nonvoting member of the Council. The hearing panelists shall consist of a minimum of five (5) voting members, consisting of faculty, staff, and students.

#### **ii. Scheduling of Hearing**

Hearings may be postponed once for a good cause, including but not limited to illness, unavailability of witnesses or evidence, or upon request of either the Respondent or the Complainant party. This postponement will not exceed ten (10) calendar days unless an extraordinary circumstance exists. The Chairperson of the hearing body shall determine whether good cause exists to postpone a hearing.

#### **iii. Steps to Take Prior to Hearing**

The Respondent shall be afforded reasonable access to the case file, including the list of potential witnesses. The case file will be retained in the Office of Community Standards & Civility. At a reasonable time before the hearing, the Respondent will be given the opportunity to review any written evidence used at the hearing and a list of witnesses.

The names of the Student Conduct Council panelists will be given to each party before the hearing, if possible. Any party may challenge a Student Conduct Council member for cause. However, the Respondent and Complainant, or anyone acting on their behalf, may not speak to or contact a Student Conduct Council member prior to the hearing. Decisions as to whether a Student Conduct Council member should be removed for cause will be made by the Director of Community Standards & Civility or their designee. Student Conduct Council members who have information that may affect their ability to remain neutral must recuse themselves from the hearing.

#### **iv. Student Conduct Council Hearings**

The following procedures will be followed for Student Conduct Council hearings:

A. The Respondent will have the ability to review the case file, including a list of potential witnesses. The case file will be retained in the

Office of Community Standards & Civility or their designee prior to that time.

B. A university representative shall present the information supporting the charge(s) to the Student Conduct Council on behalf of the university. The university representative may be a university Police Officer, the Complainant, a university administrator, or the Chairperson.

C. Although it is responsibility of the Complainants and Respondents to secure the presence of their witnesses, university officials may request attendance of witnesses. Witness attendance notices must be approved by the Director of Community Standards & Civility or their designee and be delivered by a delivery method that can verify receipt of the notice.

D. If a Respondent fails to appear at the hearing after proper notice, the university Representative will proceed with presenting the information regarding the alleged violation. The case will be decided based on the information in the record at the time of the scheduled Student Conduct Hearing.

E. Hearings will be closed to the public. The Respondent may bring an Attorney or Non-Attorney Advisor, Civility Advisor, or Observer.

F. The Chairperson shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. The Chairperson may recess the hearing if the Student Conduct Council determines that the presence of additional information or witness testimony is needed (with consultation of university personnel). Any person, including but not limited to the Respondent, Complainant, Attorney, Advisor, Civility Advisor, and/or Observer, who disrupts a hearing may be excluded by the Chairperson.

G. Hearings, but not deliberations, shall be recorded. No other recordings or broadcasts shall be permitted. The recording will be maintained with the Respondent's case file and will be available to the student as part of his/her student record, with appropriate redaction of information related to other students unless such information is a necessary part of an appeal.

H. Witnesses shall be asked to affirm or swear that their testimony is truthful. Witnesses who intentionally provide false information may be subject to university disciplinary action.

I. Prospective witnesses, other than the Complainant and Respondent, will be sequestered at the beginning of the hearing and excluded from the hearing during the testimony of other witnesses. In addition, all parties and witnesses shall be excluded during Student Conduct Council deliberations. The Chairperson will observe deliberations, and may inform Council members of applicable university policies, regulations and rules, as well as the range of sanctions that can be implemented, but will not participate in discussions or attempt to influence the outcome of the hearing.

J. The Student Conduct Council's determination shall be made based on the preponderance of the evidence, that is, whether the information presented has shown that it is "more likely than not" that the Respondent violated the Code. The Respondent's past disciplinary record will be available during the sanctions portion of the hearing only.

K. Formal rules of evidence or civil procedure shall not apply in student disciplinary proceedings. Unduly repetitious or irrelevant information or witnesses may be excluded by the Chairperson. Hearsay information may be presented unless the Chairperson determines it is unreliable. The opposing party shall have an opportunity to rebut any hearsay information.

L. Written witness statements are the student disciplinary equivalent of affidavits, but without formalities. They shall not be admitted into evidence unless signed by the witnesses as observed by a staff member in the Office of Community Standards & Civility. Exceptions to the observed requirement may be approved by the Office of Community Standards & Civility staff for good cause. Written statements from others regarding insight into the Respondent's decision-making and character introduced at the sanctioning portion of the hearing need not be witnessed.

M. Student Conduct Council hearings for

Serious Violations will be conducted through closed-circuit or web-based technology.

N. Charges against multiple students involved in the same incident may be heard in a single hearing only if each Respondent consents to such a proceeding in writing.

O. The sequence of a Student Conduct Council Hearing shall be as follows:

1. The Chairperson shall read statements regarding the expectations for truthfulness and confidentiality, then sequester the witnesses in the case, except as provided in the Code.
2. The Chairperson shall read the charge(s) and record whether the Respondent accepts or denies responsibility for the charge(s).
3. The university representative shall present the case, including any witnesses. The Council and Respondent may question the university representative and witnesses after the presentation.
4. The Respondent shall present his or her case including any witnesses. The Student Conduct Council, university representative, and Complainant may question the Respondent and witnesses after the presentation.
5. Questions from the parties shall be directed to the Student Conduct Council. The Chairperson may limit questioning that is redundant, irrelevant, or abusive.
6. The university representative, Complainant and Respondent may make a closing statement. A closing statement is a short summary of the information previously presented, and conclusions the speaker wishes the Student Conduct Council to draw from the information. Either party may submit information, including written statements from character witnesses, or make statements concerning the appropriate sanction to be imposed. The past disciplinary record of the Respondent shall not be supplied to the Student Conduct Council prior to this portion of the hearing, except in cases where the charge includes

failure to follow through on previous sanctions, recommendations, directives or violations of behavioral contracts. In those instances, the allegations of the complaint would already reflect the past disciplinary record of the Respondent.

7. The Student Conduct Council will enter a period of deliberation. A decision will be made by simple majority vote. Only the Student Conduct Council members and the Chairperson may be present at deliberations. Deliberations are not recorded.
8. The Student Conduct Council will determine its findings on each charge. Decisions of the Student Conduct Council may be “responsible” or “not responsible,” and sanctions will be recommended. A decision will be made by a simple majority vote. Procedures for this deliberation are the same as for deliberation of responsibility on the charge(s).

P. As the designee for the Vice Chancellor of Student Affairs, if the Student Conduct Council determines that suspension is the appropriate sanction, the Student Conduct Council can render a final decision on the sanction of suspension.

Q. If the Student Conduct Council recommends the sanction of expulsion, the Student Conduct Council will forward this recommendation to the Vice Chancellor of Student Affairs, who will then issue a final decision on the sanction of expulsion.

R. A written decision that includes an explanation of the findings and reasoning supporting the Student Conduct Council’s decision will be sent to the student within five (5) calendar days of the decision through a means where delivery can be verified. An extended timeframe of submission will be allotted under mitigating circumstances. The time limit for filing an appeal begins upon delivery or attempted delivery of the written notification of the decision to the student.

#### **v. Amendment or Reconsideration of Sanctions Based on New Information**

The Office of Community Standards & Civility

reserves the right to amend, modify, or impose sanctions — including suspension or expulsion — if credible new information emerges following the resolution of a case. This may include, but is not limited to:

**A. Updated Information from Law**

**Enforcement:** If the University receives verified information from law enforcement authorities indicating that a student has been involved in criminal activity that constitutes a violation of university policy.

**B. Material Errors in the Original Process:** If it is determined that significant errors occurred in the initial investigation or hearing that impacted the outcome.

**C. Discovery of New Evidence:** If substantial new evidence arises that was not reasonably available during the original conduct process and that directly impacts the facts of the case.

In such instances, the Office of Community Standards & Civility will:

**A. Notify the student in writing that new information was made available to the Student Conduct Council and any resulting change in sanctions.** This new information, may or may not be shared with the student based on if it is or is not part of an ongoing criminal investigation.

**B. Reconvene the Student Conduct Council to engage in a non-recorded deliberation to determine if sanctions are to be amended, modified, or if additional sanctions need to be imposed.**

## **IV. Appeals**

Each student who has received a disciplinary sanction shall be notified in writing of his or her appeal rights. This notice must be given no later than the date the written decision is delivered to the student/organization (or the date delivery is properly attempted, in the event delivery is not successful). Students/Organizations who have been found responsible for a conduct violation may appeal. Complainants involving Equal Opportunity infractions have the same appeal rights as the Respondent, and appropriate notice of these rights shall be delivered to Complainants.

## **1. Grounds for Appeal**

During a Conduct appeal, the appealing party has the burden of showing either (1) a violation of due process; or (2) a material deviation from Substantive and Procedural Standards adopted by the Board of Governors.

i. **Violation of Due Process.** Due Process requires notice and an opportunity to be heard. A violation of due process means that the appealing party was not provided the required notice or an opportunity to be heard due to specified procedural errors, or errors in interpretation of university policies or regulations, that were so substantial as to effectively deny the Respondent a fair hearing. Reasonable deviations from the procedures set out in this Regulation will not invalidate a decision or proceeding unless the Respondent can show that, but for the deviation or error, there likely would have been a different outcome in the case.

ii. **Material Deviation from Substantive and Procedural Standards.**

- 1) **Substantive Standards.** A material deviation from substantive standards refers to any new information or material that was not available or known at the time of the original hearing, and if introduced, could potentially change the outcome of the case. This does not mean the information presented at the initial hearing can be re-argued on appeal; or
- 2) **Substantive Standards.** The sanction is too severe for the violation for which the student is found responsible; or
- 3) **Procedural Standards.** A material deviation from procedural standards occurs when the requirements of UNC Policy 700.4 § V.A or V.B. are not followed.

## **2. Record on Appeal**

In all cases resulting in an appeal, the decision, the complete record of the proceeding (including documentary evidence and any recording or transcript of testimony), the appeal materials filed by the student/organization, and any other relevant information, will be compiled by the Director of Community Standards & Civility and delivered to the person designated to review

the appeal, or made available through electronic means.

During the timeframe to appeal, the Respondent shall be afforded reasonable access to the case file.

### **3. Appeals from Minor Violations**

Any disciplinary decision, other than where the Respondent has waived his or her right to appeal, may be appealed. Appeals from matters related to housing and residential living will be heard by the Associate Director of Housing & Residence Life. Appeals from the Director of Community Standards & Civility will be reviewed by the Assistant Dean of Students or their designee. No higher levels of appeals are available pertaining to Minor Violations. Each appellate party has ten (10) days to provide a response to an appeal.

### **4. Appeals for the Sanction of Suspension**

Except where the Respondent has waived his or her right to appeal, appeals for a sanction of suspension may be made to the 1) Assistant Dean of Students or their designee, then to the 2) Associate Vice Chancellor/Dean of Students or their designee and end with the Associate Provost/Vice Chancellor for Student Affairs or their designee. Each appellate party has ten (10) days to provide a response to an appeal.

### **5. Appeals for the Sanction of Expulsion**

Except where the Respondent has waived his or her right to appeal, appeals for a sanction of expulsion may be made to the 1) Assistant Dean of Students or their designee, then to the 2) Associate Vice Chancellor/Dean of Students or their designee, then the 3) the Associate Provost/Vice Chancellor for Student Affairs or their designee, and end with 4) the Chancellor. Each appellate party has ten (10) days to provide a response to an appeal.

### **6. Deadline and Place for Delivery of Notice of Appeal**

Student appeals must be received within ten (10) calendar days from the date that the written decision or sanctions is provided, or attempted to be delivered, to the student through any delivery method where receipt can be verified. Failure to submit the appeal within this time limit will render the original decision final and conclusive. An extension of time may be

requested in writing within the ten-day limit, but it is within the discretion of the person to decide the appeal to grant or deny such requests.

The appeal must contain the following:

- i. State the sanction being appealed;
- ii. A detailed written statement specifying the grounds for appeal, a list of alleged errors in the decision or procedure, an explanation for why those decisions is in error, and the complete factual basis for the appeal;
- iii. A requested remedy; and

For appeals of cases concerning Equal Opportunity, within ten (10) calendar days of receipt of an appellant's appeal, the non-appelling party may submit for consideration a response to the appeal.

### **7. Appeal Review**

The imposition of punitive sanctions may be deferred during the pendency of appellate proceedings, at the discretion of the person(s) reviewing the appeal, and upon written request of the Respondent. However, educational sanctions are still required for completion. Where sanctions are deferred during the pendency of the appellate proceedings and the student's appeal is ultimately unsuccessful, students may fail to receive grades or credit for courses or assignments already completed while awaiting a decision, or, in cases resulting in the sanction of suspension or expulsion, cause a student to pay back previously received financial aid for the semester completed. Students are encouraged to consult with the Office of Community Standards & Civility regarding the ramifications of any delay in the enforcement of sanctions before submitting a written request for such deferral.

Appeals will be decided on the record of the original proceedings. New hearings will not be conducted on appeal. However, the person(s) reviewing the appeal may choose to ask the parties to submit written statements of their positions on appeal, beyond the information in the appeal notice. If the hearing body is alleged to have violated these procedures, a written response may be solicited from the hearing body or the Office of Community Standards & Civility on its behalf. Any such written statements from

the parties or the Office of Community Standards & Civility must be drawn on information in the record; they cannot include new information or facts bearing on responsibility that were not presented at the hearing. These written statements become part of the record. Any decision to allow new information in the appeals process will be made by the person(s) reviewing the appeal.

## **8. Appeal Decisions**

Following their review, the person(s) reviewing the appeal may decide:

- i. To affirm the findings and sanction(s) imposed by the original Student Conduct Council/staff member.
- ii. To reverse or modify the decision and/or sanction(s) of the Student Conduct Council/staff member. Such a reversal or modification will take place only upon a showing of clear and material error on the part of the Student Conduct Council/staff member and which error affected the outcome of the case.
- iii. To remand the case to the Student Conduct Council/staff member. Cases will only be remanded based on:
  - A. Specified procedural errors or errors in interpretation of university policies or regulations that were so substantial as to effectively deny a fair hearing; or
  - B. New and significant material information that has become available and was not available previously to a person exercising reasonable diligence, which information could have affected the outcome of the proceeding.
- iv. Dismissal of a case will occur only if there is insufficient information to support a finding of responsibility.

## **V. Disciplinary Files, Records & Transcript Notations**

### **1. Record Retention**

All conduct records related to a case will be kept in a conduct file in the name of the Respondent. Conduct records will be retained in the Office of Community Standards & Civility consistent with

the university Records Retention and Disposition Schedule.

Consistent with the Records Retention and Disposition Schedule, student files with sanctions resulting in suspension or expulsion will be retained in the Office of Community Standards & Civility on a permanent basis. After eight (8) years, only those items which are necessary to understand the factual allegations involved will be retained.

## **2. Disclosure of Records**

Disciplinary records for Respondents who were found responsible may be reported to third parties, in accordance with university regulations and applicable laws, including but not limited to FERPA.

## **3. Holds and Notations**

A hold may be placed on a student's record while disciplinary proceedings or a suspension/expulsion is pending, or in the case when sanctions have not been completed by the due date outlined in the official correspondence from the Office of Community Standards & Civility. While on hold, a student may not, at the discretion of the Office of Community Standards and Civility, the Office of the Dean of Students, or their designee, register for classes until sanctions are completed and submitted to the Office of Community Standards & Civility. At the discretion of the Office of Community Standards and Civility, the Office of the Dean of Students, or their designee, students may not graduate while disciplinary action is pending.

Students who have been suspended or expelled will have their names entered into the UNC System database for suspended/expelled students. Students who have been expelled from WSSU will not be admitted to another UNC System constituent institution.

## **VI. Reconsideration Of Expulsion**

### **1. Timing of Petition**

After an expulsion has become final, the former student may submit a written petition to the Chancellor requesting approval for reinstatement. A petition for approval of reinstatement will not be considered prior to the expiration of two (2) calendar years after the effective date of the expulsion. In addition,

repeat petitions will not be considered until at least one (1) calendar year has passed since the filing of the previous petition.

## **2. Contents of Petition**

A petition for approval of reinstatement should list reasons why the former student deserves to be readmitted to the university. The reasons should focus primarily on the former student's activities and behavior after the expulsion and why the student believes that he/she should be given a new opportunity to pursue higher education. Re-argument of the merits of the expulsion is inappropriate unless exonerating information has become available that could not have been discovered at the time of expulsion.

## **3. Procedure for Review**

The Chancellor will forward the petition for approval of reinstatement to the Associate Provost/Vice Chancellor for Student Affairs or their designee. The Associate Provost/Vice Chancellor for Student Affairs or their designee will coordinate the gathering of the information and disciplinary record for review. The Associate Provost/Vice Chancellor for Student Affairs may request additional information from the former student and/or the Office of Community Standards & Civility when necessary.

The Associate Provost/Vice Chancellor for Student Affairs or their designee along with the Office of Community Standards & Civility will form a committee to review the petition. The committee may interview the former student and/or ask for additional information from the appropriate resources pertinent to the petition and in evaluating the petition.

The committee will make a recommendation regarding the petition to the Chancellor, who will render a decision and notify the petitioner. The decision whether to approve the petition for reinstatement shall be entirely at the Chancellor's discretion.

Any student who successfully petitions for approval of reinstatement and returns to the university will be placed on disciplinary or academic integrity probation for the remainder of his or her academic career. In addition, the student must comply with any additional requirements the Chancellor may impose for readmission. The transcript of a student who

is successful in petitioning for approval for reinstatement will retain the expulsion notation and the phrase "Approved for Reinstatement" will be added to the transcript.

No institutional appeal is available. However, the former student may re-petition provided that one (1) year has elapsed from the denial of any previous petition.

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# **COPYRIGHT INFRINGEMENT AND FILE SHARING NOTICE**

WSSU is committed to educating the campus community about the responsible and lawful use of digital resources. In accordance with the Higher Education Opportunity Act of 2008, WSSU is required to provide information regarding the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer (P2P) file sharing.

## **Use of Copyrighted Material**

Use of WSSU computing resources to copy, distribute, alter, or transmit copyrighted materials without the express permission of the copyright owner is strictly prohibited. This includes:

- Software
- Music and movies
- Textbooks or academic materials
- Any other copyrighted media

Unauthorized use—including through P2P networks or other sharing platforms—violates federal copyright law and may result in civil lawsuits and/or criminal penalties, including fines and imprisonment.

## **Digital Millennium Copyright Act (DMCA) Compliance**

WSSU complies fully with the Digital Millennium Copyright Act (DMCA). If the university receives a formal notice of copyright infringement involving a device on our network, we are required to act promptly. This includes:

- Temporarily disabling network access for the device in question
- Notifying the user of the alleged infringement
- Requiring removal of the infringing material before reinstating access

## **Legal Alternatives**

There are many legal sources available for music, movies, and other media. The C.G. O’Kelly Library provides access to a wide variety of licensed content. Additional legal media options can be found on the WSSU Information Security, Compliance & Services website.

We encourage all members of the university community to respect intellectual property rights and to use legal, ethical sources when accessing digital content.

# SELECTED POLICIES GOVERNING STUDENTS

## Academic Integrity

### Definitions

Winston-Salem State University puts forth every reasonable effort to maintain academic integrity in the instructional program. To compromise integrity through acts of academic dishonesty seriously jeopardizes the quality of instruction and the caliber of education we purport to provide to students. Such dishonesty includes:

**Cheating** - Intentionally and knowingly using unauthorized materials, information, or study aids in any academic exercise or matter.

**Plagiarism** - Intentionally and knowingly representing in any academic exercise or matter the words or ideas of another as one's own.

**Fabrication** - Intentionally and knowingly falsifying or inventing information or citations in an academic exercise.

**Facilitating Academic Dishonesty** - Intentionally and knowingly helping, or attempting to help, another to commit an act of cheating, plagiarism or fabrication.

### Procedures

The following procedures shall apply to situations where students are accused by faculty of engaging in acts of academic dishonesty.

1. The instructor of the course shall report all allegations of academic dishonesty to the department chair. (In cases where the department chair is the instructor, allegations should be reported directly to the division director.)
2. The chair shall review the case to determine if there is reason to believe that academic dishonesty may be involved.
3. If such a reason exists, the chair shall then refer the case to the dean of his or her division along with other pertinent information.
4. The dean shall then consult with the student involved. If the act of academic dishonesty

is admitted, the dean shall confer with the associate vice chancellor for student affairs to determine if the student has any record of prior offenses involving academic dishonesty. If it is the student's first violation, the dean may dispose of the charges provided the penalty is accepted by the student in writing. In such cases, a written report of the matter, including the action taken, shall be sent to the coordinator of judicial affairs for inclusion in the student's file. If the student does not accept the penalty imposed by the dean, he or she has the option of being heard by the Committee on Academic Integrity consistent with the provisions below beginning at Section II.6.

5. If there is insufficient evidence or reason to believe that a violation has not occurred, a report shall be written and maintained by the dean; but will not be included in the student's file.
6. If the case is not resolved in the manner specified above, the dean shall inform the standing Committee on Academic Integrity. The committee shall consist of seven (7) faculty members, five (5) regulars and two (2) alternates, selected by the Faculty Senate. The academic ranks of the regular faculty members shall include one (1) assistant professor, two (2) associate professors, and two (2) professors. The academic ranks of the alternates shall be one (1) assistant professor and one (1) associate professor or professor. The committee also shall include four (4) students, two (2) regulars and two (2) alternates, selected by the Student Government Association. A chair shall be elected from the faculty on the committee. Members shall serve for one academic year.
7. The committee shall hear the allegation, following the hearing procedures outlined in Section III of this policy.

### Hearing Guidelines

1. Those students/respondents entitled to a hearing shall be informed of the specific charges against them in writing by the committee chair at least five (5) days in advance.
2. A hearing panel shall consist of four (4) faculty members and two (2) students drawn from the committee by the chair. A faculty member serving on the panel and elected by panel members shall serve as the president officer, but shall not vote.

3. Respondents may be accompanied and assisted by a representative. Representatives cannot take part in the hearing, but may advise the respondent.
4. The complainant shall be the referring faculty member who may be accompanied by the department chair, program coordinator, or other department official.
5. Hearings must be transcribed, at the expense of the department, to ensure sufficient review on appeal.
6. The hearing shall be under the control of the panel chair. Evidence and testimony that is immaterial or repetitive shall not be allowed.
7. Prospective witnesses, other than the complainant, respondent and representatives, shall be excluded from the hearing during the testimony of other witnesses.
8. The complainant shall present evidence first, followed by the respondent who shall offer rebuttal. Evidence may be oral or written.
9. The respondent and complainant shall be accorded an opportunity to cross-examine witnesses who testify for the other party.
10. The burden of proof shall be upon the complainant who must establish the guilt of the respondent by a preponderance of the evidence.
11. Affidavits shall not be admitted into evidence unless signed by the affiant and witnessed by a notary public.
12. The final decision of the panel as to guilt or innocence shall be by simple majority vote.
13. A determination of guilt shall be followed by a supplementary proceeding in which either party may submit evidence or make statements concerning the appropriate sanction to be imposed. The disciplinary record of the respondent shall be made available for purposes of the supplementary proceeding.
14. The final decision of the panel as to a penalty shall be by simple majority vote.
15. The sanctions specified by the panel are regarded as recommendations.
16. The recommendation of the committee is transmitted to the vice chancellor for academic affairs who accepts or rejects the penalty and informs the respondent of his/her decision. The decision of the vice chancellor, both as to guilt and degree of penalty, may be appealed to the chancellor; the decision of the chancellor may be appealed to the Board of Trustees. The decision of the Board of Trustees is final.

### **Penalties**

Any respondent who commits an act of academic dishonesty, including a first offense, shall be penalized based on the infractions by the following sanctions. These sanctions are intended to offer guidance to those responsible for recommending penalties. The direction is toward the imposition of more serious disciplinary measures in serious cases.

**Reprimand** - The respondent is reprimanded in writing by the dean, who warns the student of the seriousness of the infraction and the importance of maintaining academic integrity.

**Reduction in Grade** - The respondent may receive a reduced, but not failing, grade for either the academic exercise, the course or both. The grade actually earned by the student shall be reduced by only one grade. This penalty must be accompanied by a reprimand to be included in the student's file.

**Failing Grade** - The respondent may receive a grade of F for either the academic exercise or the course. When a grade of F is recommended for the course, a grade of F is automatically applied to the academic exercise. This penalty must be accompanied by a reprimand to be included in the student's file.

**Suspension** - Suspension from the university for a period not to exceed one semester, or portion thereof (not including summer sessions), may be recommended by the panel. The minimal period of a recommended suspension shall be the remainder of the current semester. In all such cases, respondents shall be withdrawn administratively from the university and a W inserted on their transcripts next to each course in which they are enrolled. At the end of the suspension period, the respondent may return to the university under the provisions for returning students contained in the university catalog. This penalty shall be accompanied by a written reprimand to be included in the student's file.

**Expulsion** - A recommendation from the panel for expulsion indicates that the respondent shall be withdrawn from the university. In instances of expulsion, the respondent may, after two semesters (not including summer sessions), apply for re-admittance through written correspondence to the vice chancellor for academic affairs who,

after reviewing the record, shall act upon the request and inform the respondent of the decision. The decision of the vice chancellor for academic affairs may be appealed to the chancellor; the decision of the chancellor may be appealed to the Board of Trustees. The decision of the Board of Trustees is final.

Disciplinary records for any act of academic dishonesty are maintained indefinitely. These records are considered part of a student's file and referred to when requests from prospective employers and educational institutions are made about the disciplinary records of respondents.

### ***Suggestions for Faculty and Staff***

1. Educate students about academic offenses and penalties. For example, copying laboratory assignments constitutes a violation of this policy.
2. Outline expectations on the course syllabus for academic integrity.
3. Keep examinations in a secure location.
4. Carefully proctor examinations.
5. Implement methods for preventing plagiarism.
6. Verify faculty signatures on grade change forms.
7. Assign all grades in ink.

*The Academic Integrity Policy was approved by the Board of Trustees on October 17, 1992.*

### ***Affiliate Organizations of Fraternities and Sororities Policy***

WSSU does not recognize affiliate organizations of fraternities and sororities. It is, therefore, the policy of Winston-Salem State University that fraternities and sororities shall permanently terminate affiliation with the following groups:

1. Pre-initiation or "pre-pledge" groups
2. Sweetheart organizations (both male and female)

Winston-Salem State University, consistent with member organizations of the National Pan-hellenic Council has abolished the use of "pledging" activities for all sororities and fraternities. Organizations that wish to accept new members may do so by following only those conditions set forth in the Membership Intake Procedures. The procedures can be obtained from the Office of University Student Activities and Engagement.

## **Alcohol Policy**

Winston-Salem State University is a dry campus. Effective September 1, 1996, the North Carolina Alcoholic Beverage Control laws made it unlawful for any person under 21 years of age to purchase, possess or consume such beverages, or for any one to aid or abet such a person in purchasing, possessing and consuming any alcoholic beverage.

The university recognizes the health risks associated with the use of illicit drugs and the abuse of alcohol. As a depressant, alcohol gives a feeling of well-being, causes a loss of coordination, intoxicates, and leaves one with a hangover. Some of the hazards of abuse include:

1. Physical and psychological dependence can develop.
2. Long term heavy drinking is a factor in liver and heart damage, malnutrition, cancer, and many other illnesses.
3. Driving under the influence can cause accidents because of slowed reflexes, disorientation, etc.

All requests to serve alcoholic beverages on campus or at university-sponsored events must be approved by the chancellor.

The following rules and regulations are applicable to the Winston-Salem State University community:

1. Under no circumstances may any type of alcoholic beverage be sold by any persons or organizations or corporations on the campus of Winston-Salem State University, excluding previously cited exceptions.
2. It shall be unlawful for any person to consume any malt beverage or wine - fortified or unfortified – in any public place or upon any public street or upon the private business premises of WSSU, or liquor/whiskey in any public place, upon any public or university street or parking area, upon the private business premises of the university, or in or around any residence hall or institutional facility or building.
3. It is unlawful for anyone to aid or abet a person under 21 years of age in purchasing, possessing or consuming alcoholic beverages.
4. University-sponsored off-campus affairs at which alcoholic beverages are served shall be governed by all applicable local, state and federal laws.

5. Drunkenness, coupled with disorderly conduct, will not be tolerated. The institution will impose disciplinary sanctions on students and employees (consistent with local, state and federal laws), up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
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## **Class Attendance Policy**

### **Student Responsibilities:**

1. Students are required to attend class, whether face to face or virtually, and complete assignments as set forth in the class syllabus.
2. Students are responsible for checking their registration status and should print a hard copy for their records after the change of registration (add/drop) period is completed. Students who are not officially enrolled (includes payment or arrangement for payment) at the end of the add/drop period will not be eligible to receive a grade for the class.

### **Faculty Responsibilities:**

1. Faculty members are required to monitor attendance.
2. During the change of registration period, faculty members should a. alert students if they do not appear on the official roll and require the students to complete the registration process; b. alert the registrar about students whose names appear on the roll but never attend class.
3. At the mid-term and final grading periods, faculty members are to notify the registrar of students who stop attending class by entering the date of the last day the student attended class on the grade roster.

Students who have not attended class nor made contact with the instructor to explain the absence by the end of the first day the class meets or the first assessment (technology delivered classes only) may be administratively dropped from the course. Students who miss classes as a result of such symptoms as fatigue, exhaustion, fear, tension, anxiety, anger, or unexplainable illness should also seek assistance through the Counseling Center.

For current information on this policy please refer to the Class Attendance and Absence Policy.



In cases of emergencies involving extended absences from class, the affected student should contact the Office of the Dean of Students who is the administrator office over the University Counseling Center. The Dean of Students will advocate on behalf of the student by notifying the student's instructors regarding the absence.

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## **Outdoor Assemblies and Public Addresses**

Freedom of speech is one of the most cherished traditions of the academic community. A community of scholars cannot pursue truth without the ability to publish critical information. One of the most important responsibilities of Winston-Salem State University is to protect the right of expression in a manner that does not infringe upon the rights of others to pursue their studies or work. In guaranteeing free speech, the administration's obligation is to provide reasonable regulations of time, place, and manner, so that disruption of normal educational activities is avoided. For detailed information on the scope and guidelines for public assemblies please refer to the Policy 900.9 Outdoor Assemblies as well as the following excerpts from Policy 900.9 Outdoor Assemblies.

**Assemblies and Public Addresses:** Anyone who wishes to sponsor or organize an assembly or public address must contact the Director of Student Activities at 336-750-3357 for an application and permit. The application must be received at least 3 business days before the proposed time and date of event. The Office of Student Activities will confer with University Police and Public Safety and Public Safety when

appropriate, and the permit may be issued for a later time and date if extra time is needed for adequate security or because the proposed time conflicts with use by another group.

The University encourages assemblies and public addresses by University, faculty, staff, and students, affiliated student organizations, affiliated persons or groups and Non-University persons or groups invited in writing by affiliated student organizations or university units at the Thompson Center Breezeway, the Clock Tower, or other appropriate sites. Groups (including individuals) must obtain permission from the Office of Student Activities. Permission for the Office of Student Activities will be granted, subject only to reasonable time, place, or manner limits. The University may not create restrictions based on the lawful content of speech.

Unless sponsored by the University, assemblies and public addresses will not be allowed in areas or facilities that have not traditionally been open for public speech.

All outdoor assemblies and public addresses, including those at the Thompson Center Breezeway, must be conducted without sound amplification equipment unless permission for amplification is obtained from the Office of Student Activities. Indoor assemblies and public addresses may use amplification with the permission of the administrator responsible for the facility. Assemblies and public addresses must be conducted so that campus pedestrians and automobile traffic are unimpeded and members of the University Community not participating in the event may proceed with their normal activities.

Persons on University property may be required to provide picture identification and evidence of qualification to a University official upon request. Evidence of qualification means (1) currently issued University identification card or (2) written documentation of an invitation to assemble on University property by an affiliated student organization or University unit and accompaniment by a University community member that is a representative of the group that issued the invitation.

The student organization or university unit sponsoring an assembly or public address must provide notification that includes the name of the student organization, or University unity

sponsoring the event, name of the invitee(s), the date, time and location of the event, the nature of the event and an estimated number of persons expected to attend. A copy of the written invitation must be delivered to the Office of Student Activities which will deliver it to the University Police and Public Safety prior to the event.

Additionally, University officials reserve the right immediately to terminate any use of University facilities if, in the judgment of those officials, continuation of such use will result in (a) danger to participants or others; (b) unlawful conduct by participants or other; or (c) interference with disruption or disturbance of the University's educational mission, operations, business, or functions.

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## **Policy on Class Disruption**

WSSU is committed to providing every student with a rich, affirming educational experience in alignment with the institution's goals to produce highly competent and productive citizens. The realization of this commitment requires the establishment and maintenance of a positive learning environment in the classroom, including clearly communicating the standards for positive and disorderly classroom behaviors.

Positive classroom behaviors are those that support learning, teaching, and collaboration as part of a safe, respectful environment.

Disorderly conduct is defined as engaging in conduct that disrupts, disturbs, or interferes with the teaching of students at Winston-Salem State University or engages in conduct that disturbs the peace, order, or discipline at Winston-Salem State University. This can include, but is not limited to: conduct that disrupts, interrupts, or attempts to force the cancellation of educational activities; obstruction that unreasonably interferes with freedom of movement or safe passage on university premises; unauthorized use of electronic or other devices to make an audio or video recording of any person without their prior knowledge or without their consent when such a recording is likely to cause injury or distress; and engaging in any activity that deliberately threatens, harasses, intimidates another individual, or places an individual in reasonable fear of harm to the individual or damage to the individual's property that has the effect of substantially disrupting the orderly operation of the individual's daily life.

Although not common, in instances of disorderly conduct, the instructor will take reasonable steps to address, end, and prevent the behavior. Students who fail to cease the behavior may be instructed to leave an individual class session where appropriate and may be referred to the Office of Community Standards and Civility.

In instances where it is determined the behavior prohibits the ability to continue the class, the faculty member may seek additional assistance that may include, but is not limited to: the Academic Department Head, a faculty/staff member, the Office of the Dean of Students, or University Police and Public Safety. If the instructor determines that the behavior is violent, abusive, or threatening in nature, the faculty member may contact University Police and Public Safety for assistance. These behaviors may include any attempted, threatened, or other disorderly conduct that inhibits instruction, endangers, or is likely to endanger the health or safety of the individuals in the classroom. Individuals who exhibit violent or threatening behavior or prohibit the ability for class to continue may be subject to the interim suspension process and other disciplinary actions. WSSU's student conduct processes enhance the intellectual climate, which yields growth, behavioral changes, and personal understanding of one's responsibilities and the consequences and impacts of one's actions. WSSU is committed to restorative justice and the return of the individual as a productive member of the campus community if possible and when appropriate.

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## Cyber Bullying Policy

Winston-Salem State University recognizes the importance of information technology to the mission of a modern university. These electronic resources provide vital communication links among faculty, students and staff. They are infused into the curriculum and provide expanded opportunities for accessing instruction and information. These resources facilitate research and scholarly endeavors, and they aid collaboration within and beyond the borders of the campus. At the same time, these platforms present opportunities for misuse and for people to harm others when the technology is used without regard to consequences and without respect for one another. A safe and civil environment at Winston-

Salem State University is necessary for pupils to learn and achieve high academic standards.

**Definition:** Cyber Bullying is defined as any activity that deliberately threatens, harasses, intimidates an individual, places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has the effect of substantially disrupting the orderly operation of the individual's daily life via the use of electronic information and communication devices, to include but not be limited to: e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social media sites, internet chat rooms, internet postings.

For detailed information please refer to Cyber Bullying policy.

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## Missing Student Notification Policy

WSSU takes student safety very seriously. As such, this policy is established in compliance with Section 488 of the Higher Education Act of 2008, to assist in locating any WSSU student, who based on facts and circumstances known to WSSU are determined to be missing for 24 hours. The following policy and procedures applies to any student living in on-campus housing, or in alternative housing managed by the University, which may be located off-campus.

### Notification Procedures

Any reports of a missing student by residence life staff are to be referred immediately to the WSSU Police and Public Safety Department at 336-750-2911. If student is determined to be missing, the Vice Chancellor for Student Affairs will contact the individual identified by the student or contact the custodial parent or legal guardian for un-emancipated students under the age of 18. The



Vice Chancellor for Student Affairs or designee will immediately notify the Chancellor and Provost of any missing student.

### **Campus Communications**

In all cases of a missing student, the University and Media Relations will provide information to the media that is designed to obtain public assistance in the search for any missing student. The local law enforcement agency will consult with WSSU Media Relations Office and the Chief of Police or designee. Any media requests to the University will be directed to WSSU Media Relations.

For a detailed description please refer to the Missing Student Notification Policy.

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## **Hazing Policy**

Winston-Salem State University ("University") prohibits any form of hazing of its students, at any time, or at any location on or off campus, including University owned or leased property, private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action.

The term hazing shall include, but not be limited to, pressuring or coercing a student into violating state or federal law, any brutality of a physical nature, such as striking in any manner, whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drugs, or other substances, or other forced physical activities that would adversely affect the health or safety of the student. It also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contacts, forced conduct that would be extremely demeaning or results in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the student. For purposes of this section, any activity as described above, or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, recruitment, initiation, acceptance or admission into or affiliation with

a university sanctioned organization, shall be presumed to be hazing and a "forced" activity, the willingness or consent of an individual to participate in such activity notwithstanding.

For a detailed description of procedures and reporting process please refer to the Hazing Policy.

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## **Involuntary Withdrawal Policy**

One of the University's purposes is to ensure equality of educational opportunity while fostering an environment that promotes education, research, service, and the growth and safety of all members of its community. From time to time University officials become aware of a student who may be seriously interfering with this purpose because of a mental, emotional, or psychological health condition. In these situations, University officials may consider the appropriateness of (1) utilizing the regular student disciplinary system, or (2) involuntary examination, hospitalization, and treatment for mental illness under state law. In addition to, or instead of, either of those procedures, the matter may be handled as a potential medical withdrawal according to the standards and procedures described in this policy.

If such behavior constitutes a violation of university rules and regulations, the case may be referred to the Office of Community Standards and Civility. If the student's behavior occurs in the absence of any violation of rule or regulation, the Vice Chancellor for Student Affairs will investigate the situation and the effect of behavior on the student and the university community. The Vice Chancellor may choose to conduct a personal interview with the student. If, as a result of this interview, the vice chancellor determines that the student's withdrawal from campus may be necessary, he/she will recommend withdrawal to the student.

For detailed description of procedures associated with this policy, refer to the Revised Involuntary Medical Withdrawal.

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## **Probation and Suspension Policy**

Academic Policy see WSSU Undergraduate and Graduate Catalogs.

Student Conduct Policy see *WSSU Students' Code of Conduct*

## **Racial Harassment Policy**

It is the policy of Winston-Salem State University to conduct and provide programs, activities and services to students, faculty and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that would verbally or physically threaten, torment, badger, heckle, or persecute an individual because of his or her race. Racial harassment of university faculty, staff, students, or visitors is prohibited and shall subject the offender to appropriate disciplinary action. This policy applies to prohibit such conduct from one student to another. Students who feel that they have been subjected to racial harassment can seek advice from the University Counseling Center. A formal complaint against a faculty or staff member must be filed with the faculty or staff member's immediate supervisor. If a student is not satisfied with the response from the supervisor, the employee's supervisor may then be contacted. The student, if continuously dissatisfied with the response to his or her complaint, may file the complaint, ultimately, to the vice chancellor of the area. Student-to-student complaints must be filed with the dean of students, who will have the alleged incident investigated.

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## **Repetition of Courses Policy**

Courses taken at Winston-Salem State University may be repeated only twice; i.e., a course may be taken a maximum of three times. If the policy of a particular academic major or minor is to allow fewer than two repeats of a course, then students in that major or minor are obliged to follow the more restrictive policy of that academic department. Please refer to this policy in the WSSU Undergraduate Catalog.

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## **Release of Student Information and Educational Records Policy**

This policy establishes guidelines for WSSU on access to and confidentiality of student records. It has been developed in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. This policy covers all student records maintained at Winston-Salem State University and applies to any student who has completed the registration process at any time.

A detailed description in terms of access to student

educational records, inspection of education records, refusal to provide access, fees for copies of records requests, correction of educational records, confidentiality of student records, and annual notification process are available in the Policy on the Release of Student Information and Educational Records.

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## **Solicitation and Vending Policy**

All vending at Winston-Salem State University must be approved through the Ticket office. Recognized student organizations, approved by the Vice Chancellor for Student Affairs and recognized alumni organizations approved by the Director of Alumni Affairs, conducting fund-raising activities shall be eligible for campus vending permits without charge. Non-university related vendors offering for-sale products, services or soliciting clients/customers for legitimate business purposes deemed to be consistent with the university's mission or in the interest of the university's students and/or faculty and staff may be granted permission to operate on the campus with a limited vending permit. Third party vendors will only be approved for vending permits on the campus in cases where food products or merchandise offered for sale do not materially compete with or impair the sales of contracted university vendors. Due to the university's affiliation with AT&T, all types of phone card sales are prohibited. Business solicitation will only be permitted in/or cases that do not interfere with established work or class schedules and are in keeping with the university's policies.

I. Persons, firms or organizations wanting to conduct sales activities or business solicitations on campus must submit a "Vendor's Application" to the Ticket office at least two weeks prior to selling on campus (all vendors must submit a "Vendor's Application"). The Ticket office manager will review the application and notify the vendor in writing of the status of their request. Prospective vendors may pick up an application from the Ticket office or the Business Services office.

1. Approved vendors must pay a vending fee to set up. The fee must be paid by cashier's check, money order or cash, three days prior to selling. The fee for set up is \$75.00 per day. Fees for Homecoming and International Day may differ.

2. A vending permit will be issued on the day of set-up (permit must be displayed at all times that vendor is set up).
3. All set-up material is to be provided by the vendor. Vendors must have table and tent for all merchandise and an approved vending trailer or vend car for food sales. WSSU is not responsible for making provisions for inclement weather (no refunds.). Set-up location will be the pedestrian mall in front of the Thompson Student Services unless determined otherwise by the Auxiliary Services Director.
4. Vendors will be allowed to set up between the hours of 8:00 a.m. and 6:00 p.m.
5. Vendors wishing to offer merchandise bearing the university name and/or logo must be properly licensed.

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**Effective with the Fall semester of 2013**, the tuition surcharge will no longer apply to credit hours earned from any college or university not part of the UNC system and not a North Carolina community college per the North Carolina General Assembly Session Law 2013-325, House Bill 255. For detailed information please refer to the section on Tuition Surcharge from the webpage of the Registrar.

## **Weapons Policy**

### **Introduction**

The possession of a weapon on WSSU property is a violation of state law, North Carolina statute #14-269-.2, and university policy. The following guidelines are adopted in order to communicate to the staff, students and the community the seriousness with which WSSU considers this act to be a violation of accepted standards of behavior and a threat to the safety of students and everyone in the university environment.

### **Adjudication**

Individuals charged with violation(s) of this policy will be granted a hearing and due process considerations outlined in the Student Code of Conduct.

## **WSSU Weather Policy**

The determination that adverse weather makes it necessary to delay classes and services will be made by the Vice Chancellor for Academic Affairs in consultation with other vice chancellors, subject to approval by the chancellor. When the decision is made to delay classes or services, the Vice Chancellor for Academic Affairs will inform the Director of Media Relations by 6:00 a.m. or sooner. The Director of Media Relations will notify the media, Police and Public Safety and Housing and Residence Life about the delay of classes and services. Radio stations to be notified are WSNC (90.5 FM), WFDD (88.5 FM), WSMX (1500 FM), WTOB (1360 AM), WSJS (600 AM), WQMG (97.1 FM), WSNC (790 AM), and WPOL (1340 AM). Television stations to be notified are WXII (Channel 12), WFMY (Channel 2), WXLV (Channel 45) and WGHP (Channel 8). The Winston-Salem Journal will also be notified. Information to the media should be reported in the following order:



1. Class cancellation
2. Delay of services, (exact time service to commence will be given)
3. Any other information about programs, etc.

If classes or services are delayed during the day, the announcement will be made through the departments. When classes are not delayed or canceled, faculty members who find it impossible to attend due to hazardous driving conditions should notify the department head and file an absence report upon returning to campus. Unless missed classes have been arranged by substitute teaching, a memorandum should be filed with the absence report detailing plans for making up missed class time by expanded class periods, special projects, additional activities, or other appropriate techniques.

## Withdrawal Policy

Students may occasionally find it necessary to withdraw from the university after the semester begins due to personal or medical problems.

**Withdrawal is not intended to be used to alleviate academic difficulty.** In order to initiate the official withdrawal process, the student should meet with their academic success counselor or department faculty advisor. If withdrawal is unavoidable, the academic success counselor will then direct the student to the chair of the student's academic department or University College if the student has not declared a major. The department chairperson will talk with the student to see if the department can assist the student in any way and explain the consequences and allowable limit of withdrawal from courses. There are withdrawals for extenuating circumstances and without extenuating circumstances. For detailed criteria and description of process refer to the *Undergraduate Withdrawals Policy*.

# TELEPHONE NUMBERS FOR KEY SERVICES

|                                     |              |                                      |              |
|-------------------------------------|--------------|--------------------------------------|--------------|
| Academic Advising Services.....     | 336-750-2367 | Media Relations Office.....          | 336-750-3152 |
| Academic Affairs.....               | 336-750-2200 | Music Department.....                | 336-750-2520 |
| Admissions-Undergraduate.....       | 336-750-2074 | Physical Education Department .....  | 336-750-8638 |
| Alumni Relations.....               | 336-750-3491 | Physical Therapy Department .....    | 336-750-2190 |
| Anderson Center .....               | 336-750-2120 | Police and Public Safety             |              |
| Arts & Visual Arts.....             | 336-750-2520 | (non-emergency) .....                | 336-750-2900 |
| Athletics .....                     | 336-750-2143 | (emergency).....                     | 336-750-2911 |
| Behavioral Sciences .....           | 336-750-8818 | Post Office.....                     | 336-750-2785 |
| Biological Sciences.....            | 336-750-2210 | Registrar.....                       | 336-750-3331 |
| Bookstore .....                     | 336-750-2780 | Residence Life/Student Housing.....  | 336-750-3400 |
| Business & Auxiliary Services ..... | 336-750-2772 | Scholarship & Financial Aid Office.. | 336-750-3296 |
| Campus Fitness .....                | 336-750-3353 | School of Health Sciences.....       | 336-750-2570 |
| Campus Recreation .....             | 336-750-3384 | Sports Information Office .....      | 336-750-2143 |
| Career Services .....               | 336-750-3240 | Sport Management Department .....    | 336-750-8638 |
| Cashier's Office.....               | 336-750-2812 | Student Accounts .....               | 336-750-2812 |
| Chancellor's Office.....            | 336-750-2041 | Student Advocacy.....                | 336-750-3464 |
| Clinical Laboratory Science .....   | 336-750-2510 | Student Affairs.....                 | 336-750-3200 |
| Communication & Media Studies....   | 336-750-2320 | Student Conduct.....                 | 336-750-3356 |
| Computer Science Department.....    | 336-750-2480 | Student Government Association...    | 336-750-3360 |
| Conferences and Institutes.....     | 336-750-2121 | Student Health Services              |              |
| Continuing Education/               |              | (Wellness Center) .....              | 336-750-3301 |
| Graduate Center.....                | 336-750-2138 | Supplemental Education Program..     | 336-750-2666 |
| Counseling Center                   |              | Therapeutic Recreation               |              |
| (Wellness Center) .....             | 336-750-3270 | Department.....                      | 336-750-3459 |
| Dean of Students Office .....       | 336-750-3356 | Thompson Student Services            |              |
| Diggs Gallery .....                 | 336-750-2458 | Center .....                         | 336-750-3380 |
| Disability Services .....           | 336-750-8658 | Title IX Office .....                | 336-750-8758 |
| English.....                        | 336-750-2300 | University Advancement Office.....   | 336-750-3159 |
| Finance and Administration.....     | 336-750-2707 | University College &                 |              |
| Financial Aid .....                 | 336-750-3296 | Lifelong Learning.....               | 336-750-2635 |
| Information Technology .....        | 336-750-2092 | University Student Activities &      |              |
| Legal Affairs .....                 | 336-750-2105 | Engagement .....                     | 336-750-3350 |
| Library Services .....              | 336-750-2440 | World Languages and Cultures .....   | 336-750-8657 |
| Mathematics Department.....         | 336-750-2489 | WSNC-FM (90.5).....                  | 336-750-2325 |
|                                     |              | WSSU College (Arts, Sciences,        |              |
|                                     |              | Education, Business) .....           | 336-750-2400 |
|                                     |              | Ramgraphix.....                      | 336-750-2765 |



**WINSTON-SALEM**  
STATE UNIVERSITY

*[www.wssu.edu](http://www.wssu.edu)*

# ACADEMIC AFFAIRS

The Division of Academic Affairs is entrusted with the task of establishing and maintaining the academic climate and quality of Winston-Salem State University. Students enjoy a variety of choices for academic majors and are engaged by an excellent faculty. Take the opportunity to become familiar with all of the valuable information listed within this section.

## Meet Your Deans

### **Dr. Michael Holt**

Dean of the College  
of Business and  
Entrepreneurship  
[cbedean@wssu.edu](mailto:cbedean@wssu.edu)



### **Dr. Manju Bhat**

Dean of the College of Arts,  
Science, and Education  
[casedean@wssu.edu](mailto:casedean@wssu.edu)



### **Dr. Leslie Battle**

Dean of the School  
of Health Sciences  
[DeanofSOHS@wssu.edu](mailto:DeanofSOHS@wssu.edu)



### **Dr. LaVie Leasure**

Dean of University College  
[leasurela@wssu.edu](mailto:leasurela@wssu.edu)



### **Dr. Montrale Boykin**

Dean of the Graduate School  
[graduatecollege@wssu.edu](mailto:graduatecollege@wssu.edu)



### **Dr. LaMonica Sloan Wilhelmi**

Associate Vice Chancellor for  
Student Affairs and  
Dean of Students  
[deanofstudents@wssu.edu](mailto:deanofstudents@wssu.edu)



## Academic Success Counselors (ASC)

Proper academic advising, along with institutional support and resources, are vital to your success. Whether you are a first-year student just beginning your collegiate academic experience, a transfer student joining us from another institution, or a continuing student embarking on upper-level major courses, effective guidance in navigating college life can mean the difference between timely graduation and falling short of your academic goals. The ASCs become your first point of contact for all academic issues upon entering the university. Your ASC is able to provide advice about choosing coursework and curriculum which include guiding you through the timely completion of general education requirements and prerequisites for your major.

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## Academic Scholars Prepared for Impact, Retention and Engagement Program (ASPIRE)

The Academic Scholars Prepared for Impact, Retention and Engagement Program (ASPIRE) offers selected student groups specialized academic support including early interventions, study sessions, and ongoing academic guidance from a Resilience Coach.

ASPIRE is designed for post-traditional students, student-athletes, university band, choir members, and more.

### ***ASPIRE provides support programs that:***

- Focus on each student learner's needs and goals
- Respect diverse ways of knowing, and different rates and pathways of learning
- Implement innovative, evidence-based instructional practices
- Help students connect what they learn in courses to their own interests and goals
- Are accessible, engaging, and collaborative

## Registration

New students should attend Orientation prior to the start of the semester to take placement tests (if required), meet with an Academic Success Counselor and register for courses. It is important that new students take time to read the acceptance letter carefully as well as any other literature received from Winston-Salem State University for more

details and information. Current students will receive information on the academic advising period before registration begins. To register for classes for the new term, returning students are required to meet with an Academic Success Counselor or Departmental Faculty Advisor to discuss classes to take, holds that exist and to obtain a registration access pin number (Alternate PIN). A student will **NOT** be able to register for classes without an Alternate pin number. *It is the student's responsibility to meet with your advisor prior to registering for classes.*

### ***Changes in Registration***

Programs should be carefully planned under the guidance of the academic success counselor or department faculty advisor so that changes in registration will not be necessary. After a student has completed registration, changes may be made only by using the Registrar's Electronic Services Catalog available online from the WSSU main website [www.wssu.edu](http://www.wssu.edu).

The courses for which a student is registered at the close of the registration period constitute his/her official registration and course load for the semester. No student will receive credit for any course or courses for which he/she is not properly registered.

### ***Course Loads***

The normal load for a regular student is the semester requirement as shown for his/her particular curriculum in the catalog or the program as outlined by the respective departments. Full-time students are those who register for a minimum of 12 Student Hours (SH) of credit in a given semester. The maximum course load is 18 SH. No student is permitted to take more than 18 SH unless he/she has a cumulative grade point average of 3.0 or better.

### ***Auditors***

Persons who wish to audit courses will follow regular admission and registration procedures and are governed by the same regulations applied to regular students. An auditor pays the regular course fees, but does not take examinations or receive a grade. Students once registered for "audit" are not permitted to change to "credit" and vice versa after the close of the period for making changes in the program.

### ***Dropping Courses After the Close of Registration***

A student may officially drop courses from his/her schedule until the end of the drop period. The date for each semester appears on the academic calendar. Students must submit the electronic registration add/drop form located in the Enrollment Management Online Services portal.

## Credits, Grades, Grade Points

The university calendar is organized on the semester basis. All credit is computed in terms of semester hours. A semester hour is the equivalent of prepared work for one hour per week for a semester of approximately 16 weeks.

The student's work in any course will be rated for quality by letters of the alphabet.

|                        |                                                                                                                                                            |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A Excellent</b>     | 4 grade points per semester hour                                                                                                                           |
| <b>B Above average</b> | 3 grade points per semester hour                                                                                                                           |
| <b>C Average</b>       | 2 grade points per semester hour                                                                                                                           |
| <b>D Poor</b>          | 1 grade point per semester hour                                                                                                                            |
| <b>F Failure</b>       | 0 grade points                                                                                                                                             |
| <b>I Incomplete</b>    |                                                                                                                                                            |
| <b>P Passing</b>       | Student receives credit but no grade points                                                                                                                |
| <b>W Withdrawal</b>    | Student has officially withdrawn from classes                                                                                                              |
| <b>WE Withdrawal</b>   | Student has officially withdrawn from classes with extenuating circumstances. Student has officially withdrawn from classes with extenuating circumstances |
| <b>AU Course Audit</b> | No grade points, simply an indicator of status                                                                                                             |

The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond her/his control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor, but no later than 12 months. If the grade of I is not removed by a signed change of grade form from the instructor during the specified time, a grade of F is automatically assigned by the registrar. Departments have a process to document the missing work and the computed grade with and without the completed work. This is to be filed with the department chair whenever a grade of I is given in case the instructor does not return to the campus the next semes-

ter. (WSSU Policy 303.18).

## Mid-semester and Final Grade Reports

Mid-semester progress reports are issued at the middle of the term. End-of-semester reports are issued to all students at the close of each semester. (WSSU Policy 302.10).

Final grades are reported to the Office of the Registrar and a copy forwarded to the Office of the Vice Chancellor for Academic Affairs not later than 48 hours after the examination in each course is given, except on the last day of the examination period.



## Dean's List

Eligibility to be named on the Dean's List at the end of each semester shall be based on status as a full-time student (12 SH and above), with a grade point average of 3.0 or better for the semester, with no grade below C and no incomplete (I) grades on the report.

## Change of Grade

A grade once reported to the Office of the Registrar may be changed upon the authorization of the faculty member issuing the original grade and the approval of the vice chancellor for academic affairs. A change of grade is made using the Electronic Services Catalog available on the Registrar's website. The request is approved by the issuing faculty member's department chair and updated by the Registrar. The reason for the change of grade shall be entered on the form and signed by the faculty member, department chair, vice chancellor for academic affairs, and the registrar.

## Repetition of Course

Courses taken at Winston-Salem State University may be repeated only twice; i.e., a course may be taken a maximum of three times. If the policy of a particular academic major or minor is to

allow fewer than two repeats of a course, then students in that major or minor are obliged to follow the more restrictive policy of that academic department.

### **Classification of Students**

Students are classified as freshmen, sophomores, juniors, or seniors according to the total number of credits their official records in the Office of the Registrar show they have earned by the close of the preceding term.

*Freshmen—those having fewer than 30 SH*

*Sophomores—those having 30 to 59 SH*

*Juniors—those having 60 to 89 SH*

*Seniors—those having 90 or more SH*

### **Withdrawal from the University**

Students may occasionally find it necessary to withdraw from the university after the semester begins due to personal or medical problems. Withdrawal is not intended to be used to alleviate academic difficulty. Students must consult with your assigned academic success counselor or department faculty advisor before withdrawing from the University. A withdrawal for extenuating circumstances must meet criteria identified and noted in the *University Withdrawal Policy* (WSSU Policy 302.8).

### **Final Examinations**

Final examinations are held at the close of each semester. The examinations are required of all students.

### **Academic Standards**

Comprehensive evaluation of the student's academic standing is indicated in the grade point average. A grade point average is computed by dividing the total number of grade points earned at WSSU by the total number of hours attempted at WSSU (passed and failed). When a course has been repeated, only the credits earned and points of the higher grade earned are counted. Since a C (2.0) cumulative average is required for graduation (see requirements for all baccalaureate degrees), a student's record should reflect progress toward that level of achievement. Pass/Fail courses are not used in the computation of the grade point average. (WSSU Policy 302.7 and 302.10).

### **Graduation with Honors**

Winston-Salem State University has four honors categories, which include graduation with distinction, cum laude, magna cum laude, and summa cum laude. In order to be eligible for graduation with honors, undergraduate students must complete a minimum of 60 semester hours of graded coursework offered by Winston-Salem State University. *A grade-point average in the range of 3.8-4.0 is required to graduate with summa cum laude honors.* A grade point average in the range of 3.5-3.79 is required to graduate with magna cum laude honors. A grade point average in the range of 3.0-3.49 is required to graduate with cum laude honors.

In order to qualify for graduation with distinction, students must complete at least 30 semester hours and less than 60 semester hours of graded coursework offered by Winston-Salem State University. A minimum grade-point average of 3.0 or higher is required. (WSSU Policy 302.7).

### **Registration at Another Institution**

Any student desiring to receive credit toward graduation for courses taken at any other institution must secure in advance the approval of the department chair in the department where the course is taught and the department chair of the student's major area. Students must obtain permission by submitting the electronic Application to Take Courses at Another Institution Request located in the Enrollment Management Online Services portal.

The institution at which the work is done must be fully accredited. A student who has earned 64 SH at a two-year institution cannot earn additional credit from a two-year institution. For credit, the courses must be completed at the C level or higher. The student is responsible for requesting that an official copy of his/her transcript is mailed to the Registrar at Winston-Salem State University as soon as the courses are completed. (WSSU Policy 302.1).

### **Transfer and Nontraditional Student Services**

Transfer and Nontraditional Student Services strives to build a community of engaged student learners who value academic excellence, intellectual, personal development, inclusion,

ethical conduct, and compassionate service. Utilizing all experiences to enhance a student's development, this unit serves as a way to refine skills, and develop competencies beyond the classroom. We are committed to identifying and offering learning activities and programs to provide you with that experience.

Additionally, Transfer and Nontraditional Student Services provides co-curricular activities and workshops to ensure that you are competitive among other students in the global working environment. Through enriched opportunities, we offer programs that will provide you exposure, skill development, and learning prospects to enhance your physical and emotional well-being. More information regarding these services can be found by visiting University College in Hill Hall.



# ENROLLMENT MANAGEMENT AND ACADEMIC SERVICES

## Admissions Office

The Admissions office, located in the Anderson Center, receives, screens and processes applications from all individuals seeking admittance to the university. In addition, staff provide pertinent information to prospective students, set recruitment activities and provide additional support specific to the recruitment and enrollment process.

## Registrar's Office

General functions of this office, located in the Thompson Student Services Center, room 202, include the compilation, evaluation, retention, and certification of students' academic records. Staff members prepare and issue transcripts, counsel and certify veterans, and supervise the registration of all students. This office is responsible for maintaining and securing all educational records for WSSU students.

## Library Services

The O'Kelly Library supports and enhances all Winston-Salem State University programs through its relevant and diverse print and electronic collections and resources beyond the library via borrowing from other institutions (Inter-Library Loan). The staff instructs and assists users with all aspects of library services to foster and instill lifelong learning. Library staff are available to assist with research needs and can work with individuals or small groups to teach and guide them in finding materials. A readily accessible online catalog is maintained of all library holdings and other appropriate records. Services, materials, and equipment are always available to the campus community during the library's daily operations with online materials available. The staff strives to preserve resources and provide for archiving university records and related documents.

The library's website is most often the entrance to library resources and services. Policies, contact information, service hours, direct access to the

online catalog, electronic databases, and other electronic resources are throughout the website. Electronic resources are available to the university community from any location through a sign-in process with university credentials. Individuals are encouraged to contact library staff when needed for directions on the authentication process necessary to access electronic resources when off-campus or when in need of other information.

The online catalog includes reserve collections, textbook collection, and media holdings which are all searchable from the library website. Resources can be searched by author, title, subject, call number, or format. A textbook collection (in-library use only 4 hours), with many of the titles currently used within the instructional program, is maintained to provide students with convenient access to many of their assigned texts. The staff works with university bookstore employees to acquire correct titles and editions.

O'Kelly Library maintains updated technology including computers, headphones, calculators, and scanners for public use. Computers within the library are all equipped with webcams and lockdown browsers. The Media Production Lab powered by Adobe, located on the second floor of the library, maintains Apple computers that can be used for creating and editing media-based projects. The Lab also provides the opportunity to use an updated podcasting studio and video/photography studio and has a knowledgeable staff that can assist in the process of creating and editing. The library maintains group study/use spaces that can be reserved at any of the service desks. Each room offers groups of various sizes access to a display screen, whiteboard, and moveable seating. To find out more, please stop by the library and ask how we can help.

## Curriculum Materials Center

The Curriculum Materials Center is located in the Albert H. Anderson Center, room G19. It houses the children's literature collection, state adopted textbooks and related materials for grades K-12. Other resources such as curriculum guides, teaching kits and audio-visuals appropriate for elementary and secondary instruction are in the collection. All materials are cataloged by O'Kelly Library technical services. For more information you may contact them at 336-750-8698.

## Diggs Gallery

Throughout its history, Winston-Salem State has supported the arts and served as one of the cultural centers for the Winston-Salem community. For the last two decades, WSSU has witnessed tremendous cultural growth and, through gifts and acquisitions, has amassed an impressive permanent art collection. Composed of the Sculpture Garden, Biggers Murals and a number of paintings, prints and sculptures, the collection highlights African-American art. Supporting the permanent collection is the Diggs Gallery, a non-collecting exhibition space also emphasizing black culture from around the globe.

Diggs Gallery opened in the fall of 1990 and is the major cultural center at WSSU. The gallery is named for James Thackeray "T" Diggs, Jr. (1915-1989), a 1934 graduate of WSSU, a painter and, for more than 40 years, a WSSU art professor.

Diggs Gallery evolved from a belief that WSSU should offer a meeting, sharing and learning place to encourage people from every walk of life to gather on the common ground of art. Thus, the mission of Diggs Gallery is to become a cultural meeting place where art is the common language for discussions about exhibits, programs and social issues, and where art can educate and enlighten. The aim of Diggs Gallery is to develop better understanding, tolerance and celebration of our global community. Committed to serving the university family, the gallery also exists to increase WSSU's role in the community and involve the North Carolina audience as the university seeks to make a stronger contribution to the cultural life of the region.

## Simon Green Atkins Scholars Society

The Honors Program at Winston-Salem State University offers academically talented students a well-rounded education that combines academic studies with cultural enrichment and service to the community. Through an intensive curriculum and a variety of leadership opportunities, students in the Honors Program at WSSU receive the best education possible while preparing for graduate studies or a career. Serving more than 200 students, the Honors Program provides the additional advantages of professional development activities and academic support, as well as internship, co-op and study abroad experiences. Furthermore, the Honors Program ensures that

scholars have a relevant, challenging, rewarding experience. It promotes a lifelong, disciplined approach to knowledge and scholarship through inquiry and exploration. Through quality educational experiences and co-curricular activities, scholars are ready to be creative and critical-thinking leaders in their professions and communities. For more information contact the Simon Green Atkins Scholars Society Advisor at 336-750-2138.

## Assessment of Prior Learning and Special Credit Considerations

The university recognizes that all learning does not take place in a classroom and has made provisions to evaluate such learning and award credit when appropriate. Students with prior college-level learning gained outside the traditional college classroom may receive credit for that learning by several means of assessment. Among the most common measures are advanced placement, the College-Level Examination Program (CLEP) examinations, and course challenges and proficiency examinations. Military veterans may also receive academic credit in health and physical education and courses taken while in the Armed Services. Where specific policies are not identified, prior learning related to the student's educational program may be reviewed and credit awarded at the discretion of the appropriate academic department.

### **Advanced Placement**

Winston-Salem State University participates in the Advanced Placement Program of the College Entrance Examination Board. Students who receive a score of 3 or higher on advanced placement tests will receive appropriate college credit. Also, college level courses taken in high school may be given credit after review by the appropriate department of the university following the enrollment of the student.

More information can be found in Policy 200.23 - Awarding Undergraduate Credit on the Basis of Advanced Placement Exam Scores on WSSU's Legal Affairs Policies and Procedures website.

### **College-Level Examination Program (CLEP)**

Winston-Salem State University participates in CLEP, a national program of credit-by-examination that offers students an opportunity to earn college credit by examination. CLEP offers two

types of tests: general examinations and subject examinations. University policies regarding CLEP are as follows:

1. WSSU does not award credit for general examinations.
2. Students may earn a maximum of 36 SH of CLEP credit for subject examinations.
3. WSSU recognizes the right of each academic department to determine the maximum number of additional credits to be earned via challenging examinations.
4. Credit by examination cannot be used to meet the 30-hour residency requirement.
5. A CLEP score may not be used for course credit once a student has earned a grade in that particular course.

Course credit earned via CLEP is granted by the Office of the Registrar upon receipt of official CLEP scores. The document entitled “Credit-by-Examination for College-Level Examination

Program” describes minimum acceptable scores and number of credit hours awarded.

### ***Credit for Service and for Education in the Armed Forces***

The university recognizes for credit certain training and experience in the Armed Forces of the United States. The completion of military service in the Air Force, Army, Marine Corps or Navy, including basic or recruit training of more than one year’s duration, is accepted for the general university requirement of three semester hours of credit in health and physical education upon presentation of evidence of honorable discharge or transfer to the reserve component. College-level courses offered by accredited institutions and made available to military personnel through the Servicemen Opportunity College will be considered for transfer credit if a grade of C or better has been earned and if the courses are applicable to the student’s curriculum. A transcript must be sent to the Admissions office directly from the institution offering the course.

### ***Proficiency Examinations***

Credit may be given to students registered in the university on the basis of examinations taken prior to or after admission to the university. The level of achievement, which must be demonstrated by the student on these examinations in order to

receive examination credit, shall be determined by the department in which the course for credit is taught. No grade points are allowed for courses in which credit by examination is given. The credit shall be assigned only upon the authorization of the head of the department in which the student is registered. All students must meet program requirements.

## **Special Services**

### ***Small Business and Technology Development Center***

The Small Business and Technology Development Center is an inter-institutional program with The University of North Carolina. It supports economic development in the state by providing assistance in the start-up, expansion and successful operation of small business. Further, it facilitates technology development within the small-business community and uses existing resources from among students and faculty at the constituent institutions. Its campus location is in the R. J. Reynolds Center, room 112B or you may contact them at 336-750-2030.

# STUDENT SERVICES

## Office of the Dean of Students

**The Office of the Dean of Students provides a caring environment for students and contributes to their success and their development as global citizens and future leaders. Our goals for students are to:**

1. Serve as their advocate
2. Provide programs and services to help them understand their new responsibilities as a university student
3. Empower them with principles that foster personal responsibility and educate them on the ethical decision-making process and healthy behaviors
4. Support in addressing student concerns and/or complains with navigating the university environment

The Office of the Dean of Students is committed to helping students succeed. Students are welcome to visit with the office staff where we can assist you with any of the following:

1. Referral to campus resources
2. Connect with campus resources if you are experiencing distress, difficulties, adjustments, or coping with changes, etc.
3. Support you and your family if you encounter extenuating/unexpected life circumstances
4. Return to campus after being absent due to medical or other factors
5. Dean's certifications

## Office of Career Development Services

**The Office of Career Development Services offers assistance in five major areas:**

1. Career planning and placement
2. Co-ops/internships
3. Job location and development
4. Assistance to students pursuing admission to graduate and professional schools
5. Volunteer service opportunities that support and enhance career exploration and personal development.

Career Planning and Placement services are

available to students and alumni. The range of services include:

- career exploration and counseling;
- conducting workshops that enhance job-seeking skills, workplace performance and expectation;
- arranging seminars conducted by representatives of various business, corporate, educational, governmental, and service organizations;
- scheduling on-campus interviews for internship and employment positions with representatives from a wide range of business and service industry categories;
- workshops to prepare students and alumni for conducting effective interviews;
- assistance in the preparation of resumes, cover letters and post interview communications.

**Experiential Learning Programs** are designed to strengthen your academic program through experiential learning and the practical application of acquired knowledge. Co-ops and internships are experiential learning programs which provide opportunities to gain work experience prior to graduation. Schedule a meeting with your academic advisor/internship coordinator to see if you can earn college credit for co-op/internship experience.

**CO-OP:** A structured educational strategy integrating classroom studies with learning through productive work experience in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. A co-op is a paid work experience in a professional setting. Students who do co-ops may work during the fall, spring or summer terms.

**Eligibility Requirements:** Candidate must be in good university standing, have completed sophomore-level courses with a 2.5 minimum cumulative GPA and have full-time student status. Students must check directly with their departments for specific minimum work periods and register with the Office of Career Services

**INTERNSHIP:** Any career-related work experience of limited duration that provides students with an opportunity to gain experience before they graduate while earning academic credit hours. The student works in a professional setting under the supervision of at least one practicing professional. Positions may or may not be paid. Students participating in internships may work during the fall, spring or summer terms.

**Eligibility Requirements:** Candidate must be in good university standing, have completed freshman-level courses with a 2.0 minimum cumulative GPA and have full-time student status. Interested students must check directly with their academic departments for specific minimum work periods in addition to registering with Career Development Services.

### **The Job Location and Development (JLD)**

**Program** assists students in obtaining part-time, temporary, seasonal, or summer employment. The JLD coordinator assists the student with identifying positions commensurate with the student's interests and skills, informing students of employment opportunities. Jobs identified through the JLD program cover a variety of fields. The student does not receive academic credit for participating in the JLD program; however, the career experience is usually relevant to the student's career aspirations. The experience also enhances the student's confidence in his or her abilities, establishes a work history, provides financial assistance in the form of salaried employment, and gives the student an opportunity to improve interpersonal skills.

**Graduate and Professional School** assistance is provided to students interested in attending graduate or professional school. The office serves as a clearing house of information regarding graduate and professional school opportunities, provides assistance in preparation of graduate school applications, schedules and coordinates visits to graduate and professional schools, hosts graduate school fairs, and offers other related services.

**The Community Service and Service Learning Program** at Winston-Salem State University operates under the name of *Project GIVE* (Getting Involved {through} Volunteer Experiences).

*Project GIVE* allows WSSU students to enhance their leadership skills through volunteer service activities on the WSSU campus, in the greater Winston-Salem community or their hometowns. By assisting service agencies dedicated to improving the human condition, students learn how to use their time, energy and abilities to make a positive impact on their surroundings.

The program is supervised by the Coordinator of Community Service based in the Office of Career Development Services (Hill Hall, 2nd floor). The coordinator serves as the link between local service agencies and all members of the WSSU community to establish volunteer opportunities that match student academic and/or personal interests. The coordinator also records all acceptable volunteer service hours earned by students during their enrollment. Students can use this information as a reference on applications for student organization, graduate schools or scholarships that require details of their volunteer service or for placement.

The Office of Career Development Services staff are available from 8:00 a.m. until 5:00 p.m. Mondays through Fridays. Evening hours are posted at the beginning of each semester and other times may be scheduled by appointment.

### **Office of Scholarships and Financial Aid**

Winston-Salem State University is committed to providing financial aid to students who would otherwise be unable to attend the institution. This assistance is designed to supplement student and family contributions toward expenses.

Beginning October 1 of each year, students may apply for financial assistance at WSSU by completing the Free Application for Federal Student Aid (FAFSA) Application. Students are strongly encouraged to complete the FAFSA by March 1. Students may complete the FAFSA at [www.studentaid.gov](http://www.studentaid.gov). Students interested in applying for financial assistance for summer school must complete the following each year beginning March 1:

1. Have on file current year's FAFSA;
2. Must be registered for summer classes;
3. Submit application for Stafford Loan; and
4. Observe all deadlines pertaining to summer school.

5. We will automatically award for summer based upon remaining eligibility for financial aid.

Students must enroll in six hours summer school in order to be eligible to receive financial aid. You may enroll in 6 for one session or 3 hours in each session.

### ***Statement of Satisfactory Academic Progress (SAP)***

The Higher Education Act requires Winston-Salem State University to develop and apply a consistent standard of academic progress. It further requires that a student must maintain satisfactory academic progress in a course of study leading toward a degree in order to be eligible for financial assistance.

Winston-Salem State University has developed its Satisfactory Academic Policy, located on the Financial Aid webpage, to carry out the statutory requirements that a student **MUST** be making satisfactory progress to be eligible for institutional aid (scholarships, grants and loans) and federal aid (federal Pell Grants, State Grants, federal Work Study Program, all federal Loans, and federal Supplemental Educational Opportunity Grants).

All enrolled continuing students must be making satisfactory progress toward completion of a four-year program at Winston-Salem State University to be eligible for financial aid. These policies apply only to students eligible to receive financial aid and do not reflect eligibility to enroll or re-enroll.

Winston-Salem State University's Satisfactory Academic Progress Policy for students receiving aid under Title IV (HEA) programs corresponds with the policy used for students who do not receive Title IV funds. The policy is applied consistently to all students within identifiable categories (such as full-time, part-time, etc). The policy conforms to the standards of Winston-Salem State University's accrediting agencies.

Please review the SAP Policy here: <https://www.wssu.edu/admissions/scholarships-and-financial-aid/undergraduate/sap-undergraduate-student-requirements.html>

### ***Grade Point Average for Qualitative Progress***

Before a student is considered to be making satisfactory academic progress, the student must have the appropriate cumulative grade

point average and cumulative semester hours earned. For more information about the process for satisfactory academic progress please contact the Office of Scholarships and Financial Aid, all students have an assigned financial aid counselor and information is available on their website accessible from the WSSU website [www.wssu.edu](http://www.wssu.edu) click on the tabs for Admission and then Office of Scholarships and Financial Aid.

## **Housing and Residence Life**

Housing and Residence Life supports the academic mission of the university by offering opportunities for individual and collective growth of students who live on campus. The department exists to facilitate the personal development and academic growth of residents by providing (1) facilities that allow students to live in secure, clean and comfortable surroundings, conducive to the pursuit of academic excellence; (2) programs that address cultural, emotional, ethical, intellectual, occupational, physical, social, and spiritual needs; (3) programs that integrate residence life with student's academic experiences and self-awareness; (4) programs that promote personal and collective responsibility that will have a lasting impact on the lives of students; and (5) programs that utilize technology in the daily lives of the residents.

Housing and Residence Life operates on a "living and learning" concept. Here, students are challenged to improve interpersonal relationship skills, to live peacefully, and to interact with others from different cultural, regional, and socioeconomic backgrounds. Students enjoy a healthy range of adult freedoms while carrying out their responsibilities at school.

### ***Residence Hall Staffing***

A management team manages each residence hall. The purpose of the team is to assist students with concerns which include, but are not limited to, safety, comfort, maintenance, roommate and personal issues, programming, etc. The management team consists of Area Coordinator (AC), Graduate Assistants (GA), desk assistant (DA) and resident assistants (RAs). The Area Coordinator is chief administrator of the residence hall. The Graduate Assistant is a part-time live-in staff member responsible for the overall or shared administration of a residence hall. The Desk Assistant is a student staff member who assists

the community development of the residence halls by providing excellent customer service at the residence hall front desk. Desk Assistants help residents by answering questions from students and guests, checking out temporary access cards and keys, answering the phone, and providing general customer service for resources provided at the desks. RAs are upper-class students who live in a residence hall/facility. Each floor of a residence hall has at least one RA who lives on a floor with students and is available to assist with emergencies. Residence hall staff and students host special recreational, social, safety, cultural, and educational programs. These positive programs enhance the quality of on-campus living and group interaction experiences. Typically included in these activities are hall meetings, guest speakers, workshops, information sessions, and social events.

### ***Leadership Opportunities (Residence Hall Council/Association)***

Each residence hall has a Residence Hall Council. Combined, the councils constitute the Residence Hall Association. Students are elected president, vice president, secretary, treasurer, etc. to lead the councils. Every student resident of a hall is a member of a Residence Hall Council. The Residence Hall Councils and Association provide excellent opportunities for students to meet each other, work together and enhance their organization and leadership skills.

### ***Student Personal Property Insurance***

The university is not liable for damage to or loss of students' possessions (whether due to fire, smoke, wind, water, theft, or other causes) and cannot pay students for such losses unless it is determined by the state of North Carolina that the loss was caused by the negligence of a state employee. Therefore, unless coverage is provided under an existing homeowner's or renter's policy, students should consider purchasing separate property insurance. Brochures and applications for this type of coverage are available in the Office of Housing and Residence Life.

For more information, call the housing office at 336-750-3400.

## **Student Activities and Student Organizations**

University Student Activities and Engagement

disseminates budget information, coordinates workshops and informal sessions to student groups on organizational development and leadership topics such as publicity and promotion, time management, motivation, and assessing appropriate leadership styles. University Student Activities and Engagement seeks to reinforce academic learning and retention while stimulating appreciation of cultural differences, civility, expression of ideas, citizenship, creativity, leadership development and an earnest desire for social justice. Organizations are encouraged to apply for assistance to support their programming needs. Students may choose from over 100 Student Organizations; including but not limited to, music groups, departmental student groups, and university committees in which to participate. Additionally, there is an opportunity for any student to create a new student organization to serve a niche provided there is an identified interest.

USAE coordinates a student involvement fair as an opportunity for students to learn about Winston-Salem State University clubs and organizations and of opportunities with other agencies in the Winston-Salem area. The fair is held towards the beginning of the fall and spring semesters each academic year.

Student organizations are encouraged to use the student center's facilities before reserving alternative campus spaces. Students must reserve spaces using [Ramsync](#). The student center reservations telephone number is 336-750-3354.

### ***Lyceum Programs***

The Lyceum program offers a variety of cultural activities that include a Performing Arts Series, the Joseph N. Patterson Lecture, and an Academie Series. Recently, the Performing Arts Series has brought to the campus professional musicians, dancers, and theatrical groups such as contemporary jazz artist Dianne Reeves, Tabitha Brown, Three Mo' Tenors, the dance company Philadanco, and actor John Amos. The Patterson Series has hosted Robert f. Curl, Jr., Nobel Laureate in Chemistry; Sonia Sanchez, noted author, poet, and professor of English and Women's Studies, and a Women's Forum entitled "Women of Purpose." The Academie Series has invited artists such as The Ritz Chamber Players, The New Century Saxophone Quartet, and the Dallas Brass. In addition to performing, artists in the Academie Series conduct workshops, master

classes, and/or lecture demonstrations for music majors and other interested students. The Lyceum Cultural Events Series also serves to connect the university with the local and regional community, bridging town and gown.

### **Recognition of Student Organizations**

The Council of Presidents serves as the governing umbrella in which all student organizations sit under. The council provides funding for campus organizations with regard to student programming and student travel initiatives. COP meets monthly to discuss student organization events and provides a leadership workshops for all student organization at the beginning of each semester. To be recognized on campus (gain permission to use WSSU facilities and receive funding), a student group should follow these procedures:

- Submit a constitution to USAE for approval (models for constitutions can be obtained in the office).
- Submit a list of officers (president, vice president, secretary, and treasurer) and the name of the organization's faculty advisor.
- Submit a statement signed by the organization president and faculty advisor which specifies membership will be on the basis of individual merit and free from discrimination because of race, creed, national origin, or handicap.



- Any organization with a national office must submit a letter stating that the campus organization has permission to be affiliated with the national organization and has permission to use the national name.
- Any organization that uses a pledge/initiation process may be held accountable to the same rules governing such processes as all Pan-hellenic organizations.

### **Eligibility Requirements**

A student is eligible for extracurricular activities if they are registered for the semester in which

their name appears as a member on a student organization roster. Some activities such as participation in intercollegiate athletics and Greek life may include being in good disciplinary standing or disciplinary standing with the university.

### **Definition of extracurricular activity**

An extracurricular activity is an activity that the university sponsors, for which academic credit is not granted nor required for graduation.

### **Benefits of Recognition**

Recognition of a student organization is a privilege. It enables groups to become an official part of the university and provides a means of coordinating and communicating information about the organization's purposes and membership opportunities. Benefits extended to student organizations that have been recognized include use of university facilities and services, use of the university's name and eligibility to apply for student activity fee allocations. Specific facilities and services available include:

- Leadership and personal development
- University student center meeting rooms, classrooms, buildings, and grounds.
- University printing services
- University mail systems
- Posting privileges
- Access to RamSync to advertise your organization, recruit members, and promote events

### **Membership within Organizations**

Recruitment can be done in a variety of ways. The Student Involvement Fair is conducted for the purpose of generating interest about campus organizations. It is a convenient, inexpensive way to advertise new membership openings. Membership could be further boosted by asking a member of each present organization to bring a friend to the next meeting.

Before using any method, however, understand that recruitment will only be effective if an organization has an identity. You can make yourself known on campus by having successful programs, advertising your name or using promotional tools to publicize the existence of your organization. All members should have an understanding of the group's purpose and objectives in order to communicate its activities and programs to others. Word-of-mouth is the

cheapest advertising available, and it can be the most effective, but be prepared to make your group look appealing to potential members.

## **Student Governance**

The Student Government Association (SGA) is composed of all students registered at the university, and serves as a liaison between the student body and administration. SGA develops and sponsors a diverse program of recreational, social and cultural events on a regular basis. SGA officers and designees participate in institutional governance in a number of ways and are appointed as members of many university committees to ensure student representation and involvement. The president of SGA serves as a voting member of the university's board of trustees. Officers are elected by student vote each year.

## **Student Centers**

The Cleon F. Thompson, Jr. Student Services Center is a multi-dimensional facility which houses a number of student services offered at Winston-Salem State University. In addition to the staff/faculty dining room and food court, the following services and offices are located in the center:

Enrollment Services, Post Office, Commuter Lounge (game rooms, TV lounge, study room, and recreational areas), Student Government Association offices, Bookstore, Aramark Food Services offices, RamCard office, Registrar's, Financial Aid, Student Accounts, Housing & Residence Life, Dean of Students, Interpersonal Violence Prevention, Community Standards and Civility, and the Office of the Vice Chancellor of Student Affairs. Meeting rooms and a multipurpose room provide adequate space for students to gather in large or small groups for a variety of purposes.

In 2013, the Student Centers expanded to include the Donald J. Reaves (DJR) Student Activity Center. DJR is designed to be an energetic part of the University and facilitate the union of formal and informal educational programs. The departments that comprise this building provide services, facilities, and programs for the development and enrichment of the university community through cooperation with the various departments within the University. We are committed to identifying and responding to the diverse needs and interest of the university community in creative and

innovative ways. The center is a 96,000 square feet state of the art modern facility that houses a host of activities and services on all three levels. As students enter DJR are very popular areas, including the Food Court, which appeals to a variety of appetites. DJR visitors will be able to enjoy a pick-up-game, in the courtside dining area, as they consume their restaurant selections.

Competing with the food court on the first level is the well-equipped weight room and the modern two court gymnasium. The Campus Hall on the first level allows students use of two multipurpose rooms to host their special activities such as student body forums, poetry slams, banquets and movies.

The second level of the DJR Student Activities Center houses the administrative offices and meeting spaces for University Student Activities and Engagement that ensure smooth management of student activities. Student organizations have office and meeting spaces on this level as well. Additional student centered spaces on the 2nd level include a game room, cardio fitness room, locker rooms, and a general student lounge space with a fireplace for students to relax and take a breather.

Finally, the third level of DJR features a waterfall, an indoor jogging track and two group exercise rooms that will serve to promote health and wellness among students, faculty, and staff. DJR also features a commuter lounge for commuting and non-traditional students.

### ***Facilities Use Contract Agreement***

The use of facilities and arrangements for stage set-up, etc. that involve Physical Plant services should be requisitioned at least three weeks in advance. All information should be clearly stated on the agreement. Forms are available in the office of University Student Activities and Engagement. Students who need to use K.R. Williams Auditorium, Whitaker Gym, Cleon F. Thompson, Jr. Student Services Center, or any other campus space, should complete the agreement in advance.

## **Campus Connection Online**

### ***Online for Students***

#### ***Banner Rams Online***

Banner Rams is Winston-Salem State University's online for students and faculty services.

### **Instructions for Students**

EACH STUDENT WILL NEED THEIR RAM ID AND PASSWORD TO ACCESS THE SYSTEM

There are several technology resources available to students, please visit the university website at [www.wssu.edu](http://www.wssu.edu) and follow the link to “Current Students” then click on MyWSSU for instructions on the technology resources and applications services.

**Banner Rams Online** for students is a simple process. Log on to the WSSU website [www.wssu.edu](http://www.wssu.edu) and click on Banner Rams. Then click on Banner Rams Online, key in your student Ram ID & password.

*Services available For Students include:*

- *Register for Classes (must contact advisor prior to registering)*
- *View academic record-grades, institutional*
- *Transcript transfer, degree audit*
- *View course catalog*
- *View class schedule*
- *View account Summary*
- *View financial aid information*
- *View holds*
- *View e-mail address*
- *View and update addresses*

### **Computer Labs on Campus**

The computer labs listed below are available for students to use to retrieve their e-mail, visit Campus Pipeline accounts and get any of the information above.

- Academic Computing Center, Ground Floor, RJ Reynolds Building
- O’Kelly Library
- Multi-Media Lab, 2nd Floor O’Kelly Library
- RJ Reynolds building 1st Floor

## **Resources and Support for Students Experiencing Homelessness**

### **Determining Eligibility**

If you feel you are eligible to be considered a Homeless Student or an unaccompanied youth, please complete this FORM (Wufoo form). Once we review your information, we will contact you to seek any additional information needed to process your request. ([financial.aid@wssu.edu](mailto:financial.aid@wssu.edu))

### **Definition of Homeless Students**

Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence. The term “homeless student” will also be deemed to include the term “unaccompanied youth,” which includes a youth who is not in the physical custody of a parent or guardian. Homeless children and youth include those students who are:

- sharing the house of other persons due to loss of housing, economic hardship, or a similar reason;
- living in motels, hotels, transient trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals;
- living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- living in a migratory situation that qualifies as homeless because the child lacks a fixed, regular, and adequate nighttime residence.

### **Resources Available for Homeless Students**

Below is a brief list of resources available to WSSU students either provided through WSSU, or found within the local community:

### **Academic Support through ASPIRE**

Students verified to be homeless/unaccompanied youth are enrolled in WSSU’s ASPIRE (Academic Scholars Prepared for Impact, Retention and Engagement) Program. ASPIRE students are supported through full-time Resilience Coaches, who provide mentorship, academic support, mandatory study hours, personal and professional growth workshops, as well as many other student-focused opportunities.

### **The Allegacy Federal Credit Union Student Resource Center**

The The Allegacy Federal Credit Union Student Resource Center at Winston-Salem State University (SRC) strives to provide holistic support to help students meet their current and long-term needs and goals. The center connects students to campus and community resources and services to help them overcome barriers that interfere with their success. The SRC collaborative is comprised of the WSSU Rams Helping Hands Food Pantry and the Career Closet which aims to centralize our

resources to:

### ***Rams Helping Hands Food Pantry***

Currently enrolled WSSU students can access the WSSU Rams Helping Hands Food Pantry to obtain items needed. Some items may be limited in quantity based on their availability.

### ***Career Closet***

The Career Closet provides students with business and casual clothes for interviews, career fairs, formal events, or any career-related functions, both on and off campus. The Career Closet is available to all Winston-Salem State University students seeking to expand their professional wardrobe. These items, donated by faculty, staff, alumni, families, community members or businesses, enable students to make the best possible impression and feel confident during a professional meeting.

### ***Counseling Center***

The members of WSSU Counseling Services are here to support students who are experiencing stress, discomfort or dissatisfaction in their personal lives. Counseling services are confidential and available at no cost to all currently enrolled Winston-Salem State University students. If you are an enrolled student and would like to receive services, you can call Counseling Services at 336-750-3270 to schedule an appointment or use their online scheduling service on their [website](#).

### ***WSSU Wellness Center***

The Wellness Center is available to all WSSU students, and hopes they take advantage of the resources available to be successful during their time at WSSU. The mission of Winston-Salem State University's A. H. Ray Student Health Service is to meet the health needs of the student community. The Wellness Center can help with most physical health, mental health, and substance abuse concerns. The WSSU Wellness Center also has a full-service Pharmacy that offers prescription services. Multiple forms of insurance are accepted at the Wellness Center and Pharmacy.

### ***University Recreation***

WSSU's University Recreation (UREC) hosts a variety of activities and services to promote university involvement, health, wellness and community. UREC provides a place for students to socialize in a positive environment while maintaining or increasing their fitness level. UREC is located in the DJR Student Activities Center, and includes three

floors of workout equipment, group fitness spaces, and full shower facilities. We help students create balance through fitness, sport and recreational activities.

### ***WSSU Housing and Residence Life (HRL)***

WSSU residence halls provide students with a safe, caring, comfortable living space that allows them to have fun and make friends while pursuing their academic goals. We are committed to fostering a holistic learning atmosphere which challenges a community of diverse scholars while encouraging collaboration, accountability, responsibility, service, and leadership preparing our students to engage in the global community.

HRL may be able to provide limited housing when WSSU is on breaks or closed. Check their website for additional information about break housing and costs associated with remaining on-campus during these times. If you have challenges affording break housing costs, please contact the Office of Financial Aid at [financial.aid@wssu.edu](mailto:financial.aid@wssu.edu). Please understand that we cannot guarantee any or all costs of break housing will be waived or covered.

### ***RamCARES Case Management Assistance***

We are here to assist and support. Oftentimes faculty, staff, families, and fellow students are the first to notice when a student is struggling emotionally, or is demonstrating behaviors that seem troubling, disruptive, or threatening. We know that students can be successful if connected to the appropriate resources on campus. Reaching out to students will help them personally and enhance their academic success. RamCARES can assist students through one-on-one attention and helping students achieve their goals.

### ***WSSU Financial Literacy***

WSSU partners with campus experts and community agencies to offer a wide variety of financial literacy workshops to meet the needs of our students. To learn more about the financial literacy workshops and offerings, contact Dr. Terrance Martin, Associate Professor of Accounting, Economics, and Finance.

### ***Additional Resources in the Community***

#### ***Forsyth County Department of Social Services***

#### ***Forsyth County Food Pantries***

**Crisis Control Food Ministry**

Crisis Control Ministry is located close to the WSSU campus and has partnered with our Rams Helping Hands Food Pantry to better meet the needs of our students. It provides help with basic life needs to those facing a crisis in Forsyth and Stokes Counties.

# HEALTH AND WELL-BEING

## Services for Students with Disabilities

The Americans with Disabilities Act (ADA) extends federal civil rights protection in several areas to people who are considered “disabled.” Built upon a body of existing legislation, particularly the Rehabilitation Act of 1973 and the Civil Rights Act of 1964, the act states its purpose as providing, “a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.”

As required by law, Winston-Salem State University will make every effort to provide auxiliary aids to students who require such assistance. Certain standards must be met for individuals to qualify for the Act’s protection. To be considered “disabled” under ADA, individuals must have a condition that impairs a major life activity, or have a history of such a condition, or be regarded as having such a condition.

A campus coordinator has been designated to assist students with disabilities. To receive assistance, students with a documented disability will need to provide documentation and complete the registration form on the Services for Students with Disabilities website. Any information supplied is voluntary; information will be shared only with personnel responsible for assisting students with special needs.

Any persons needing accommodations under Section 504 of the Rehabilitation Act(s) or the Americans with Disabilities Act should contact Services for Students with Disabilities through the university website link at <https://wssu.edu/about/offices-and-departments/department-of-disability-services/index.html>

## Wellness Center

The Wellness Center is here to assist you in being successful at WSSU. We can help with most physical health, mental health, and substance abuse concerns. Our Health Care Delivery Method consists of an integrated evidence-based care team delivery model (Patient Centered Medical

Home Model). Our Student Wellness Center model of care consists of a fully-integrated evidenced-based holistic approach that combines the skills of medical providers (physician and nurse practitioners), counselors, case manager, social worker, pharmacist, advocates and other support staff to ensure high quality care. We encourage students to be self-responsible in their health care in an accessible model that is also affordable. Our primary goal is to promote health, prevent disease, and enhance student success and graduation. For more information visit us at the A.H. Ray Student Health building on campus or visit our link at <https://www.wssu.edu/student-life/university-wellness-center/index.html>. Below are a description of the services offered within the Wellness Center:

### University Counseling Center

The University Counseling Center offers a wide range of programs and services primarily for students, both undergraduate and graduate. These activities focus on the individual needs of the student and present a balance of theory and practice in developing a well-rounded individual. The University Counseling Center has made a commitment to faculty and staff to assist them in their efforts to improve the quality and delivery of information to students in and out of the classroom. With this in-depth learning experience, students can acquire the tools necessary to become effective, confident and assertive people.

The fundamental mission of the University Counseling Center is to provide for students and assist them in developing a broader awareness of self while facing and negotiating the challenges and obstacles evident when participating in university life. The University Counseling Center supports the university’s mission by (1) assisting and offering services that will contribute to students’ well-being and growth within the educational structure and (2) providing counseling services to students experiencing stress and adjustment concerns due to personal problems, financial matters, decision making, academic concerns, anxiety and depression, or other conflicts with the campus community.

The University Counseling Center handles psychological problems, relationship and family

issues, and emergencies and crisis situations. It is necessary for students to talk with trained professionals who understand what they are feeling and experiencing. A director and counselors are available and serve as skilled listeners who help students clarify issues, discover and explore their true desires and feelings, and deal effectively with problems and concerns at the university. The University Counseling Center staff act as advocates for students and are involved in student development programs, freshman seminar teaching, and consultation activities that support the efforts of administration, faculty and staff in improving the overall university environment. In addition, counseling workshops, seminars and other outreach activities promote personal and social growth and enhance the quality of student life. All services are designed to complement and support students as they pursue an academic career/degree.

Students may request services themselves or through referral. Many services are delivered through individual and group counseling sessions, workshops and outreach activities.

The University Counseling Center's full-time staff consists of the director, three full-time counselors and an office assistant. Over the past several years, based on need and funding allocations, the University Counseling Center has employed work study students, and supervised and mentored student interns. The University Counseling Center staff is available from 8 a.m. – 5 p.m. Monday through Friday, and other times may be scheduled by appointment. Referrals to external agencies are made as appropriate. Call 336- 750-3270 or send an e-mail message to the appropriate staff member. Location: A. H. Ray Building, Suite 155, 815 Bruce Street, Winston-Salem State University, Winston-Salem, North Carolina 27110. To schedule an appointment or use their online scheduling service on their [website](#).

### **Pharmacy Services**

Our pharmacy, the WSSU Wellness Center Pharmacy, fills prescriptions for students currently enrolled at Winston-Salem State University. We can fill prescriptions prescribed by our in-house providers at the Wellness Center as well as prescriptions from outside providers (dentist, emerg. room, etc.). If a prescription is called in from a doctor outside of the A.H. Ray Student Health Center, please call in

advance to ensure that the medication is in stock or needs to be ordered overnight. General services include:

- Prescription Processing: We are currently able to process prescriptions for students with the Student Health Insurance Plan (Student Blue) as well as most other prescription insurances. Please note that students have the right to choose the pharmacy of their choice and are in no way obligated to use the WSSU Wellness Center Pharmacy.
- We carry a wide array of over-the-counter medications including: emergency contraception, cold/flu/allergy relief, digestive aids, mild pain relievers, immune system boosters, and skin protectants.
- Individual Consultation: The pharmacist is available for private consultation regarding health-related questions or concerns.

For more information about the Pharmacy Services and the medical insurances we currently accept, please visit the department website below:

<https://www.wssu.edu/student-life/university-wellness-center/pharmacy/index.html>

### **Student Health Services**

The A.H. Ray Student Health Center serves minor medical needs of WSSU students. The center is accredited as a Medical Home to WSSU students and provides episodic illness evaluation and treatment, health maintenance, health education, laboratory services, and maintains a full-service pharmacy that can be reached at 336-750-3366. Student Health Center staff includes physicians, nurse practitioners, and licensed nurses as well as administrative staff to support excellent customer service and quality health care.

All UNC system, of which WSSU is a constituent university, students are required to maintain medical insurance coverage. The system offers an optional comprehensive medical insurance program for students. For more information, call the A.H. Ray Student Health Center at 336-750-3301 or visit the Wellness Center web page for more information, <https://www.wssu.edu/student-life/university-wellness-center/health-services/cost-of-service.html>.

Students are required to upload a complete physical and their immunization records to the

Medicat patient portal prior to moving in the residence halls or attending in-person classes. For more information go to the History and Medical Information Requirements <https://www.medproctor.com/wssu-immunization>.

## **North Carolina State Law of Immunization**

130A-155. Submission of certificate to colleges or universities. (1) No person shall attend a college or university, whether public or private or religious, excluding students attending classes in off-campus sources at either public or private institutions, unless a certificate of immunizations required by G.S. 130-A-152 is presented to the college or university. The person shall present a certificate of immunizations on or before the first day of class attendance to the Health Center or Registrar of the college or university. If, however, you graduated from high school in North Carolina, a copy of your certificate of immunization may be obtained from your high school and presented to the offices listed, thus the requirements of this section are satisfied. If a certificate of immunization is not in the possession of the college or university on the first day of class attendance, the college or university shall present a notice of deficiency to the student. The student shall have 30 calendar days from the first day of attendance to obtain the required immunization. If the administration of vaccine in a series of doses given at medically approved intervals requires a period in excess of 30 calendar days, additional days upon certification by a physician may be allowed to obtain the required immunizations. Upon termination of 30 calendar days or the extended period, the college or university shall not permit the student to attend the school unless the required immunization has been obtained.

*The General Assembly of North Carolina Section 1. Chapter 130A of the General Statutes*

## **University Recreation**

Whether you are just starting out or serious about your workout, our staff and facility are here to support your efforts. UREC offers three floors of amazing opportunities. The third floor boasts two group fitness rooms, a personal training suite, a TRX suspension training system, and a track with specialized fitness spaces. The second floor offers locker rooms and a complete cardio workout

area. The cardio area includes treadmills, elliptical machines, adaptive motion trainers, upper body ergometers, rowers, upright bikes and recumbent bikes. The first floor includes a two court gym and a complete weight room facility. The weight room contains selectorized machines, plate-loaded equipment and free weights. Complimentary fitness orientations are provided to all users.

University Recreation provides oversight to the lighted Intramural Field and track near the Childhood Development Center and to the Pit, our outdoor court space. UREC utilizes Whitaker Gym for open recreation, club sports and intramural sports.

### ***Fitness Programs***

University Recreation promotes fitness through one-on-one, motivational and group programs. Personal trainers and trained fitness staff members can provide you with the tools you need for success. Their knowledgeable guidance ensures a safe, effective and efficient workout. Motivational challenges and programs allow participants to work toward goals, acknowledging achievements of individuals and groups. Powered by high-energy music, challenging exercises, and motivating instructors, GroupX classes are designed to make your fitness goals easily attainable by giving you a fun and energizing workout. No experience required – first time exercisers are welcome! <https://www.wssu.edu/student-life/university-recreation/index.html>

### ***Sports***

From open recreation to intramural and club sports, UREC offers a variety of opportunities for students, faculty and staff. Take this opportunity to try something new, make friends and stay fit. Every year hundreds of members of the WSSU community participate in Intramural Sports through men's, women's and co-rec leagues, tournaments and special events. Our club sports teams participate in various regional and national championships, while gaining valuable leadership, management and athletic skills. Just want to play? Come to the courts or fields for some pick-up ball.

### ***Special Events and Trips***

Explore Winston Salem and the outdoors with UREC. WSSU is between the mountains and the beach, making it an ideal location for a day trip in the outdoors. Previous trips have included



snow skiing, whitewater rafting, deep sea fishing and horseback riding. UREC sponsors nights out bowling, skating, golfing and playing at the trampoline park. Join in the fun.

services, we will prepare our Rams to lead civil and healthy lives. The Office of Interpersonal Violence Prevention is located in the Thompson Center in Suite 300. Please know that the Office of Interpersonal Violence Prevention is here for you!

## **Interpersonal Violence Prevention**

Winston-Salem State University cares about you, your health, and your safety. While this office is committed to creating a safe and non-judgmental environment for all WSSU students and providing specific services to students experiencing domestic violence, sexual assault, dating violence, cyberbullying/bullying, stalking, family violence, harassment, and other personal threats, we understand that cultivating a safe campus community is everyone's work. To that end, our goal is to educate the campus community about healthy relationships and nurture a campus culture of healthy interpersonal relationships, including intimate and platonic relationships. Through active learning endeavors, direct support, advocacy, prevention work, outreach, awareness education, and connection to campus and community resources, students will develop a clear understanding of healthy interpersonal practices.

By placing community safety and students' well-being at the center of our programs and

# STUDENT RIGHTS, RESPONSIBILITIES, & CONDUCT AT WSSU

## **Academic Rights**

WSSU is a constituent institution of The University of North Carolina that supports the right to academic freedom for every student. In accordance with UNC Policies, the rights of students to engage in the responsible pursuit of knowledge or their right to the fair and impartial evaluation of academic performance shall not be abridged.

### ***First Amendment***

WSSU embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution, as they may be amended from time to time. WSSU has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights. WSSU fully supports the right of a student to assemble peacefully and to express him or herself in a manner in which order is maintained. The university has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights in a manner consistent with applicable laws and policies, as they may be amended from time to time.

### ***Freedom to Learn***

The UNC Board of Governors has prescribed that all students shall be responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community is respected.

### ***Right of Confidentiality (FERPA)***

WSSU will comply with The Family Educational Rights and Privacy Act (FERPA) as it may be amended from time to time. No information or documentation referring to a student's academic or

personal life may be released to any party outside the university without the expressed written consent of the student. Any request from a current student, former student or graduate to release information to a third party must be made in writing and include the student's signature. Students also have the right to inspect and review their own official records, except letters of recommendation.

## ***Participation in Institutional Governance***

Students are encouraged to participate in activities associated with the governance of the university by serving on various committees, councils and taskforces charged with making decisions.

## ***Student Grievances***

Students who believe that their rights under the law or university policy have been violated by an employee, agent or member of the university community should refer to the WSSU Student Grievance and Appeals Procedure: <https://www.wssu.edu/academics/distance-learning/student-grievance-and-appeals-procedures.html>

## ***Student Conduct***

Students who attend the university are expected to behave in a manner consistent with life at an academic institution. The Code is intended to reinforce this expectation and governs the behaviors and disciplinary process for violations.

## ***Right to be Heard***

Students who have been charged with violations of the Code are entitled to due process. Students accused of violating standards of conduct will be subject to disciplinary action in accordance with this document.

## ***Responsibilities***

All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. WSSU expects all students and their guest to behave in a manner consistent with campus policies and applicable state and federal laws. Students are expected to observe and adhere to the university's standards of conduct outlined within the Code in the classroom, on-campus and off-campus.

# STUDENTS' CODE OF CONDUCT

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The university community respects certain principles that govern socially and academically acceptable standards of good conduct and behavior. All community members, including students, must behave in accordance with the university's regulations and comply with municipal, state, and federal laws. Violations of campus or university policies, rules or regulations, or federal, state, or local law may result in a violation of the Code and the imposition of student discipline. The Code provides a framework for identifying the standards of behavior and minimum due process requirements for addressing or adjudicating violations. Disciplinary measures and/or penalties shall be in accordance with procedural and substantive due process safeguards applicable to disciplinary actions as required by Section 502D(3) of The Code of The UNC Board of Governors, UNC Policy 700.4, and other applicable campus policies, as they may be amended from time to time. Where there is a conflict between The Code of The UNC Board of Governors and this Code of Conduct, then The Code of The UNC Board of Governors will control.

## **Community Standards and Civility Conduct Philosophy**

Winston-Salem State University (WSSU) is entering a bold new era, but the development of our students remains central to the university's future. WSSU employees believe in the good of our students and their aspirations to grow into productive global citizens. We believe each member of our campus community enters our university to learn and depart to serve humanity. Each person's experience at WSSU is transformative, and our students and employees are integral to the success of each member of our campus community.

WSSU expects students to maintain standards of personal integrity in harmony with its educational goals; to be responsible for their actions; to observe national, state, and local laws, and University regulations; and to respect the rights, privileges, and property of other people. WSSU's conduct framework supports the institution's educational mission by enhancing the lives and

livelihoods of students and helping them grow into more responsible people.

WSSU's community standards and civility conduct model are grounded philosophically in restorative justice. Restorative justice is an empathetic, comprehensive approach to addressing improper behavior where the individual must examine the harmful impact of wrongdoing and explore ways to repair that harm. With this approach, individuals must accept responsibility for their behavior while concurrently seeking to understand its underlying reasons which reduces the likelihood of re-offense. Individuals engage in a cooperative partnership with trained professionals who serve as facilitators throughout this process. Adopting this philosophy illustrates that university employees inherently believe that WSSU's students are good, and we view them from an "assets perspective" rather than from a deficit perspective. Additionally, WSSU's student conduct processes enhance the intellectual climate which yields growth, behavioral changes, and personal understanding of one's responsibilities and the consequences and impacts of one's actions.

It is our goal that students will present themselves favorably through their actions on- and off-campus, which positively reflects upon themselves, their families, and the University. The student conduct process offers a continuum of responses to behavioral issues. Students are treated fairly, respectfully, and caringly during the campus conduct process. Many sanctions and interventions are educational and restorative in nature, which promotes the university's commitment to equity, inclusion, and social innovation. Should a student's behavior not align with institutional expectations, sanctions may include but are not limited to educational opportunities, warnings, probation, suspension, or expulsion from the University.

WSSU employees realize that "genius" looks differently and behaves in unique ways; thus, the university's campus conduct model must account for the diversity of experiences and behaviors that students bring with them. Our conduct process utilizes a humanistic approach that operates on the principle that truth is best served by promoting the development of self-knowledge and self-discipline to foster student success expressed in socially desirable ways rather than through harmful, destructive, or immature behaviors.

For detailed information, please refer to the [Code of Student Conduct](#).

## THE RAM Red Flags: Severe Behavior Violations and Infractions Statement

Winston-Salem State University believes and takes pride in fostering a conducive social and educational environment where all community members are free from fear and intimidation. All students and community members have the right to attend and experience WSSU in a safe and secure environment.

RAM Red Flags are actions and behaviors that can cause severe harm to the overall campus community. The nature and severity of reported incidents that reflect actions and/or behaviors connected with policy violations below could possibly lead to Residential Suspension/University Suspension and/or University Expulsion on the FIRST offense. To maintain a secure, welcoming, and family-focused environment, all students and community members are responsible for conducting themselves in ways that contribute to the overall standards of the campus community.

### Below are the RAM Red Flags:

- Sexual Assault, Sexual Harassment, or Dating Violence
- Assault, Harassment, Bullying, Cyberbullying, or Fighting
- Felony Theft/Identity Theft
- Drug Sales/Distribution
- Weapons/Firearms/Explosives
- Acts or Threats of Imminent Danger to Others or a Person is Likely to Endanger Others

## WSSU University E-Mail Communications Statement

University email is WSSU's primary means of communication with students. Students are responsible for all communication delivered to their university email address. Failure to check your university email will NOT BE an acceptable excuse for failing to respond to a hearing request and/or any sanctions that are imposed as the result of a hearing. The University is not responsible for sending correspondence to personal email accounts- all communication will be delivered through a student's official WSSU email account.

## WSSU Commitment to a Drug-Free Campus

Winston-Salem State University is committed to maintaining a drug-free campus. In accordance with the federal and North Carolina state laws the unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and/or alcohol on the Institutional premises is strictly prohibited. This also includes prohibited items associated with any illegal drug and/or alcohol-associated paraphernalia. All WSSU community members are responsible for conducting themselves in a way that contributes to an environment free of illegal drug use and abuse of alcohol.

## Housing and Residence Life Policies

While the Students' Code of Conduct applies to all students living both on- and off-campus, there are additional policies applicable to residential students as outlined in the [WSSU Department of Housing & Residence Life Living On Campus Guide](#). The policies and guidelines outlined in this document may be adjudicated through the Department of Housing and Residence Life, as well as the Office of Community Standards & Civility.

## I. Jurisdiction of the Students' Code of Conduct

The Code and the processes for its administration and enforcement exist for the protection and advancement of the university community's institutional interests. The Code applies to enrolled students and university-affiliated student organizations, and it is used to enforce university policies and regulations. **The Code applies to conduct that occurs on university premises, at university-sponsored activities, and to off-campus conduct (whether in NC, another state or a foreign country) that adversely affects the university community, its mission, programs, the pursuit of its objectives, or poses a serious risk of danger to, or disruption or interference with, a member of the University community.**

Under applicable UNC Policy, it is the duty of the Chancellor to exercise full authority in the regulation of student affairs and student's conduct. The authority of the Chancellor to regulate student's conduct and discipline, and the authority to enforce policies, regulations, and sanctioning decisions has been delegated to the Associate Provost/Vice Chancellor for Student Affairs, who may delegate this authority to additional designees from time to time with ultimate questions of student

discipline determined by professional employees of Winston-Salem State University.

## II. Violations of Law and Disciplinary Action

Students will be accountable to the university and/or to criminal or civil authorities for acts that constitute violations of law and of this Code. The university has the right to proceed with its disciplinary procedures regardless of whether criminal investigation/charges are pending, and regardless of whether criminal charges involving the same incident have been dismissed, resolved, or reduced.

### Good Disciplinary Standing

Good Disciplinary Standing is defined as a student enrolled at the University or a student organization registered with the University and is regarded as having no prior conduct violations imposed or has complied with all required sanctions and is no longer on warning, probation(s), suspension, or expulsion.

### Offenses Under the Code

WSSU considers the behavior described in the following sub-sections as inappropriate for the WSSU community and in opposition to the core values set forth in this document. These expectations and policies apply to all students enrolled in online instruction or in face-to-face classes, whether undergraduate or graduate. The University encourages community members to report to university officials all incidents that involve the following actions.

**1. Academic Misconduct<sup>1</sup>** – Definitions regarding academic misconduct are set forth in writing in order to give students general notice of prohibited conduct. They should be read broadly and are not designed to define academic misconduct in exhaustive terms. Attempts to commit acts prohibited by the Code may also be addressed through the conduct process. If a student is in doubt regarding any matter relating to the standards of academic integrity in each course or on a given assignment, that student must consult with the faculty member responsible for the course before presenting the work. <sup>1</sup> [\*WSSU Policy 301.1 "Academic Integrity"\*](#) exclusively addresses prohibited conduct, the complaint process, the resolution process, and other matters pertaining to **Academic Misconduct**. For matters outlined below

*defined within a.-d., matters such as these are adjudicated through Academic Affairs, with information to be shared with the Office of Community Standards & Civility for the purpose of record keeping. As it pertains to e. Classroom Disruption, this may be adjudicated through Academic Affairs or the Office of Community Standards & Civility.*

- a. **Cheating.** Intentionally and knowingly using unauthorized materials, information, artificial intelligence/software, or study aids in any academic exercise or matter.
- b. **Plagiarism.** Intentionally and knowingly representing in any academic exercise or matter the words or ideas of another as one's own.
- c. **Fabrication.** Intentionally and knowingly falsifying or inventing information or citations in an academic exercise.
- d. **Facilitating Academic Dishonesty.** Intentionally and knowingly helping or attempting to help another to commit an act of cheating, plagiarism, or fabrication.
- e. **Classroom Disruption.** Disorderly conduct is defined as engaging in conduct that disrupts, disturbs, or interferes with the teaching of students at Winston-Salem State University or engages in conduct that disturbs the peace, order, or discipline at Winston-Salem State University.

## 2. Alcohol Violation.

- a. **Possession/Use of Alcohol:** Possessing, consuming, and/or using alcoholic beverages in an unauthorized manner at locations on university-owned property or at a student activity on campus;
- b. **Paraphernalia:** Possessing or using alcohol paraphernalia including but not limited to empty alcoholic bottles, alcoholic carton, beer bongs, funnels, kegs;
- c. **Underage Possession/Consumption:** Consuming alcohol while under the statutory legal age of 21-years of age, as it may be amended from time to time;

- d. Providing to Minor: Providing alcohol to a minor or any person not of the statutory legal age of 21-years of age to consume alcoholic beverages;
- e. Public Intoxication: Being publicly intoxicated; or
- f. Other Conduct: Other conduct that could form the basis of any charge relating to a violation of North Carolina laws regarding the purchase, possession, manufacture, and consumption of alcoholic beverages or driving while under the influence.

**3. Computer/Network Abuse and Improper Recording.** Means the theft or misuse of university computing resources, including violations of applicable WSSU policies that relate to computer usage [See [WSSU Acceptable Use of Computing and Information Resources Policies](#)], [Chapter 400.6 and the Regulation Regarding Anonymous, Hyperlocal Platforms per UNC Policy Manual 1400.1\(\[R\]\)](#). Violations include:

- a. Misusing university or organizational names and images;
- b. The unauthorized entry into or transfer of electronic files;
- c. Using another person's computing identification and/or password without authorization or permission;
- d. Using university IT resources to interfere with the work of another student, faculty member, or other University employee;
- e. Using university IT resources to send obscene, harassing, or cyberbullying messages that would constitute unlawful discrimination or sexual harassment as defined;
- f. Using university IT resources to interfere with normal operations of the university computing system; or
- g. Any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her consent when such a recording is likely to cause injury or distress.

**4. Copyright Infringement.** Unauthorized use of the name of the University, the name of University officials or the likeness, image, logo, or seal of the University, or the names of members of organizations in the University community.

**5. Creating a Safety Hazard.** Any act that intentionally or recklessly creates a safety hazard, including but not limited to:

- a. Starting or attempting to start a fire;
- b. Failing to exit any WSSU-affiliated building when a fire alarm is sounded;
- c. Tampering with or misusing fire and/or other safety equipment, including fire alarms, closed circuit televisions, or elevators;
- d. Failing to comply with campus traffic laws while on a pedestrian conveyance (skateboard, scooter, etc.);
- e. Throwing objects from an elevated position whether or not it is in the direction of persons below;
- f. Leaving loose paper, cans, bottles, trash, animal waste, etc. or littering as defined by state statutes, in common/public areas (internally and externally) of residence hall or university building;
- g. Assisting another person in the commission or attempted commission of a crime, infraction, or act that violates the Code; or
- h. Hosting a non-student/guest who commits a violation of the university's Code.

**6. Damage to Property.** Engaging in an act that intentionally or recklessly damages, destroys, or defaces property of the university or property of another person.

**7. Disorderly Conduct.**

- a. Engaging in conduct which disturbs the peace, order or discipline at Winston-Salem State University or on the grounds adjacent thereto;
- b. Engaging in conduct that materially and substantially disrupts the functioning of the

UNC System Office, a constituent institution including, but not limited to Winston-Salem State University, or any other entity or unit of the University, or substantially interferes with the protected free expression rights of others;

- c. Encouraging or assisting in any behavior or activity of others, including guests, that violates University policy or law, including but not limited to, violating any federal, state or local laws or University policy;
- d. Conduct that disrupts, interrupts, or attempts to force the cancellation of any university-sponsored activity or authorized non-university activity, including educational activities, meetings, ceremonies, scheduled events, essential university processes, and authorized solicitation activities; or
- e. Obstruction that unreasonably interferes with freedom of movement or safe passage, either pedestrian or vehicular, on university premises.

## **8. Disruption of the Student Conduct Process.**

- a. Attempting to discourage an individual's proper participation in, or use of, the conduct system;
- b. Attempting to influence the impartiality of the Hearing Officer, conduct board member, or appeal administrator;
- c. Harassment and/or intimidation of a Hearing Officer, conduct board member, or appeal administrator prior to, during, and/or after a student conduct proceeding; or
- d. Influencing or attempting to encourage another person to commit an abuse of the conduct system.

## **9. Drug Violations.**

- a. Possess/Use: Illegal possession or use of controlled substances as defined by the North Carolina General Statutes § 90-86 through § 90-113.8;
- b. Sale/Distribution: Manufacturing, selling,

or delivering any controlled substance or possession with intent to manufacture, sell or deliver any controlled substance;

- c. Sharing Prescription Medication: Misusing any legal pharmaceutical drugs; (If you are a student who has been prescribed any narcotic by a licensed health care professional, you may possess or use such drugs in the manner as directed by the health care professional and must possess, and provide upon request, written documentation for verification purposes).



breathing, inhaling, or ingesting any substance for the unlawful purpose of inducing a condition of intoxication;

- e. **Drug Paraphernalia:** Possessing drug-related paraphernalia. Drug-related paraphernalia may include drug residue, stems, “Dutch guts,” cigarillo shavings, cigarillo wrappers, “roaches,” roach clips, grinder seeds, powder, crystals, scales, products containing CBD, and CBD vaping devices; or
- f. **Intent to Purchase:** Attempting to purchase or obtain any controlled and/or illegal substance on, around, or in university-controlled property, including prescription medicine.

## **10. Failure to Comply.**

- a. Failing to comply with the directions of university employees, including university Police and Public Safety in the performance of their duties;
- b. Failing to submit identification upon request to duly authorized and properly identified university officials; or
- c. Failing to comply with any sanctions imposed under this Code.

**11. Gambling.** Gambling on university-owned property includes but is not limited to, buildings, streets and parking lots.

**12. Hazing.** Winston-Salem State University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including University owned or leased property, private residences, or public property.

In accordance with the Stop Campus Hazing Act, hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation

in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including, but not limited to:

- o whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;
- o causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- o causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- o causing, coercing, or otherwise inducing another person to perform sexual acts;
- o any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- o any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- o any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

## **13. Threats, Coercion, Harassment, Intimidation, or Hostile Environment.**

No student shall engage in unlawful harassment leading to a hostile environment. A hostile environment is created when the behavior is:

- a. directed toward a particular person or persons;
- b. based in whole or in part upon any of the protected statuses included in Section 103 of The Code of The UNC Board of Governors;
- c. unwelcome;
- d. severe and pervasive;
- e. objectively offensive;
- f. so unreasonably interferes with the target person’s employment, academic pursuits, or participation in university-sponsored activities as to effectively deny equal access to the university’s resources and opportunities, or

- g. communicates threats, either verbally or written, to members of the university community.

In determining whether student conduct violates these provisions, all relevant facts and circumstances shall be considered. Care must be exercised to preserve freedoms of speech and expression, as articulated in current legal standards. Advice should be sought from campus attorneys, as appropriate.

**14. Bullying/Cyberbullying.** Any gesture or written, electronic, or verbal communication, behaviors, or any physical act or any threatening communication that is threatening or intimidating which (i) places a person in actual and reasonable fear of harm to his/her person or damage to his/her property, or (ii) creates a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a University student employee's ability to perform the essential functions of his/her job. Examples include but are not limited to, spreading rumors, teasing, taunting, and intentionally embarrassing another individual.

Cyberbullying may include cyber harassment, cyberstalking, and the invasion of privacy, all of which constitute violations of the Students' Code of Conduct. Cyberbullying can cause significant harm to students, including loss of reputation, humiliation and embarrassment, clinical depression, fear and anxiety, loss of self-esteem and even self-injurious and suicidal behavior.

Bullying/Cyberbullying in any form will not be tolerated, and any student found responsible for engaging in bullying/cyberbullying will be subject to immediate disciplinary action, which may result in suspension or permanent separation from Winston-Salem State University. If a case of bullying/cyberbullying is determined to be of a criminal nature, it will be referred to Winston-Salem State University Police and Public Safety, or other local authorities in addition to being adjudicated as a Students' Code of Conduct violation. Bullying/Cyberbullying is inconsistent with the Mission of Winston-Salem State University, as well as the Regulation Regarding Anonymous, Hyperlocal Platforms per UNC Policy Manual 1400.1([R]) and unacceptable for any member of the Winston-Salem State

University community to harass another person.

This also includes engaging in any activity that deliberately threatens, harasses, intimidates another individual, bullies, or places an individual in reasonable fear of harm to the individual or damage to the individual's property that has the effect of substantially disrupting the orderly operation of the individual's daily life.

#### **15. Physical Injury/Engaging in Fighting.**

- a. Inflicting physical injury upon another;
- b. Placing another in fear of, or at risk of, physical injury or danger;
- c. Intentionally or recklessly acting in a manner that creates a substantial risk of bodily harm to another;
- d. Subjecting another individual, whether intentionally or unintentionally, in activity likely to cause physical injury; or
- e. Engaging in fighting. Consent to fighting is not a defense to this charge.

#### **16. Providing False Information.**

- a. Furnishing false or misleading information on university records or forms by commission or omission;
- b. Knowingly misrepresenting facts pertaining to university procedures;
- c. Fraudulently misusing university or organizational names and images; or
- d. Furnishing false information to any employee member in the completion of their official duties.

#### **17. Key and/or RamCard Misuse.**

- a. Unauthorized use, possession, or duplication of keys/RamCard/student ID is prohibited;
- b. Switching and/or borrowing keys/RamCard/student ID is prohibited;
- c. Sharing keys/RamCard/student ID with someone who is not an occupant of the

room assigned to you is strictly prohibited;

- d. The loss of the room and/or entrance door keys must be reported promptly to the Residence Hall staff of the Office of Housing and Residence Life and/or RamCard Services;
- e. Possession, sharing, and/or use of another WSSU student's identification (RamCard) for the purpose of defrauding university officials, gaining access to meal plans/swipes, and/or to gain entry/access to any university property;
- f. Knowingly or unknowingly sharing, or allowing the use of a WSSU student's identification (RamCard) with another individual; or
- g. Unauthorized possession, duplication, or use of RamCard to access any university premises or university-sponsored event.

## **18. Title IX**

**Policy and Procedures** for addressing prohibited sexual harassment under Title IX and the **Policy and Procedures for [Addressing Prohibited Sexual Misconduct, Harassment, and Discrimination](#)**. The policy for addressing prohibited sexual harassment under Title IX can be found [here](#) and the procedures for addressing prohibited sexual harassment under Title IX can be found [here](#). The policy for addressing prohibited sexual misconduct, harassment, and discrimination can be found [here](#) and the procedures for addressing prohibited sexual misconduct, harassment, and discrimination can be found [here](#).

**19. Violation of the Title IX Policy and the Policy [Addressing Prohibited Sexual Misconduct, Harassment, and Discrimination](#)**. Violation of the Title IX policy found [here](#). Violation of the policy [Addressing Prohibited Sexual Misconduct, Harassment, and Discrimination](#) can be found [here](#).

**20. Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to feel fear for their safety or safety of others or suffer substantial emotional distress. Stalking, including cyber stalking, may include, for example, non-

consensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other communications that are undesired and/or place another person in fear of, or at risk of, physical injury or danger.

**21. Housing Contract Violation.** Students who reside in, visit, or occupy residence halls are required to abide by the rules outlined in the Living On-Campus Guide and/or the Housing Contract.

**22. Retaliation.** Mistreatment or any act of reprisal, interference, restraint, coercion, penalty, discrimination, harassment - overtly or covertly - against any individual within the university's control when the person engages in a protected activity. A protected activity includes opposing discrimination or participating in the investigatory process under the Code or other university policy or process. Examples of other protected activities include filing or being a witness to a complaint under the Code or a formal grievance, communicating with a supervisor or manager about unlawful discrimination, answering questions during an investigation, refusing to follow orders that would result in Hostile Environment Harassment or Sexual Misconduct, requesting a disability accommodation, or availing oneself of rights protected under the Family and Medical Leave Act ("FMLA").

## **23. Theft.**

- a. Stealing or attempting to steal another's property, money, or services;
- b. Knowingly possessing, purchasing, or exchanging stolen or embezzled property, money or services;
- c. Unauthorized use or access to private or confidential information in any medium;

## **24. Trespass.**

- a. Entering or using university facilities without authorization;
- b. Misusing or accessing restricted areas; or

- c. Violating rules governing university residence facilities, including but not limited to the key and visitation policies.

**25. Unauthorized Use of Property.** Attempted or actual use of property of the university, property of a university community member, or other personal or public property without proper authorization, or in a manner for which the property was not intended.

**26. Violation of any University Policies, Regulations, or Rules.** Violation of the Students' Code of Conduct, the Guide to Living On Campus, and other applicable university policies, including any written policies, regulations, or rules of the university, as adopted by the university and as may be amended from time to time.

**27. Violation of Law.** Violating local, state, and/or federal laws, as they may be amended from time to time, or when a student has been charged with a crime.

**28. Weapons.**

- a. Possession of Any Firearms: Possessing or carrying, whether openly or concealed, any gun, rifle, pistol, or other firearm in any university building or bus, university campus, grounds, recreational area, athletic field, or at a curricular or extracurricular activity sponsored by the university per North Carolina General Statutes § 14-269.2.; or
- b. Possession of Any Weapons: Possessing or using weapons, included but not limited to: BB guns, air rifle, air pistol, taser, bowie knife, dirk, dagger, slingshot, switchblade knives, blackjack, metallic knuckles, swords, bow and arrows, razors or razorblades (except solely for personal shaving), fireworks or other explosive materials in any university building or bus, university campus, grounds, recreational area, athletic field, or at a curricular or extracurricular activity sponsored by the university.
- c. Possession of Any Firearm Paraphernalia: Possession of any firearm paraphernalia while residing in any university building or bus, university campus, grounds,



recreational area, athletic field, or at a curricular or extracurricular activity sponsored by the university. Firearm paraphernalia includes, but not limited to magazine clips, gun clips, bullets, scopes, or lasers;

- d. Knowingly failing to disclose the presence of a weapon on campus to appropriate university officials, where the student has direct knowledge of its existence and a reasonable opportunity to report, or intentionally aiding in the concealment of a weapon in violation of university policy; or
- e. Use of Any Allowed Substance/Weapon to Illicit Fear: The use of any allowed substance and/or weapon (mace, pepper spray, knife that is under 4 inches, etc.) in a manner that is intended to provoke fear or create physical harm.

### III. Disciplinary Process

There are two (2) broad categories for the resolution of allegations of misconduct under the Code.<sup>2</sup>

- General Code Infractions; and
- Equal Opportunity which includes allegations related to Hostile Environment Harassment, Sexual Misconduct, and Relationship Violence.

These distinctions will be referenced occasionally below.

**1. General Provisions.** AAllegations of Students' Code of Conduct violations will be presented to the Office of Community Standards & Civility, via the Maxient Student Conduct System, from the WSSU Police and Public Safety, the WSSU Title IX Coordinator, or through an Incident Report completed by residence life staff, students,

faculty, general staff, or the public at large. To report an incident through an Incident Report, any individual may use the [Maxient Student Conduct Incident Reporting Form](#). You can also find the link listed on the Office of Community Standards & Civility homepage, which is located on WSSU's website. Incidents that violate the Students' Code of Conduct should be submitted as soon as possible after it takes place and as much detailed information should be provided to support the charge. Any individual who has notice of a possible violation of the Code should contact the Office of Community Standards & Civility. The above and below provisions apply to all current WSSU students and registered student organizations.

**2. Notification of Charge.** A student or organization may be accused of a violation only with a formal Notification of Allegation(s) from the Director of Community Standards & Civility, designated members of the Department of Housing & Residence Life, the Title IX Coordinator, or their respective designees. The Notice of Allegation(s) will be sent to the student by electronic notification with the student's university-assigned email as the method of official communication.

A student or organization's conduct proceedings may be instituted against a student/organization charged with violation of a law that is also a violation of the Code, without regard to criminal arrest, criminal charges, prosecution, or civil litigation. Proceedings under the Code are generally carried out without awaiting the conclusion of civil or criminal proceedings off-campus as such proceedings have no bearing on student conduct proceedings.

### **3. Civility Advisor, Attorney, Non-Attorney Advisor, and Observer.**

#### **a. Definitions**

"Civility Advisor" means a faculty, staff, or student member who has received training through the Office of Community Standards & Civility to have knowledge of the conduct process. The Civility Advisor is not an attorney. The Civility Advisor gives advice or consultation to a student who is charged with a violation under the Code or student bringing forth information. While the Respondent and Complainant are

responsible to explain their version of the events in question, the Civility Advisor acts merely in the capacity of advisement and cannot take the place of the Complainant or Respondent.

"Attorney" means any person licensed to practice law in the state of North Carolina. Consistent with the Students' Code of Conduct and Student Discipline Procedures, an Attorney must complete specific documents prior to representing a student.

"Non-Attorney Advisor" means any person, who is not a licensed attorney in North Carolina, a student selects to assist them in the student conduct process. Consistent with the Code, this person must complete specific documents prior to assisting the student.

"Observer" means any person, other than an Attorney, who the student selects to play this role. The Observer is a non-speaking role and may not participate as a Non-Attorney Advocate or witness in the process.

#### **b. Scope of Participation**

Respondents charged with or under investigation for misconduct under the Code may be represented by an Attorney or Non-Attorney Advisor as prescribed in UNC Policy 700.4[R]. Otherwise, representation is not permitted in any university disciplinary proceeding. Representation is at the party's own expense. If a party is represented, the Attorney or Non-Attorney Advisor may not interfere with the hearing, disrupt, or delay it. Full responsibility for understanding the procedures remains with the Respondent and Complainant even where an Attorney or Non-Attorney Advisor provides representation.

Respondents who will be represented by an Attorney or Non-Attorney Advisor in the conduct process must, at least three (3) calendar days prior to any proceeding in which the Attorney or Non-Attorney Advisor intends to participate, notify the Director of Community Standards & Civility in writing of:

- 1) the name of the Attorney or Non-Attorney Advisor;
- 2) whether the Attorney or Non-Attorney Advisor is a licensed attorney or Non-Attorney Advisor; and
- 3) an address, telephone number and email address where the Attorney or Non-Attorney Advisor may be reached.

At least two (2) calendar days prior to the proceeding, Respondents being represented by an Attorney or Non-Attorney Advisor must submit a Notice of Attorney or Non-Attorney/Advocate Representation Form signed by the Attorney or Non-Attorney Advisor verifying that the Attorney or Non-Attorney Advisor has read and understood the Code, as well as Section 700.4 of the UNC Policy Manual. Respondents being represented in a conduct process must also complete and submit a signed FERPA release consenting to the Attorney or Non-Attorney Advisor to receive information and documents regarding the Respondent. The Attorney or Non-Attorney Advisor will not be allowed to participate in the hearing if the required forms are not executed prior to the Pre-Hearing Conference.

Nothing in the Code shall be construed to create a right for any student to be represented during a disciplinary or conduct procedure at the university's or the public's expense.

In addition to an Attorney or Non-Attorney Advocate (when allowed) or Civility Advisor, Respondents (and Complainants in cases involving Equal Opportunity), may bring a single Observer to the hearing. An Observer may be a parent, friend, or other person of the Respondent's choice. During the hearing, Observers may not confer with the Respondent, provide representation, actively participate, or disrupt or delay the hearing.

c. Preventative Measure

**Interim Separation:** Interim Separation is a time period where a student is separated from the campus when university officials

believe such separation is necessary:

- to ensure the safety and well-being of members of the university community or preservation of university property;
- to ensure the student's own physical or emotional safety and well-being;
- because the student poses a reasonably definite threat of interference with the normal operations of the university; or
- when a student possesses a gun on campus in violation of North Carolina General Statutes § 14-269.2.

Any student subject to interim separation will receive a Notice of Interim Separation in writing through a student's university-assigned email as the method of official communication. The notice shall contain information on the charge(s) and scope of the suspension.

The Notice of Interim Separation will also include instructions on how to contest and appeal the interim separation via the electronic Appeal Form which will be hyperlinked in the interim suspension letter. Persons subject to interim separation must submit their appeal via the electronic Appeal Form found in the Interim Suspension letter within twenty-four (24) hours of delivery of the Notice of Interim Separation. Additional time will be allotted pertaining to mitigating circumstances.

To obtain additional information or clarification, the Assistant Dean of Students or their designee can contact the student to obtain said new information. When reviewing an interim separation appeal, it will be limited to the following issues:

- 1) the reliability of the information concerning the student's behavior; or
- 2) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a threat.



A written decision shall be rendered by the Assistant Dean of Students or their designee no later than five (5) calendar days after the submission and completion of the interim separation appeal. The written decision will contain a statement of reasons for any determination to continue interim separation. The decision regarding interim separation shall be final and not subject to appeal.

#### **Residence Hall Ban:**

A Residence Hall Ban is used for offenses found serious enough to deem an immediate access restriction or ban from a particular area, floor, building, or complex connected to all or a specific WSSU residence hall.

The Residence Hall Ban is used most often for, but not limited to, instances where a Resident(s), Non-Resident(s) and/or Guest(s) behaviors have violated the WSSU Code of Conduct and/or the Housing and Residence Life On-Campus Living Guide along with negatively affecting and/or disrupting the community members of the residence hall.

During the Residence Hall Ban a student is not allowed to enter a specific and/or any WSSU University Housing facilities, either for a specified time or indefinitely. If a student violates the terms of this Residence Hall Ban, they will be subject to more severe sanctions and/or may be arrested for trespassing.

#### **Temporary Administrative Move**

A Temporary Administrative Move may be

implemented prior to the conclusion of the student conduct process when there is a potential risk of escalated behaviors, physical altercation, or harm to any involved party. If those involved live in close proximity to one another, one or more students may be temporarily reassigned to an alternate on-campus living space to prioritize the safety and wellbeing of those involved. At the conclusion of the conduct process, students may or may not be moved back to their original on-campus living arrangements, depending on availability, the outcome of the case, and any continuing safety or community considerations.

#### **4. Failure to Respond or Participate.**

In cases where a student fails to respond to a Notice of Allegation(s), does not attend the Pre-Hearing Conference, or otherwise fails to respond to notifications regarding the disciplinary process, or participate in the disciplinary process, the university, will proceed with the disciplinary process (including hearings) whether or not the student is present. Likewise, individuals who refuse to abide by the hearing procedures may be removed from the hearing and unable to participate.

#### **5. Holds & Notations.**

A hold may be placed on a student's record while disciplinary proceedings or a suspension/expulsion is pending, or in the case when sanctions have not been completed by the due date outlined in the official correspondence from the Office of Community Standards & Civility.. While on hold, a student may not, at the discretion of the Office of Community Standards and Civility, the Office of the Dean of Students, or their designee, register for classes until sanctions are completed and submitted to the Office of Community Standards & Civility. At the discretion of the Office of Community Standards and Civility, the Office of the Dean of Students, or their designee, students may not graduate while disciplinary action is pending.

Students who have been suspended or expelled will have their names entered into the UNC System database for suspended/expelled students. Students who have been expelled from WSSU will be precluded from being admitted to another UNC System constituent institution.

## 6. Minor Violations.

Minor Violations are those in which the possible sanctions are not suspension and/or expulsion. When the Office of Community Standards and Civility is notified of an incident, students accused of a Minor or Major Violation(s) will receive a Notice of Allegation(s) with information regarding:

- Each charge with a brief overview of the charge for which the student/organization may or may not be responsible;
- The right to be advised or assisted by an Attorney or Non-Attorney Advisor, with appropriate forms;
- The hearing date for Minor Violations, if scheduled;
- Instructions to contact the Director of Community Standards & Civility, residential living staff, or the Title IX Coordinator in matters related to Equal Opportunity, or their respective designee regarding the allegation, and that the failure to appear for a hearing may constitute a violation of the Code; and
- Alternative dispute resolution in appropriate circumstances.

For Minor Violations, the hearing date shall not be scheduled for at least five (5) calendar days after the student receives the notice unless the student agrees to an earlier hearing date in writing.

For Major/Serious Violations, the hearing date shall not be scheduled for at least ten (10) calendar days after the student receives the notice unless the student agrees to an earlier hearing date in writing.

### a. Administrative Hearings

The Director of Community Standards & Civility, residential living staff, or their designee shall schedule an Administrative Hearing with the Respondent. The Administrative Hearing shall not be scheduled for at least five (5) calendar days after the student receives the Notice of Allegation(s), unless the student agrees to an earlier hearing date in writing. A student's university-assigned email shall

be the method of official communication. The Respondent will also be provided the following:

- An opportunity to review allegations and their case file. The case file consists of written materials received or generated by the Office of Community Standards & Civility that are considered relevant to the misconduct charge;
- Opportunity to review procedures under the Code;
- An opportunity to explain their version of the events in question either orally or in writing;
- An opportunity for an Attorney or Non-Attorney Advisor to fully participate in disciplinary and/or conduct procedures to the same degree extent of the student they represent; and
- An opportunity to submit additional information regarding the allegations.

A student/organization wishing to accept responsibility and the proposed sanction(s) must do so by a signed writing. This writing shall: 1) memorialize the charges, alleged facts supporting the charges and sanctions; 2) contain the dated signature of the Respondent. In cases of Minor Violations, the Respondent shall have their case heard as part of an Administrative Hearing.

### b) Conduct of the Administrative Hearing

The Director of Community Standards & Civility, or their designee, shall preside over all Administrative Hearings. The Administrative Hearing shall not be scheduled for at least five (5) calendar days after the student/organization receives the Notice of Allegation(s) unless the student/organization agrees to an earlier hearing date in writing. Attorney and Non-Attorney advocates may participate in the proceedings as provided above.

A hearing official who has a conflict with bias about or interest in the case should recuse himself or herself. If the committee member or the hearing official refuses to

recuse himself or herself, the Assistant Dean of Students or their designee shall make the recusal decision.

Respondents may present testimonial and documentary evidence, provided that such evidence is relevant to the charge or other evidence presented and does not otherwise infringe upon the rights of other students/organizations. Likewise, university personnel may present testimonial and documentary evidence.

At the conclusion of the presentation of evidence, the presiding official shall determine based on a preponderance of the evidence whether the alleged code violation occurred. This decision must be made within ten (10) calendar days after the date of the Administrative Hearing. The decision must be transmitted to the student in writing within ten (10) calendar days of the date the decision is made, and it must contain a summary of the evidence upon which the decision is based.

#### c) Appeals from Administrative Hearings

The decision letter transmitted to the student will contain information on appeals. Appeals from matters related to housing and residential living will be heard by the Associate Director of Housing & Residence Life or their designee. Appeals from matters not related to housing and residential living will be heard by the Assistant Dean of Students or their designee. Additional information on appeals may be found in section IV. below.

## 7. Serious Violations

Serious Violations are those in which the possible sanctions include suspension and/or expulsion and will be adjudicated through a Student Conduct Council hearing. When a matter is referred to a hearing body or official, students accused of Serious Violations will receive a Notice of Allegation(s) with information on:

- Each charge with a brief overview of the charge for which the student/organization may or may not be responsible;

- The possible sanctions;
- The right to be advised or assisted by an Attorney or Non-Attorney Advisor as provided in section III.3.b. above, with appropriate forms;
- Instructions to contact the Director of Community Standards & Civility, residential living staff, or the Title IX Coordinator in matters related to Equal Opportunity, or their respective designee regarding the allegation, and that the failure to appear for a hearing may constitute a violation of the Code;
- The Pre-Hearing Conference date for Serious Violations, if scheduled;
- Notice of which charges could result in expulsion and that expulsion precludes matriculation to any UNC constituent institution; and
- Notice that the matter has been referred to the Student Conduct Council and the hearing date, if scheduled.

The Student Conduct Council hearing date may not be scheduled for at least 10 calendar days after the student receives notice of the referral unless the student agrees to an earlier hearing date. Additionally, the Student Conduct Council hearing should not be scheduled for at least two (2) calendar days after the student engages in the Pre-Hearing Conference prior to the Student Conduct Council Hearing unless the student agrees to an earlier hearing date in writing. Reasonable extensions of time for either party to prepare for the hearing should be allowed.

### 1. Pre-Hearing Conference

The Director of Community Standards & Civility or their designee shall schedule a Pre-Hearing Conference with the Respondent prior to the Student Conduct Council hearing. The Pre-Hearing Conference shall not be scheduled for at least five (5) calendar days after the student receives the Notice of Allegation(s) unless the student agrees to an earlier hearing date in writing. The notice will include the date, time, and location of the Pre-Hearing Conference and the Student Conduct Council hearing. The notification will be sent to the Respondent's

university email address, and/or the contact information provided by the student/organization at or before the Pre-Hearing Conference.

The Pre-Hearing Conference is an informal process designed to provide the Respondent with information about the student conduct process. During the Pre-Hearing Conference, the Director of Community Standards & Civility or their designee shall provide to the Respondent the following:

- An opportunity to review allegations and their case file. The case file consists of written materials received or generated by the Office of Community Standards and Civility that are considered relevant to the misconduct charge;
- An opportunity to review procedures under the Code;
- Notice of means of resolving formal charges through written acceptance of responsibility and proposed sanctions;
- An opportunity for an Attorney or Non-Attorney Advisor to fully participate in disciplinary and/or conduct procedures to the same extent as the student they represent; and
- An opportunity to submit additional information regarding the allegations.

At the Pre-Hearing Conference, or before as directed by the Office of Community Standards and Civility, the Office of the Dean of Students, or their designee, the student must provide an address (both a permanent and local address) and his/her WSSU email address for notice of proceedings. A student/organization's university-assigned email shall be the method of official communication.

**Student Conduct Council Hearing**  
In matters involving serious sanctions, hearings shall be conducted by the Student Conduct Council.

#### **i. Composition of the Student Conduct Council**

The Student Conduct Council shall be composed of the SGA Attorney General, the Director of Community Standards & Civility or their designee

who shall serve as Chairperson. The Chairperson is a nonvoting member of the Council. The hearing panelists shall consist of a minimum of five (5) voting members, consisting of faculty, staff, and students.

#### **ii. Scheduling of Hearing**

Hearings may be postponed once for a good cause, including but not limited to illness, unavailability of witnesses or evidence, or upon request of either the Respondent or the Complainant party. This postponement will not exceed ten (10) calendar days unless an extraordinary circumstance exists. The Chairperson of the hearing body shall determine whether good cause exists to postpone a hearing.

#### **iii. Steps to Take Prior to Hearing**

The Respondent shall be afforded reasonable access to the case file, including the list of potential witnesses. The case file will be retained in the Office of Community Standards & Civility. At a reasonable time before the hearing, the Respondent will be given the opportunity to review any written evidence used at the hearing and a list of witnesses.

The names of the Student Conduct Council panelists will be given to each party before the hearing, if possible. Any party may challenge a Student Conduct Council member for cause. However, the Respondent and Complainant, or anyone acting on their behalf, may not speak to or contact a Student Conduct Council member prior to the hearing. Decisions as to whether a Student Conduct Council member should be removed for cause will be made by the Director of Community Standards & Civility or their designee. Student Conduct Council members who have information that may affect their ability to remain neutral must recuse themselves from the hearing.

#### **iv. Student Conduct Council Hearings**

The following procedures will be followed for Student Conduct Council hearings:

A. The Respondent will have the ability to review the case file, including a list of potential witnesses. The case file will be retained in the

Office of Community Standards & Civility or their designee prior to that time.

B. A university representative shall present the information supporting the charge(s) to the Student Conduct Council on behalf of the university. The university representative may be a university Police Officer, the Complainant, a university administrator, or the Chairperson.

C. Although it is responsibility of the Complainants and Respondents to secure the presence of their witnesses, university officials may request attendance of witnesses. Witness attendance notices must be approved by the Director of Community Standards & Civility or their designee and be delivered by a delivery method that can verify receipt of the notice.

D. If a Respondent fails to appear at the hearing after proper notice, the university Representative will proceed with presenting the information regarding the alleged violation. The case will be decided based on the information in the record at the time of the scheduled Student Conduct Hearing.

E. Hearings will be closed to the public. The Respondent may bring an Attorney or Non-Attorney Advisor, Civility Advisor, or Observer.

F. The Chairperson shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. The Chairperson may recess the hearing if the Student Conduct Council determines that the presence of additional information or witness testimony is needed (with consultation of university personnel). Any person, including but not limited to the Respondent, Complainant, Attorney, Advisor, Civility Advisor, and/or Observer, who disrupts a hearing may be excluded by the Chairperson.

G. Hearings, but not deliberations, shall be recorded. No other recordings or broadcasts shall be permitted. The recording will be maintained with the Respondent's case file and will be available to the student as part of his/her student record, with appropriate redaction of information related to other students unless such information is a necessary part of an appeal.

H. Witnesses shall be asked to affirm or swear that their testimony is truthful. Witnesses who intentionally provide false information may be subject to university disciplinary action.

I. Prospective witnesses, other than the Complainant and Respondent, will be sequestered at the beginning of the hearing and excluded from the hearing during the testimony of other witnesses. In addition, all parties and witnesses shall be excluded during Student Conduct Council deliberations. The Chairperson will observe deliberations, and may inform Council members of applicable university policies, regulations and rules, as well as the range of sanctions that can be implemented, but will not participate in discussions or attempt to influence the outcome of the hearing.

J. The Student Conduct Council's determination shall be made based on the preponderance of the evidence, that is, whether the information presented has shown that it is "more likely than not" that the Respondent violated the Code. The Respondent's past disciplinary record will be available during the sanctions portion of the hearing only.

K. Formal rules of evidence or civil procedure shall not apply in student disciplinary proceedings. Unduly repetitious or irrelevant information or witnesses may be excluded by the Chairperson. Hearsay information may be presented unless the Chairperson determines it is unreliable. The opposing party shall have an opportunity to rebut any hearsay information.

L. Written witness statements are the student disciplinary equivalent of affidavits, but without formalities. They shall not be admitted into evidence unless signed by the witnesses as observed by a staff member in the Office of Community Standards & Civility. Exceptions to the observed requirement may be approved by the Office of Community Standards & Civility staff for good cause. Written statements from others regarding insight into the Respondent's decision-making and character introduced at the sanctioning portion of the hearing need not be witnessed.

M. Student Conduct Council hearings for

Serious Violations will be conducted through closed-circuit or web-based technology.

N. Charges against multiple students involved in the same incident may be heard in a single hearing only if each Respondent consents to such a proceeding in writing.

O. The sequence of a Student Conduct Council Hearing shall be as follows:

1. The Chairperson shall read statements regarding the expectations for truthfulness and confidentiality, then sequester the witnesses in the case, except as provided in the Code.
2. The Chairperson shall read the charge(s) and record whether the Respondent accepts or denies responsibility for the charge(s).
3. The university representative shall present the case, including any witnesses. The Council and Respondent may question the university representative and witnesses after the presentation.
4. The Respondent shall present his or her case including any witnesses. The Student Conduct Council, university representative, and Complainant may question the Respondent and witnesses after the presentation.
5. Questions from the parties shall be directed to the Student Conduct Council. The Chairperson may limit questioning that is redundant, irrelevant, or abusive.
6. The university representative, Complainant and Respondent may make a closing statement. A closing statement is a short summary of the information previously presented, and conclusions the speaker wishes the Student Conduct Council to draw from the information. Either party may submit information, including written statements from character witnesses, or make statements concerning the appropriate sanction to be imposed. The past disciplinary record of the Respondent shall not be supplied to the Student Conduct Council prior to this portion of the hearing, except in cases where the charge includes

failure to follow through on previous sanctions, recommendations, directives or violations of behavioral contracts. In those instances, the allegations of the complaint would already reflect the past disciplinary record of the Respondent.

7. The Student Conduct Council will enter a period of deliberation. A decision will be made by simple majority vote. Only the Student Conduct Council members and the Chairperson may be present at deliberations. Deliberations are not recorded.
8. The Student Conduct Council will determine its findings on each charge. Decisions of the Student Conduct Council may be “responsible” or “not responsible,” and sanctions will be recommended. A decision will be made by a simple majority vote. Procedures for this deliberation are the same as for deliberation of responsibility on the charge(s).

P. As the designee for the Vice Chancellor of Student Affairs, if the Student Conduct Council determines that suspension is the appropriate sanction, the Student Conduct Council can render a final decision on the sanction of suspension.

Q. If the Student Conduct Council recommends the sanction of expulsion, the Student Conduct Council will forward this recommendation to the Vice Chancellor of Student Affairs, who will then issue a final decision on the sanction of expulsion.

R. A written decision that includes an explanation of the findings and reasoning supporting the Student Conduct Council’s decision will be sent to the student within five (5) calendar days of the decision through a means where delivery can be verified. An extended timeframe of submission will be allotted under mitigating circumstances. The time limit for filing an appeal begins upon delivery or attempted delivery of the written notification of the decision to the student.

#### **v. Amendment or Reconsideration of Sanctions Based on New Information**

The Office of Community Standards & Civility

reserves the right to amend, modify, or impose sanctions — including suspension or expulsion — if credible new information emerges following the resolution of a case. This may include, but is not limited to:

**A. Updated Information from Law**

**Enforcement:** If the University receives verified information from law enforcement authorities indicating that a student has been involved in criminal activity that constitutes a violation of university policy.

**B. Material Errors in the Original Process:** If it is determined that significant errors occurred in the initial investigation or hearing that impacted the outcome.

**C. Discovery of New Evidence:** If substantial new evidence arises that was not reasonably available during the original conduct process and that directly impacts the facts of the case.

In such instances, the Office of Community Standards & Civility will:

**A. Notify the student in writing that new information was made available to the Student Conduct Council and any resulting change in sanctions.** This new information, may or may not be shared with the student based on if it is or is not part of an ongoing criminal investigation.

**B. Reconvene the Student Conduct Council to engage in a non-recorded deliberation to determine if sanctions are to be amended, modified, or if additional sanctions need to be imposed.**

## **IV. Appeals**

Each student who has received a disciplinary sanction shall be notified in writing of his or her appeal rights. This notice must be given no later than the date the written decision is delivered to the student/organization (or the date delivery is properly attempted, in the event delivery is not successful). Students/Organizations who have been found responsible for a conduct violation may appeal. Complainants involving Equal Opportunity infractions have the same appeal rights as the Respondent, and appropriate notice of these rights shall be delivered to Complainants.

## **1. Grounds for Appeal**

During a Conduct appeal, the appealing party has the burden of showing either (1) a violation of due process; or (2) a material deviation from Substantive and Procedural Standards adopted by the Board of Governors.

i. **Violation of Due Process.** Due Process requires notice and an opportunity to be heard. A violation of due process means that the appealing party was not provided the required notice or an opportunity to be heard due to specified procedural errors, or errors in interpretation of university policies or regulations, that were so substantial as to effectively deny the Respondent a fair hearing. Reasonable deviations from the procedures set out in this Regulation will not invalidate a decision or proceeding unless the Respondent can show that, but for the deviation or error, there likely would have been a different outcome in the case.

ii. **Material Deviation from Substantive and Procedural Standards.**

- 1) **Substantive Standards.** A material deviation from substantive standards refers to any new information or material that was not available or known at the time of the original hearing, and if introduced, could potentially change the outcome of the case. This does not mean the information presented at the initial hearing can be re-argued on appeal; or
- 2) **Substantive Standards.** The sanction is too severe for the violation for which the student is found responsible; or
- 3) **Procedural Standards.** A material deviation from procedural standards occurs when the requirements of UNC Policy 700.4 § V.A or V.B. are not followed.

## **2. Record on Appeal**

In all cases resulting in an appeal, the decision, the complete record of the proceeding (including documentary evidence and any recording or transcript of testimony), the appeal materials filed by the student/organization, and any other relevant information, will be compiled by the Director of Community Standards & Civility and delivered to the person designated to review

the appeal, or made available through electronic means.

During the timeframe to appeal, the Respondent shall be afforded reasonable access to the case file.

### **3. Appeals from Minor Violations**

Any disciplinary decision, other than where the Respondent has waived his or her right to appeal, may be appealed. Appeals from matters related to housing and residential living will be heard by the Associate Director of Housing & Residence Life. Appeals from the Director of Community Standards & Civility will be reviewed by the Assistant Dean of Students or their designee. No higher levels of appeals are available pertaining to Minor Violations. Each appellate party has ten (10) days to provide a response to an appeal.

### **4. Appeals for the Sanction of Suspension**

Except where the Respondent has waived his or her right to appeal, appeals for a sanction of suspension may be made to the 1) Assistant Dean of Students or their designee, then to the 2) Associate Vice Chancellor/Dean of Students or their designee and end with the Associate Provost/Vice Chancellor for Student Affairs or their designee. Each appellate party has ten (10) days to provide a response to an appeal.

### **5. Appeals for the Sanction of Expulsion**

Except where the Respondent has waived his or her right to appeal, appeals for a sanction of expulsion may be made to the 1) Assistant Dean of Students or their designee, then to the 2) Associate Vice Chancellor/Dean of Students or their designee, then the 3) the Associate Provost/Vice Chancellor for Student Affairs or their designee, and end with 4) the Chancellor. Each appellate party has ten (10) days to provide a response to an appeal.

### **6. Deadline and Place for Delivery of Notice of Appeal**

Student appeals must be received within ten (10) calendar days from the date that the written decision or sanctions is provided, or attempted to be delivered, to the student through any delivery method where receipt can be verified. Failure to submit the appeal within this time limit will render the original decision final and conclusive. An extension of time may be

requested in writing within the ten-day limit, but it is within the discretion of the person to decide the appeal to grant or deny such requests.

The appeal must contain the following:

- i. State the sanction being appealed;
- ii. A detailed written statement specifying the grounds for appeal, a list of alleged errors in the decision or procedure, an explanation for why those decisions is in error, and the complete factual basis for the appeal;
- iii. A requested remedy; and

For appeals of cases concerning Equal Opportunity, within ten (10) calendar days of receipt of an appellant's appeal, the non-appelling party may submit for consideration a response to the appeal.

### **7. Appeal Review**

The imposition of punitive sanctions may be deferred during the pendency of appellate proceedings, at the discretion of the person(s) reviewing the appeal, and upon written request of the Respondent. However, educational sanctions are still required for completion. Where sanctions are deferred during the pendency of the appellate proceedings and the student's appeal is ultimately unsuccessful, students may fail to receive grades or credit for courses or assignments already completed while awaiting a decision, or, in cases resulting in the sanction of suspension or expulsion, cause a student to pay back previously received financial aid for the semester completed. Students are encouraged to consult with the Office of Community Standards & Civility regarding the ramifications of any delay in the enforcement of sanctions before submitting a written request for such deferral.

Appeals will be decided on the record of the original proceedings. New hearings will not be conducted on appeal. However, the person(s) reviewing the appeal may choose to ask the parties to submit written statements of their positions on appeal, beyond the information in the appeal notice. If the hearing body is alleged to have violated these procedures, a written response may be solicited from the hearing body or the Office of Community Standards & Civility on its behalf. Any such written statements from

the parties or the Office of Community Standards & Civility must be drawn on information in the record; they cannot include new information or facts bearing on responsibility that were not presented at the hearing. These written statements become part of the record. Any decision to allow new information in the appeals process will be made by the person(s) reviewing the appeal.

## **8. Appeal Decisions**

Following their review, the person(s) reviewing the appeal may decide:

- i. To affirm the findings and sanction(s) imposed by the original Student Conduct Council/staff member.
- ii. To reverse or modify the decision and/or sanction(s) of the Student Conduct Council/staff member. Such a reversal or modification will take place only upon a showing of clear and material error on the part of the Student Conduct Council/staff member and which error affected the outcome of the case.
- iii. To remand the case to the Student Conduct Council/staff member. Cases will only be remanded based on:
  - A. Specified procedural errors or errors in interpretation of university policies or regulations that were so substantial as to effectively deny a fair hearing; or
  - B. New and significant material information that has become available and was not available previously to a person exercising reasonable diligence, which information could have affected the outcome of the proceeding.
- iv. Dismissal of a case will occur only if there is insufficient information to support a finding of responsibility.

## **V. Disciplinary Files, Records & Transcript Notations**

### **1. Record Retention**

All conduct records related to a case will be kept in a conduct file in the name of the Respondent. Conduct records will be retained in the Office of Community Standards & Civility consistent with

the university Records Retention and Disposition Schedule.

Consistent with the Records Retention and Disposition Schedule, student files with sanctions resulting in suspension or expulsion will be retained in the Office of Community Standards & Civility on a permanent basis. After eight (8) years, only those items which are necessary to understand the factual allegations involved will be retained.

### **2. Disclosure of Records**

Disciplinary records for Respondents who were found responsible may be reported to third parties, in accordance with university regulations and applicable laws, including but not limited to FERPA.

### **3. Holds and Notations**

A hold may be placed on a student's record while disciplinary proceedings or a suspension/expulsion is pending, or in the case when sanctions have not been completed by the due date outlined in the official correspondence from the Office of Community Standards & Civility. While on hold, a student may not, at the discretion of the Office of Community Standards and Civility, the Office of the Dean of Students, or their designee, register for classes until sanctions are completed and submitted to the Office of Community Standards & Civility. At the discretion of the Office of Community Standards and Civility, the Office of the Dean of Students, or their designee, students may not graduate while disciplinary action is pending.

Students who have been suspended or expelled will have their names entered into the UNC System database for suspended/expelled students. Students who have been expelled from WSSU will not be admitted to another UNC System constituent institution.

## **VI. Reconsideration Of Expulsion**

### **1. Timing of Petition**

After an expulsion has become final, the former student may submit a written petition to the Chancellor requesting approval for reinstatement. A petition for approval of reinstatement will not be considered prior to the expiration of two (2) calendar years after the effective date of the expulsion. In addition,

repeat petitions will not be considered until at least one (1) calendar year has passed since the filing of the previous petition.

## **2. Contents of Petition**

A petition for approval of reinstatement should list reasons why the former student deserves to be readmitted to the university. The reasons should focus primarily on the former student's activities and behavior after the expulsion and why the student believes that he/she should be given a new opportunity to pursue higher education. Re-argument of the merits of the expulsion is inappropriate unless exonerating information has become available that could not have been discovered at the time of expulsion.

## **3. Procedure for Review**

The Chancellor will forward the petition for approval of reinstatement to the Associate Provost/Vice Chancellor for Student Affairs or their designee. The Associate Provost/Vice Chancellor for Student Affairs or their designee will coordinate the gathering of the information and disciplinary record for review. The Associate Provost/Vice Chancellor for Student Affairs may request additional information from the former student and/or the Office of Community Standards & Civility when necessary.

The Associate Provost/Vice Chancellor for Student Affairs or their designee along with the Office of Community Standards & Civility will form a committee to review the petition. The committee may interview the former student and/or ask for additional information from the appropriate resources pertinent to the petition and in evaluating the petition.

The committee will make a recommendation regarding the petition to the Chancellor, who will render a decision and notify the petitioner. The decision whether to approve the petition for reinstatement shall be entirely at the Chancellor's discretion.

Any student who successfully petitions for approval of reinstatement and returns to the university will be placed on disciplinary or academic integrity probation for the remainder of his or her academic career. In addition, the student must comply with any additional requirements the Chancellor may impose for readmission. The transcript of a student who

is successful in petitioning for approval for reinstatement will retain the expulsion notation and the phrase "Approved for Reinstatement" will be added to the transcript.

No institutional appeal is available. However, the former student may re-petition provided that one (1) year has elapsed from the denial of any previous petition.

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# **COPYRIGHT INFRINGEMENT AND FILE SHARING NOTICE**

WSSU is committed to educating the campus community about the responsible and lawful use of digital resources. In accordance with the Higher Education Opportunity Act of 2008, WSSU is required to provide information regarding the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer (P2P) file sharing.

## **Use of Copyrighted Material**

Use of WSSU computing resources to copy, distribute, alter, or transmit copyrighted materials without the express permission of the copyright owner is strictly prohibited. This includes:

- Software
- Music and movies
- Textbooks or academic materials
- Any other copyrighted media

Unauthorized use—including through P2P networks or other sharing platforms—violates federal copyright law and may result in civil lawsuits and/or criminal penalties, including fines and imprisonment.

## **Digital Millennium Copyright Act (DMCA) Compliance**

WSSU complies fully with the Digital Millennium Copyright Act (DMCA). If the university receives a formal notice of copyright infringement involving a device on our network, we are required to act promptly. This includes:

- Temporarily disabling network access for the device in question
- Notifying the user of the alleged infringement
- Requiring removal of the infringing material before reinstating access

## **Legal Alternatives**

There are many legal sources available for music, movies, and other media. The C.G. O’Kelly Library provides access to a wide variety of licensed content. Additional legal media options can be found on the WSSU Information Security, Compliance & Services website.

We encourage all members of the university community to respect intellectual property rights and to use legal, ethical sources when accessing digital content.

# SELECTED POLICIES GOVERNING STUDENTS

## Academic Integrity

### Definitions

Winston-Salem State University puts forth every reasonable effort to maintain academic integrity in the instructional program. To compromise integrity through acts of academic dishonesty seriously jeopardizes the quality of instruction and the caliber of education we purport to provide to students. Such dishonesty includes:

**Cheating** - Intentionally and knowingly using unauthorized materials, information, or study aids in any academic exercise or matter.

**Plagiarism** - Intentionally and knowingly representing in any academic exercise or matter the words or ideas of another as one's own.

**Fabrication** - Intentionally and knowingly falsifying or inventing information or citations in an academic exercise.

**Facilitating Academic Dishonesty** - Intentionally and knowingly helping, or attempting to help, another to commit an act of cheating, plagiarism or fabrication.

### Procedures

The following procedures shall apply to situations where students are accused by faculty of engaging in acts of academic dishonesty.

1. The instructor of the course shall report all allegations of academic dishonesty to the department chair. (In cases where the department chair is the instructor, allegations should be reported directly to the division director.)
2. The chair shall review the case to determine if there is reason to believe that academic dishonesty may be involved.
3. If such a reason exists, the chair shall then refer the case to the dean of his or her division along with other pertinent information.
4. The dean shall then consult with the student involved. If the act of academic dishonesty

is admitted, the dean shall confer with the associate vice chancellor for student affairs to determine if the student has any record of prior offenses involving academic dishonesty. If it is the student's first violation, the dean may dispose of the charges provided the penalty is accepted by the student in writing. In such cases, a written report of the matter, including the action taken, shall be sent to the coordinator of judicial affairs for inclusion in the student's file. If the student does not accept the penalty imposed by the dean, he or she has the option of being heard by the Committee on Academic Integrity consistent with the provisions below beginning at Section II.6.

5. If there is insufficient evidence or reason to believe that a violation has not occurred, a report shall be written and maintained by the dean; but will not be included in the student's file.
6. If the case is not resolved in the manner specified above, the dean shall inform the standing Committee on Academic Integrity. The committee shall consist of seven (7) faculty members, five (5) regulars and two (2) alternates, selected by the Faculty Senate. The academic ranks of the regular faculty members shall include one (1) assistant professor, two (2) associate professors, and two (2) professors. The academic ranks of the alternates shall be one (1) assistant professor and one (1) associate professor or professor. The committee also shall include four (4) students, two (2) regulars and two (2) alternates, selected by the Student Government Association. A chair shall be elected from the faculty on the committee. Members shall serve for one academic year.
7. The committee shall hear the allegation, following the hearing procedures outlined in Section III of this policy.

### Hearing Guidelines

1. Those students/respondents entitled to a hearing shall be informed of the specific charges against them in writing by the committee chair at least five (5) days in advance.
2. A hearing panel shall consist of four (4) faculty members and two (2) students drawn from the committee by the chair. A faculty member serving on the panel and elected by panel members shall serve as the president officer, but shall not vote.

3. Respondents may be accompanied and assisted by a representative. Representatives cannot take part in the hearing, but may advise the respondent.
4. The complainant shall be the referring faculty member who may be accompanied by the department chair, program coordinator, or other department official.
5. Hearings must be transcribed, at the expense of the department, to ensure sufficient review on appeal.
6. The hearing shall be under the control of the panel chair. Evidence and testimony that is immaterial or repetitive shall not be allowed.
7. Prospective witnesses, other than the complainant, respondent and representatives, shall be excluded from the hearing during the testimony of other witnesses.
8. The complainant shall present evidence first, followed by the respondent who shall offer rebuttal. Evidence may be oral or written.
9. The respondent and complainant shall be accorded an opportunity to cross-examine witnesses who testify for the other party.
10. The burden of proof shall be upon the complainant who must establish the guilt of the respondent by a preponderance of the evidence.
11. Affidavits shall not be admitted into evidence unless signed by the affiant and witnessed by a notary public.
12. The final decision of the panel as to guilt or innocence shall be by simple majority vote.
13. A determination of guilt shall be followed by a supplementary proceeding in which either party may submit evidence or make statements concerning the appropriate sanction to be imposed. The disciplinary record of the respondent shall be made available for purposes of the supplementary proceeding.
14. The final decision of the panel as to a penalty shall be by simple majority vote.
15. The sanctions specified by the panel are regarded as recommendations.
16. The recommendation of the committee is transmitted to the vice chancellor for academic affairs who accepts or rejects the penalty and informs the respondent of his/her decision. The decision of the vice chancellor, both as to guilt and degree of penalty, may be appealed to the chancellor; the decision of the chancellor may be appealed to the Board of Trustees. The decision of the Board of Trustees is final.

### **Penalties**

Any respondent who commits an act of academic dishonesty, including a first offense, shall be penalized based on the infractions by the following sanctions. These sanctions are intended to offer guidance to those responsible for recommending penalties. The direction is toward the imposition of more serious disciplinary measures in serious cases.

**Reprimand** - The respondent is reprimanded in writing by the dean, who warns the student of the seriousness of the infraction and the importance of maintaining academic integrity.

**Reduction in Grade** - The respondent may receive a reduced, but not failing, grade for either the academic exercise, the course or both. The grade actually earned by the student shall be reduced by only one grade. This penalty must be accompanied by a reprimand to be included in the student's file.

**Failing Grade** - The respondent may receive a grade of F for either the academic exercise or the course. When a grade of F is recommended for the course, a grade of F is automatically applied to the academic exercise. This penalty must be accompanied by a reprimand to be included in the student's file.

**Suspension** - Suspension from the university for a period not to exceed one semester, or portion thereof (not including summer sessions), may be recommended by the panel. The minimal period of a recommended suspension shall be the remainder of the current semester. In all such cases, respondents shall be withdrawn administratively from the university and a W inserted on their transcripts next to each course in which they are enrolled. At the end of the suspension period, the respondent may return to the university under the provisions for returning students contained in the university catalog. This penalty shall be accompanied by a written reprimand to be included in the student's file.

**Expulsion** - A recommendation from the panel for expulsion indicates that the respondent shall be withdrawn from the university. In instances of expulsion, the respondent may, after two semesters (not including summer sessions), apply for re-admittance through written correspondence to the vice chancellor for academic affairs who,

after reviewing the record, shall act upon the request and inform the respondent of the decision. The decision of the vice chancellor for academic affairs may be appealed to the chancellor; the decision of the chancellor may be appealed to the Board of Trustees. The decision of the Board of Trustees is final.

Disciplinary records for any act of academic dishonesty are maintained indefinitely. These records are considered part of a student's file and referred to when requests from prospective employers and educational institutions are made about the disciplinary records of respondents.

### ***Suggestions for Faculty and Staff***

1. Educate students about academic offenses and penalties. For example, copying laboratory assignments constitutes a violation of this policy.
2. Outline expectations on the course syllabus for academic integrity.
3. Keep examinations in a secure location.
4. Carefully proctor examinations.
5. Implement methods for preventing plagiarism.
6. Verify faculty signatures on grade change forms.
7. Assign all grades in ink.

*The Academic Integrity Policy was approved by the Board of Trustees on October 17, 1992.*

### ***Affiliate Organizations of Fraternities and Sororities Policy***

WSSU does not recognize affiliate organizations of fraternities and sororities. It is, therefore, the policy of Winston-Salem State University that fraternities and sororities shall permanently terminate affiliation with the following groups:

1. Pre-initiation or "pre-pledge" groups
2. Sweetheart organizations (both male and female)

Winston-Salem State University, consistent with member organizations of the National Pan-hellenic Council has abolished the use of "pledging" activities for all sororities and fraternities. Organizations that wish to accept new members may do so by following only those conditions set forth in the Membership Intake Procedures. The procedures can be obtained from the Office of University Student Activities and Engagement.

## **Alcohol Policy**

Winston-Salem State University is a dry campus. Effective September 1, 1996, the North Carolina Alcoholic Beverage Control laws made it unlawful for any person under 21 years of age to purchase, possess or consume such beverages, or for any one to aid or abet such a person in purchasing, possessing and consuming any alcoholic beverage.

The university recognizes the health risks associated with the use of illicit drugs and the abuse of alcohol. As a depressant, alcohol gives a feeling of well-being, causes a loss of coordination, intoxicates, and leaves one with a hangover. Some of the hazards of abuse include:

1. Physical and psychological dependence can develop.
2. Long term heavy drinking is a factor in liver and heart damage, malnutrition, cancer, and many other illnesses.
3. Driving under the influence can cause accidents because of slowed reflexes, disorientation, etc.

All requests to serve alcoholic beverages on campus or at university-sponsored events must be approved by the chancellor.

The following rules and regulations are applicable to the Winston-Salem State University community:

1. Under no circumstances may any type of alcoholic beverage be sold by any persons or organizations or corporations on the campus of Winston-Salem State University, excluding previously cited exceptions.
2. It shall be unlawful for any person to consume any malt beverage or wine - fortified or unfortified – in any public place or upon any public street or upon the private business premises of WSSU, or liquor/whiskey in any public place, upon any public or university street or parking area, upon the private business premises of the university, or in or around any residence hall or institutional facility or building.
3. It is unlawful for anyone to aid or abet a person under 21 years of age in purchasing, possessing or consuming alcoholic beverages.
4. University-sponsored off-campus affairs at which alcoholic beverages are served shall be governed by all applicable local, state and federal laws.

5. Drunkenness, coupled with disorderly conduct, will not be tolerated. The institution will impose disciplinary sanctions on students and employees (consistent with local, state and federal laws), up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
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## **Class Attendance Policy**

### **Student Responsibilities:**

1. Students are required to attend class, whether face to face or virtually, and complete assignments as set forth in the class syllabus.
2. Students are responsible for checking their registration status and should print a hard copy for their records after the change of registration (add/drop) period is completed. Students who are not officially enrolled (includes payment or arrangement for payment) at the end of the add/drop period will not be eligible to receive a grade for the class.

### **Faculty Responsibilities:**

1. Faculty members are required to monitor attendance.
2. During the change of registration period, faculty members should a. alert students if they do not appear on the official roll and require the students to complete the registration process; b. alert the registrar about students whose names appear on the roll but never attend class.
3. At the mid-term and final grading periods, faculty members are to notify the registrar of students who stop attending class by entering the date of the last day the student attended class on the grade roster.

Students who have not attended class nor made contact with the instructor to explain the absence by the end of the first day the class meets or the first assessment (technology delivered classes only) may be administratively dropped from the course. Students who miss classes as a result of such symptoms as fatigue, exhaustion, fear, tension, anxiety, anger, or unexplainable illness should also seek assistance through the Counseling Center.

For current information on this policy please refer to the Class Attendance and Absence Policy.



In cases of emergencies involving extended absences from class, the affected student should contact the Office of the Dean of Students who is the administrator office over the University Counseling Center. The Dean of Students will advocate on behalf of the student by notifying the student's instructors regarding the absence.

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## **Outdoor Assemblies and Public Addresses**

Freedom of speech is one of the most cherished traditions of the academic community. A community of scholars cannot pursue truth without the ability to publish critical information. One of the most important responsibilities of Winston-Salem State University is to protect the right of expression in a manner that does not infringe upon the rights of others to pursue their studies or work. In guaranteeing free speech, the administration's obligation is to provide reasonable regulations of time, place, and manner, so that disruption of normal educational activities is avoided. For detailed information on the scope and guidelines for public assemblies please refer to the Policy 900.9 Outdoor Assemblies as well as the following excerpts from Policy 900.9 Outdoor Assemblies.

**Assemblies and Public Addresses:** Anyone who wishes to sponsor or organize an assembly or public address must contact the Director of Student Activities at 336-750-3357 for an application and permit. The application must be received at least 3 business days before the proposed time and date of event. The Office of Student Activities will confer with University Police and Public Safety and Public Safety when

appropriate, and the permit may be issued for a later time and date if extra time is needed for adequate security or because the proposed time conflicts with use by another group.

The University encourages assemblies and public addresses by University, faculty, staff, and students, affiliated student organizations, affiliated persons or groups and Non-University persons or groups invited in writing by affiliated student organizations or university units at the Thompson Center Breezeway, the Clock Tower, or other appropriate sites. Groups (including individuals) must obtain permission from the Office of Student Activities. Permission for the Office of Student Activities will be granted, subject only to reasonable time, place, or manner limits. The University may not create restrictions based on the lawful content of speech.

Unless sponsored by the University, assemblies and public addresses will not be allowed in areas or facilities that have not traditionally been open for public speech.

All outdoor assemblies and public addresses, including those at the Thompson Center Breezeway, must be conducted without sound amplification equipment unless permission for amplification is obtained from the Office of Student Activities. Indoor assemblies and public addresses may use amplification with the permission of the administrator responsible for the facility. Assemblies and public addresses must be conducted so that campus pedestrians and automobile traffic are unimpeded and members of the University Community not participating in the event may proceed with their normal activities.

Persons on University property may be required to provide picture identification and evidence of qualification to a University official upon request. Evidence of qualification means (1) currently issued University identification card or (2) written documentation of an invitation to assemble on University property by an affiliated student organization or University unit and accompaniment by a University community member that is a representative of the group that issued the invitation.

The student organization or university unit sponsoring an assembly or public address must provide notification that includes the name of the student organization, or University unity

sponsoring the event, name of the invitee(s), the date, time and location of the event, the nature of the event and an estimated number of persons expected to attend. A copy of the written invitation must be delivered to the Office of Student Activities which will deliver it to the University Police and Public Safety prior to the event.

Additionally, University officials reserve the right immediately to terminate any use of University facilities if, in the judgment of those officials, continuation of such use will result in (a) danger to participants or others; (b) unlawful conduct by participants or other; or (c) interference with disruption or disturbance of the University's educational mission, operations, business, or functions.

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## **Policy on Class Disruption**

WSSU is committed to providing every student with a rich, affirming educational experience in alignment with the institution's goals to produce highly competent and productive citizens. The realization of this commitment requires the establishment and maintenance of a positive learning environment in the classroom, including clearly communicating the standards for positive and disorderly classroom behaviors.

Positive classroom behaviors are those that support learning, teaching, and collaboration as part of a safe, respectful environment.

Disorderly conduct is defined as engaging in conduct that disrupts, disturbs, or interferes with the teaching of students at Winston-Salem State University or engages in conduct that disturbs the peace, order, or discipline at Winston-Salem State University. This can include, but is not limited to: conduct that disrupts, interrupts, or attempts to force the cancellation of educational activities; obstruction that unreasonably interferes with freedom of movement or safe passage on university premises; unauthorized use of electronic or other devices to make an audio or video recording of any person without their prior knowledge or without their consent when such a recording is likely to cause injury or distress; and engaging in any activity that deliberately threatens, harasses, intimidates another individual, or places an individual in reasonable fear of harm to the individual or damage to the individual's property that has the effect of substantially disrupting the orderly operation of the individual's daily life.

Although not common, in instances of disorderly conduct, the instructor will take reasonable steps to address, end, and prevent the behavior. Students who fail to cease the behavior may be instructed to leave an individual class session where appropriate and may be referred to the Office of Community Standards and Civility.

In instances where it is determined the behavior prohibits the ability to continue the class, the faculty member may seek additional assistance that may include, but is not limited to: the Academic Department Head, a faculty/staff member, the Office of the Dean of Students, or University Police and Public Safety. If the instructor determines that the behavior is violent, abusive, or threatening in nature, the faculty member may contact University Police and Public Safety for assistance. These behaviors may include any attempted, threatened, or other disorderly conduct that inhibits instruction, endangers, or is likely to endanger the health or safety of the individuals in the classroom. Individuals who exhibit violent or threatening behavior or prohibit the ability for class to continue may be subject to the interim suspension process and other disciplinary actions. WSSU's student conduct processes enhance the intellectual climate, which yields growth, behavioral changes, and personal understanding of one's responsibilities and the consequences and impacts of one's actions. WSSU is committed to restorative justice and the return of the individual as a productive member of the campus community if possible and when appropriate.

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## Cyber Bullying Policy

Winston-Salem State University recognizes the importance of information technology to the mission of a modern university. These electronic resources provide vital communication links among faculty, students and staff. They are infused into the curriculum and provide expanded opportunities for accessing instruction and information. These resources facilitate research and scholarly endeavors, and they aid collaboration within and beyond the borders of the campus. At the same time, these platforms present opportunities for misuse and for people to harm others when the technology is used without regard to consequences and without respect for one another. A safe and civil environment at Winston-

Salem State University is necessary for pupils to learn and achieve high academic standards.

**Definition:** Cyber Bullying is defined as any activity that deliberately threatens, harasses, intimidates an individual, places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has the effect of substantially disrupting the orderly operation of the individual's daily life via the use of electronic information and communication devices, to include but not be limited to: e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social media sites, internet chat rooms, internet postings.

For detailed information please refer to Cyber Bullying policy.

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## Missing Student Notification Policy

WSSU takes student safety very seriously. As such, this policy is established in compliance with Section 488 of the Higher Education Act of 2008, to assist in locating any WSSU student, who based on facts and circumstances known to WSSU are determined to be missing for 24 hours. The following policy and procedures applies to any student living in on-campus housing, or in alternative housing managed by the University, which may be located off-campus.

### Notification Procedures

Any reports of a missing student by residence life staff are to be referred immediately to the WSSU Police and Public Safety Department at 336-750-2911. If student is determined to be missing, the Vice Chancellor for Student Affairs will contact the individual identified by the student or contact the custodial parent or legal guardian for un-emancipated students under the age of 18. The



Vice Chancellor for Student Affairs or designee will immediately notify the Chancellor and Provost of any missing student.

### **Campus Communications**

In all cases of a missing student, the University and Media Relations will provide information to the media that is designed to obtain public assistance in the search for any missing student. The local law enforcement agency will consult with WSSU Media Relations Office and the Chief of Police or designee. Any media requests to the University will be directed to WSSU Media Relations.

For a detailed description please refer to the Missing Student Notification Policy.

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## **Hazing Policy**

Winston-Salem State University ("University") prohibits any form of hazing of its students, at any time, or at any location on or off campus, including University owned or leased property, private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action.

The term hazing shall include, but not be limited to, pressuring or coercing a student into violating state or federal law, any brutality of a physical nature, such as striking in any manner, whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drugs, or other substances, or other forced physical activities that would adversely affect the health or safety of the student. It also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contacts, forced conduct that would be extremely demeaning or results in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the student. For purposes of this section, any activity as described above, or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, recruitment, initiation, acceptance or admission into or affiliation with

a university sanctioned organization, shall be presumed to be hazing and a "forced" activity, the willingness or consent of an individual to participate in such activity notwithstanding.

For a detailed description of procedures and reporting process please refer to the Hazing Policy.

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## **Involuntary Withdrawal Policy**

One of the University's purposes is to ensure equality of educational opportunity while fostering an environment that promotes education, research, service, and the growth and safety of all members of its community. From time to time University officials become aware of a student who may be seriously interfering with this purpose because of a mental, emotional, or psychological health condition. In these situations, University officials may consider the appropriateness of (1) utilizing the regular student disciplinary system, or (2) involuntary examination, hospitalization, and treatment for mental illness under state law. In addition to, or instead of, either of those procedures, the matter may be handled as a potential medical withdrawal according to the standards and procedures described in this policy.

If such behavior constitutes a violation of university rules and regulations, the case may be referred to the Office of Community Standards and Civility. If the student's behavior occurs in the absence of any violation of rule or regulation, the Vice Chancellor for Student Affairs will investigate the situation and the effect of behavior on the student and the university community. The Vice Chancellor may choose to conduct a personal interview with the student. If, as a result of this interview, the vice chancellor determines that the student's withdrawal from campus may be necessary, he/she will recommend withdrawal to the student.

For detailed description of procedures associated with this policy, refer to the Revised Involuntary Medical Withdrawal.

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## **Probation and Suspension Policy**

Academic Policy see WSSU Undergraduate and Graduate Catalogs.

Student Conduct Policy see *WSSU Students' Code of Conduct*

## **Racial Harassment Policy**

It is the policy of Winston-Salem State University to conduct and provide programs, activities and services to students, faculty and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that would verbally or physically threaten, torment, badger, heckle, or persecute an individual because of his or her race. Racial harassment of university faculty, staff, students, or visitors is prohibited and shall subject the offender to appropriate disciplinary action. This policy applies to prohibit such conduct from one student to another. Students who feel that they have been subjected to racial harassment can seek advice from the University Counseling Center. A formal complaint against a faculty or staff member must be filed with the faculty or staff member's immediate supervisor. If a student is not satisfied with the response from the supervisor, the employee's supervisor may then be contacted. The student, if continuously dissatisfied with the response to his or her complaint, may file the complaint, ultimately, to the vice chancellor of the area. Student-to-student complaints must be filed with the dean of students, who will have the alleged incident investigated.

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## **Repetition of Courses Policy**

Courses taken at Winston-Salem State University may be repeated only twice; i.e., a course may be taken a maximum of three times. If the policy of a particular academic major or minor is to allow fewer than two repeats of a course, then students in that major or minor are obliged to follow the more restrictive policy of that academic department. Please refer to this policy in the WSSU Undergraduate Catalog.

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## **Release of Student Information and Educational Records Policy**

This policy establishes guidelines for WSSU on access to and confidentiality of student records. It has been developed in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. This policy covers all student records maintained at Winston-Salem State University and applies to any student who has completed the registration process at any time.

A detailed description in terms of access to student

educational records, inspection of education records, refusal to provide access, fees for copies of records requests, correction of educational records, confidentiality of student records, and annual notification process are available in the Policy on the Release of Student Information and Educational Records.

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## **Solicitation and Vending Policy**

All vending at Winston-Salem State University must be approved through the Ticket office. Recognized student organizations, approved by the Vice Chancellor for Student Affairs and recognized alumni organizations approved by the Director of Alumni Affairs, conducting fund-raising activities shall be eligible for campus vending permits without charge. Non-university related vendors offering for-sale products, services or soliciting clients/customers for legitimate business purposes deemed to be consistent with the university's mission or in the interest of the university's students and/or faculty and staff may be granted permission to operate on the campus with a limited vending permit. Third party vendors will only be approved for vending permits on the campus in cases where food products or merchandise offered for sale do not materially compete with or impair the sales of contracted university vendors. Due to the university's affiliation with AT&T, all types of phone card sales are prohibited. Business solicitation will only be permitted in/or cases that do not interfere with established work or class schedules and are in keeping with the university's policies.

I. Persons, firms or organizations wanting to conduct sales activities or business solicitations on campus must submit a "Vendor's Application" to the Ticket office at least two weeks prior to selling on campus (all vendors must submit a "Vendor's Application"). The Ticket office manager will review the application and notify the vendor in writing of the status of their request. Prospective vendors may pick up an application from the Ticket office or the Business Services office.

1. Approved vendors must pay a vending fee to set up. The fee must be paid by cashier's check, money order or cash, three days prior to selling. The fee for set up is \$75.00 per day. Fees for Homecoming and International Day may differ.

2. A vending permit will be issued on the day of set-up (permit must be displayed at all times that vendor is set up).
3. All set-up material is to be provided by the vendor. Vendors must have table and tent for all merchandise and an approved vending trailer or vend car for food sales. WSSU is not responsible for making provisions for inclement weather (no refunds.). Set-up location will be the pedestrian mall in front of the Thompson Student Services unless determined otherwise by the Auxiliary Services Director.
4. Vendors will be allowed to set up between the hours of 8:00 a.m. and 6:00 p.m.
5. Vendors wishing to offer merchandise bearing the university name and/or logo must be properly licensed.

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**Effective with the Fall semester of 2013**, the tuition surcharge will no longer apply to credit hours earned from any college or university not part of the UNC system and not a North Carolina community college per the North Carolina General Assembly Session Law 2013-325, House Bill 255. For detailed information please refer to the section on Tuition Surcharge from the webpage of the Registrar.

## **Weapons Policy**

### **Introduction**

The possession of a weapon on WSSU property is a violation of state law, North Carolina statute #14-269-.2, and university policy. The following guidelines are adopted in order to communicate to the staff, students and the community the seriousness with which WSSU considers this act to be a violation of accepted standards of behavior and a threat to the safety of students and everyone in the university environment.

### **Adjudication**

Individuals charged with violation(s) of this policy will be granted a hearing and due process considerations outlined in the Student Code of Conduct.

## **WSSU Weather Policy**

The determination that adverse weather makes it necessary to delay classes and services will be made by the Vice Chancellor for Academic Affairs in consultation with other vice chancellors, subject to approval by the chancellor. When the decision is made to delay classes or services, the Vice Chancellor for Academic Affairs will inform the Director of Media Relations by 6:00 a.m. or sooner. The Director of Media Relations will notify the media, Police and Public Safety and Housing and Residence Life about the delay of classes and services. Radio stations to be notified are WSNC (90.5 FM), WFDD (88.5 FM), WSMX (1500 FM), WTOB (1360 AM), WSJS (600 AM), WQMG (97.1 FM), WSNC (790 AM), and WPOL (1340 AM). Television stations to be notified are WXII (Channel 12), WFMY (Channel 2), WXLV (Channel 45) and WGHP (Channel 8). The Winston-Salem Journal will also be notified. Information to the media should be reported in the following order:



1. Class cancellation
2. Delay of services, (exact time service to commence will be given)
3. Any other information about programs, etc.

If classes or services are delayed during the day, the announcement will be made through the departments. When classes are not delayed or canceled, faculty members who find it impossible to attend due to hazardous driving conditions should notify the department head and file an absence report upon returning to campus. Unless missed classes have been arranged by substitute teaching, a memorandum should be filed with the absence report detailing plans for making up missed class time by expanded class periods, special projects, additional activities, or other appropriate techniques.

## Withdrawal Policy

Students may occasionally find it necessary to withdraw from the university after the semester begins due to personal or medical problems.

**Withdrawal is not intended to be used to alleviate academic difficulty.** In order to initiate the official withdrawal process, the student should meet with their academic success counselor or department faculty advisor. If withdrawal is unavoidable, the academic success counselor will then direct the student to the chair of the student's academic department or University College if the student has not declared a major. The department chairperson will talk with the student to see if the department can assist the student in any way and explain the consequences and allowable limit of withdrawal from courses. There are withdrawals for extenuating circumstances and without extenuating circumstances. For detailed criteria and description of process refer to the *Undergraduate Withdrawals Policy*.

# TELEPHONE NUMBERS FOR KEY SERVICES

|                                     |              |                                      |              |
|-------------------------------------|--------------|--------------------------------------|--------------|
| Academic Advising Services.....     | 336-750-2367 | Media Relations Office.....          | 336-750-3152 |
| Academic Affairs.....               | 336-750-2200 | Music Department.....                | 336-750-2520 |
| Admissions-Undergraduate.....       | 336-750-2074 | Physical Education Department .....  | 336-750-8638 |
| Alumni Relations.....               | 336-750-3491 | Physical Therapy Department .....    | 336-750-2190 |
| Anderson Center .....               | 336-750-2120 | Police and Public Safety             |              |
| Arts & Visual Arts.....             | 336-750-2520 | (non-emergency) .....                | 336-750-2900 |
| Athletics .....                     | 336-750-2143 | (emergency).....                     | 336-750-2911 |
| Behavioral Sciences .....           | 336-750-8818 | Post Office.....                     | 336-750-2785 |
| Biological Sciences.....            | 336-750-2210 | Registrar.....                       | 336-750-3331 |
| Bookstore .....                     | 336-750-2780 | Residence Life/Student Housing.....  | 336-750-3400 |
| Business & Auxiliary Services ..... | 336-750-2772 | Scholarship & Financial Aid Office.. | 336-750-3296 |
| Campus Fitness .....                | 336-750-3353 | School of Health Sciences.....       | 336-750-2570 |
| Campus Recreation .....             | 336-750-3384 | Sports Information Office .....      | 336-750-2143 |
| Career Services .....               | 336-750-3240 | Sport Management Department .....    | 336-750-8638 |
| Cashier's Office.....               | 336-750-2812 | Student Accounts .....               | 336-750-2812 |
| Chancellor's Office.....            | 336-750-2041 | Student Advocacy.....                | 336-750-3464 |
| Clinical Laboratory Science .....   | 336-750-2510 | Student Affairs.....                 | 336-750-3200 |
| Communication & Media Studies....   | 336-750-2320 | Student Conduct.....                 | 336-750-3356 |
| Computer Science Department.....    | 336-750-2480 | Student Government Association...    | 336-750-3360 |
| Conferences and Institutes.....     | 336-750-2121 | Student Health Services              |              |
| Continuing Education/               |              | (Wellness Center) .....              | 336-750-3301 |
| Graduate Center.....                | 336-750-2138 | Supplemental Education Program..     | 336-750-2666 |
| Counseling Center                   |              | Therapeutic Recreation               |              |
| (Wellness Center) .....             | 336-750-3270 | Department.....                      | 336-750-3459 |
| Dean of Students Office .....       | 336-750-3356 | Thompson Student Services            |              |
| Diggs Gallery .....                 | 336-750-2458 | Center .....                         | 336-750-3380 |
| Disability Services .....           | 336-750-8658 | Title IX Office .....                | 336-750-8758 |
| English.....                        | 336-750-2300 | University Advancement Office.....   | 336-750-3159 |
| Finance and Administration.....     | 336-750-2707 | University College &                 |              |
| Financial Aid .....                 | 336-750-3296 | Lifelong Learning.....               | 336-750-2635 |
| Information Technology .....        | 336-750-2092 | University Student Activities &      |              |
| Legal Affairs .....                 | 336-750-2105 | Engagement .....                     | 336-750-3350 |
| Library Services .....              | 336-750-2440 | World Languages and Cultures .....   | 336-750-8657 |
| Mathematics Department.....         | 336-750-2489 | WSNC-FM (90.5).....                  | 336-750-2325 |
|                                     |              | WSSU College (Arts, Sciences,        |              |
|                                     |              | Education, Business) .....           | 336-750-2400 |
|                                     |              | Ramgraphix.....                      | 336-750-2765 |



**WINSTON-SALEM**  
STATE UNIVERSITY

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