



WILLIAM PEACE
UNIVERSITY
Your Success. Our Mission.

Campus Information and Policies

**15 East Peace Street, Raleigh, North Carolina 27604
919-508-2000**

William Peace University does not discriminate in its recruitment and admission of students, regardless of gender, race, creed, color, religion, age, national and ethnic origin, sexual orientation, disability, or veteran status.

William Peace University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone 404-679-4500) to award baccalaureate degrees.

The university reserves the right to make any necessary changes in the calendar, regulations, student charges or courses of instruction announced in this catalog. It is the responsibility of the student to see that all the degree requirements are met for graduation from Peace and/or transfer to other institutions.

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Advertising and Postings

Origination, circulation, or posting of any advertising media that contains matter that violates or is contrary to university policies is prohibited. Advertising media that contains obscene language or patently offensive material is prohibited.

Recognized student organizations, departments, and offices at William Peace University, and members of its community, may place posters on bulletin boards, cork strips, in kiosks, and other specifically designated areas around campus (posters shall be defined as signs, advertisements, flyers, brochures, or other informational devices). However, the university recognizes that some of the most effective publicity ideas are often creative and out of the ordinary. Therefore, if an organization, department, or office at the university has unique posting ideas that do not appear to fall within said policy, please contact the Student and Academic Services department, Director of Student Activities, to determine whether the idea is suitable within university guidelines.

Posters may be placed on campus under the following provisions:

- All materials must be approved and stamped before posting. The Director of Student Activities will grant approval.
- Individuals seeking approval for posting must bring a copy of the item to be posted to the Director of Student Activities.
- A maximum of 25 posters will be stamped for approval.
- All postings must clearly display the name of the sponsoring organization.
- All posters must be in good taste. If controversy arises, the Dean of Student and Academic Services will make final decisions as to approval.
- Individuals sponsoring the event are responsible for hanging and removing their posters. Individual should remove posters three days after sponsored events. If posters are not removed in this timely fashion, members of the William Peace University staff and faculty may remove the posters.
- Failure by the individual to remove posters in a timely fashion may result in measures that affect the individual or group's ability to receive permission for future posting.
- The Director of Student Activities must approve sponsors wishing to slide advertisements under individual doors.
- Posting for outside organizations will be permitted on a case by case basis at the discretion of the Dean of Student and Academic Services office.

Administrative Withdrawal

There are situations when students may not be able to receive benefits from university-provided educational and/or Wellness Services, or may become a threat to themselves or to others in the community. For the safety and protection of all, a student may be administratively withdrawn if she is exhibiting behavior that could indicate a physical, mental, emotional, health, or psychological condition that poses a danger or threat of harm to the student, other persons or their property, or causes the student to interfere with the rights of other community members or with the exercise of the functions of the university or its personnel. The Dean of Student and Academic Services, Provost, or their designee has authority for implementing an administrative withdrawal and procedures for the withdrawal of the student. The Dean of Student and Academic Services must approve the readmission of a student who has been administratively withdrawn.

Athletics

William Peace University is a member of the National Collegiate Athletic Association Division III and of the USA South Athletic Conference. As a member of NCAA Division III, William Peace University does not offer athletic scholarships; instead, NCAA Division III athletics promotes a spirit of participation and a love for sports as the primary motivators for intercollegiate competition. William Peace University fields intercollegiate teams in basketball, volleyball, tennis, softball, cross country, and soccer.

Student athletes must be in good standing with the institution, be full-time students, and abide by the rules of the NCAA. As representatives of William Peace University, student athletes will conduct themselves with integrity and good sportsmanship. Their behavior will reflect the high standards of honor and dignity that characterize participation in collegiate competitive sports. The primary importance of the intercollegiate athletic program is the welfare of the student athletes. The Athletic Department maintains the same standards required of all university departments, with the same commitment to the education and personal development of student athletes.

Attendance: Student Participation at University-sponsored Events

The policy should be responsive to (1) the needs/interests of the students while holding them responsible for their class work and their commitment to teammates/choir members/group members; (2) the need of faculty to have students maximize their participation in classes, especially when participation, group activities, or events which cannot be easily repeated are involved; and (3) the needs of

coaches/teams, choir director/choir members, etc. which rely on participation in out-of-class activities/contests/performances of students who have practiced and prepared.

Each of the three constituent groups has specific responsibilities if we are to work together in a cooperative, cohesive, and congenial fashion. Members of each group will be asked to participate as follows:

Students

- Alert the instructor at the beginning of the semester/season to your participation in university-sponsored events such as athletics.
- Attend every possible class meeting, saving absences for those times in which you must be out of class for participation in intercollegiate contests, performances, etc. For example, if a class allows six absences and you have five games or performances, you will only have one absence remaining. If you know you are going to have more absences than the allotted number for that course, due to university-sponsored events, you need to immediately speak with your instructor and consider whether you should be taking that course.
- Attend class until the designated time of departure of the group to travel to a scheduled contest/performance. For example, attend a 9 am class and plan to leave early if the van is leaving at 9:30 am for a trip.
- Remind faculty of the need to leave class or miss class because of a university-sponsored trip on the class day before the event. Ask in advance about any work that needs to be done or activities that may be missed.
- Suggest an appropriate time as soon as possible to make up tests/quizzes.
- Alert group members if involved in group activities, checking schedules in advance to determine that no group presentations are scheduled at the time of an absence.

Activity Sponsors (Coaches, Directors)

- Coaches, through the Director of Athletics, need to send team schedules and rosters to faculty at beginning of the semester. Other activity sponsors need to also email faculty and staff with a list of students, dates, and times for events that will require students to miss classes. Please include the time of departure. Invitations for performances by the William Peace University Singers are received throughout the academic year; therefore, a complete schedule is not available at the beginning of each semester.
- Schedule departure of the vans for road trips at a reasonable time, allowing only time needed for travel, warm-up, etc.
- Encourage students to work cooperatively with faculty when difficulties arise.

- Alert the Director of Athletics who in conjunction with the Faculty Athletic Representative (FAR), will attempt to get information from all sides and if unable to resolve the matter will notify the Provost.

Faculty

- If you have an attendance policy that includes excused and unexcused absences, count absences as excused if the student is representing the institution in university-sponsored events.
- Allow students who miss classes because of participation in university-sponsored events to make up work they have missed, including making up a missed quiz even if they are allowed to drop the lowest grade(s).
- At the beginning of the semester, communicate clearly your expectations for class attendance and participation.

If you have a strict attendance policy, be very clear in your syllabus. Also, hold a conversation with students you believe will be missing too many classes due to their out-of-class commitments.

- Hold students accountable for attendance and participation for times during which they are not away from campus, including class periods immediately before travel.
- Communicate directly with coaches/directors/staff, whether students are “taking advantage” of policies regarding anticipation in university-sponsored events or are not doing well in classes.

Bookstore

Location: Belk Hall, 2nd floor

Textbooks, supplies, stationery, William Peace University t-shirts, sweatshirts, university memorabilia, and miscellaneous items are for sale Monday through Friday from 9 am to 5 pm in the bookstore. Items may be purchased with cash, check, or credit card but may not be charged to student accounts. The bookstore also sells postage stamps and will cash students' personal checks up to \$50.

The bookstore carries all textbooks, supplies, and school branded merchandise.

The following textbook policies are summarized in regards to textbook purchases, returns, and buyback:

Bookstore shall purchase used textbooks year round. The bookstore will purchase used textbooks adopted for the next academic term in quantities sufficient to meet course requirements at not less than 50% of the student's purchase price rounded to the nearest quarter.

The bookstore will accept returns in accordance with the following policies:

- a. Non-textbook items in resalable condition may be refunded or exchanged at anytime with original receipt.
- b. Textbooks in resalable condition may be refunded with receipt within seven calendar days from the start of classes or within two days of purchase thereafter, including during summer term.
- c. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy.
- d. Computer software may be returned if it is unopened and shrink-wrapped.
- e. In addition, upon proof of drop/add, Follett will accept textbook returns from students who have dropped a course up to 30 days from the start of classes or until the end of the official drop/add period, whichever comes first.

The bookstore accepts MasterCard, Visa, Discover and American Express charge cards; cash; checks; PacerCash.

Bookstore hours:

Monday through Thursday: 9 am to 6 pm

Friday: 9 am to 3:30 pm

Saturday: Open some select Saturdays; call to inquire about hours

Sunday: Closed

Campus Security Act of 1990

The Clery Act (Campus Security Act of 1990) dictates that students have a right to know about public crime committed on college campuses. In right to know about public crime committed on college campuses. In accordance with this act, William Peace University publishes and distributes an annual Public Safety Report by Oct. 1 of each year. The intent of the act is to inform prospective students and prospective employees about campus crime and to provide timely notice to the campus community about crimes that are considered to pose a threat to safety. The Office of Public Safety office is required to maintain a public log of all reported crimes and submit their crime statistics to the U.S. Department of Education. William Peace University's annual Public Safety report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by William Peace University and on public property within, or immediately adjacent to the accessible from, the campus. The report also includes institutional policies concerning campus safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting the Office of Public Safety at 919-833-2277.

Career Services

The Career Services Office is open Monday through Friday from 8 am to 5 pm, throughout the year. There is no charge for these services for William Peace University students or alumni. The Career Services Office provides the student with a variety of services to assist her to determine and accomplish her career goals. Specifically, Career Services supports the student in:

- a. the exploration of college majors and career options through career counseling and interest, skill and personality assessments
- b. applying for an internship experience
- c. examination of post-graduate options, including help with graduate and professional schools applications and/or employment in a chosen field
- d. preparation for a competitive job search through participation in job fairs, resume writing, mock interviews, interviewing with selected employers, and networking with William Peace University alumni.

Community Involvement

Part of the mission of the Student and Academic Services department is to build a strong community of humanitarians at William Peace University, through service and civic engagement to reach the local and global community to develop sustainable change in the lives of both students and others. The office of the Assistant Dean of Campus Life, serves as an outlet for volunteer service opportunities on and off campus. The areas of service coordinated through the office include on-going programs that occur regularly throughout the academic year; events such as alternative Service Break trips and other one-time opportunities open to everyone on campus; and a clearinghouse for service opportunities in the community; fundraising for various identified causes. Partnerships have been established with seven local agencies with which William Peace University will maintain an ongoing relationship for the purpose of providing service opportunities.

Disability Resource Center

Location: Learning Services, 201 Finch Library

The mission of the Disability Resource Center is to provide equal access to the academic and campus environments for students with disabilities and is housed within Learning Services, with the Director of Advising and Learning Services serving as the Disability Resource Coordinator (DRC). It is also our desire to enable students to understand and manage their disability in order to successfully achieve their individual goals. In this spirit, the DRC assists students with disabilities in accessing

and using appropriate accommodations, and in making sound choices about course load, study skills, strategies and self-advocacy.

It is our responsibility to:

- a. provide appropriate accommodations and support services to students with disabilities
- b. provide referrals to appropriate on and off-campus resources
- c. encourage and assist students with disabilities to develop greater independence by fostering self-advocacy awareness and skills, study skills, and strategies
- d. increase faculty and staff understanding of the needs for students with disabilities
- e. provide assistance to faculty and staff in removing barriers which prevent students with disabilities from accessing the same educational environment as their non-disabled peers

Students who have a disability may be eligible for accommodations appropriate to their disability according to the guidelines of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. All accommodations are determined on a case-by-case basis by the DRC and based upon the diagnostic information as reported in the documentation submitted by the student.

Examples of reasonable accommodations may include:

- a. Reduced course load (nine-10 credits for the first two semesters)
- b. Priority registration
- c. Extended time on tests (includes course, placement, and competency tests)
- d. Taking tests in a separate, distraction-reduced environment (includes course, placement, and competency tests)
- e. Alternate test formats such as use of a computer, tape recorder, or oral testing (includes course, placement, and competency tests)
- f. Tape recording of lectures
- g. Use of assistive technology
- h. Alternate text formats (Braille, audio)
- i. Sign-language interpreter
- j. Accessible parking
- k. Accessible campus housing

Incoming students with a disability who are interested in having accommodations must contact the DRC for specific documentation guidelines for the disclosure process. Returning students who are already registered with the Disability Resource Center must contact the DRC for an appointment at the beginning of the semester in order to create an academic accommodations plan for each semester. Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973,

college students are fully responsible for requesting accommodations and following any procedures involved in the process.

For all inquiries and additional information, please contact the Director of Advising and Learning Services at 919-508-2163.

Disruptive Classroom Behavior

Students who engage in any prohibited or unlawful acts, or acts which result in disruption of a class, may be directed by the faculty member to leave the class for the remainder of the class period. The appropriate Student Conduct Administrator may determine longer suspensions or administrative withdrawal from a class for disruption.

Exhibiting Life-threatening Behavior: Assistance to Students

William Peace University attempts to assist students in resolving typical young adult developmental issues as well as stresses brought on by the college experience. The university employs part-time counselors to provide counseling for students as appropriate. External and internal pressures for students may manifest themselves in an attempt by a student to take her life. It is William Peace University's policy to regard all attempted suicides as serious regardless of the specific degree of lethality involved in the attempt.

If a student attempts suicide or exhibits life-threatening behavior (including eating disorders), the university's first priority is to attempt to ensure the student's safety and well-being. If it is known that a student has threatened (verbally or otherwise), attempted, or is attempting suicide, appropriate emergency/medical intervention should be initiated, and the Dean of Student and Academic Services should be notified immediately. The Dean of Student and Academic Services will notify appropriate university officials and/or staff members to secure the appropriate medical care for the student and attempt to render service as needed. In many cases, the student will need to be removed to a more appropriate medical setting. William Peace University may also contact the parent(s) or guardian(s), if appropriate, and will interact with family members and/or significant others. In conjunction with any threatened or attempted suicide, or other behavior, which jeopardizes the student's health, the Dean of Student and Academic Services may authorize a medical withdrawal of the student.

Facilities

The Facilities Management Department is responsible for maintenance, housekeeping, and grounds services. Students are encouraged to report maintenance (or information technology/telecommunication) needs promptly so that Facilities/ITT can respond in a timely manner. Maintenance requests should be submitted electronically through School Dude. A link to School Dude can be found on our intranet at <http://pride.peace.edu/>. First-year students should register prior to submitting a maintenance request. The password for registration or submitting maintenance requests is: peace.

Fitness Facilities Policies

Fitness Center – Ross Basement

Equipment and facility in Ross Basement is open to all William Peace University students, faculty, and staff whenever the college is in session (fall and spring semesters). Due to the limited size of the facility and amount of equipment, guests may not use this area.

Unless posted otherwise, during summer school sessions, William Peace University students who are residing on campus and/or taking summer school classes may use the Fitness Center Monday through Friday from 9 am to 5 pm.

When the Fitness Center is in use for a PEH class, the room may be closed according to instructor preference.

Gymnasium

The gymnasium is open for use by all William Peace University students, staff, and faculty whenever it is not in use for classes, athletic events, or other previously scheduled groups. Refer to the Master Schedule. Students, staff, and faculty may be check out equipment by contacting members of the Athletic department.

Only non-marking soft-soled athletic shoes are allowed for use on the floor. Students may bring one off-campus guest.

Swimming Pool

The swimming pool is open for use by all William Peace University, staff, and faculty whenever there is a lifeguard on duty. Lifeguards must have completed an in-service training with the lifeguard supervisor.

Open swim hours are posted and announced each semester.

Tennis Courts

The tennis courts are open for use by all William Peace University, staff, and faculty whenever they are not in use for classes, athletic events, or other previously scheduled groups. Refer to the Master Schedule. Contact members of the Athletic department to gain access to the courts for recreational play.

Harassment

William Peace University strives to ensure equal employment and study opportunities without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, national origin, or any other characteristic protected by applicable law. William Peace University does not and will not tolerate discriminatory practices, including sexual harassment in any form or manner. William Peace University requires the reporting of all perceived incidents of discrimination or harassment. It is the policy of William Peace University to investigate such reports promptly. William Peace University prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Purpose of Harassment Policy

William Peace University is committed to a work and study environment in which all individuals are treated with respect and dignity. Each individual has the right to work and study in a professional atmosphere that prohibits discriminatory practices, including harassment. Sexual harassment is strictly prohibited. Harassment of students or employees at William Peace University on the basis of race, color, national origin, ancestry, religion, creed, gender*, sexual orientation, age, or physical or mental disability is unacceptable and will not be tolerated. Such conduct is inconsistent with William Peace University's commitment to excellence and respect for all individuals. This policy is intended to complement the university's Equal Opportunity and Affirmative Action Policy. William Peace University is also committed to protecting the academic freedom and freedom of expression of all members of the university community. This policy will be construed and applied in a manner that protects the academic freedom and freedom of expression of all parties to the complaint.

Academic freedom and freedom of expression include but are not limited to the expression of ideas, philosophies, or religious beliefs, however controversial, in classroom or other academic settings.

Members of the university community and others who believe they have been harassed or believe that they have witnessed such conduct in violation of this policy by university employees, students, contractors, or vendors serving the university may contact the Human Resources Director if the concern is about an employee, or the Dean of Student and Academic Services, if it is about a student. If the Human

Resources Director is involved in the complaint, they will need to discuss concerns with the Vice President of Administration and Chief Financial Officer, or the President. To knowingly file a false or malicious complaint or report of harassment is a violation of this policy. *This policy also covers gender-based harassment that is non-sexual in nature.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic opportunities;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile or offensive working or learning environment.

Examples of sexual harassment are:

- Unwelcome sexual advances.
- Retaliation for resisting unwelcome advances.
- Requests for sexual favors.
- Granting preferences based on sexual favors.
- Creating an offensive atmosphere i.e. posting or distributing literature with contents of a sexual nature, making verbally direct or indirect sexual comments such as jokes and comments about physical anatomy, recounting of sexual exploits, and using offensive language.
- Exhibiting physical conduct such as "appreciative" glances, leers, whistles, hugging, patting, caressing or pinching. Any "innocent" touching in the work place requires good judgment.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work and/or learning environment;
- Has the purpose or effect of unreasonably interfering with an individual's work or learning performances; or
- Otherwise adversely affects an individual's employment or academic opportunities.

Harassment may include creating an environment of intimidation or coercion between individual supervisor and employee.

Harassing conduct includes but is not limited to:

- Epithets, slurs or negative stereotyping;
- Threatening, intimidating or hostile acts;
- Denigrating jokes; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the university's premises or circulated in the workplace or elsewhere on campus.

Procedures if the Victim of Sexual Harassment

1. Sexual harassment may be directed at men or women and may be woman-to-woman or man-to-man as well. Additionally, the victim of discriminatory practices, including sexual harassment in any form or manner, need not be the person to whom misconduct is directed. The discriminatory practices, including sexual harassment in any form or manner of one employee or student, may create an intimidating or hostile work environment for another co-worker or student.
2. This policy applies to all applicants, students and employees, including faculty and staff, whether related to conduct engaged in by fellow employees or students or someone, not directly connected to William Peace University, an outside vendor, for example.
3. Conduct prohibited by this policy is unacceptable in the workplace or academic setting and in any work-related setting outside the university, such as during business trips, business meetings, business-related social events, student-faculty events, faculty-chaperoned field trips, etc.
4. William Peace University encourages individuals who believe they are being subjected to such conduct to advise the offender firmly and promptly that his/her behavior is unwelcome and request that it be discontinued.
5. Any employee or student who believes that he/she has been the object of discrimination or discriminatory harassment has the duty to immediately report all perceived incidents of discrimination, harassment or retaliation, regardless of the alleged offender's identity or position. Employees who believe that they have been the objects of such conduct or believe they have witnessed such conduct shall discuss their concerns with the Human Resources Director, or if the Human Resources Director is involved in the complaint, with the Vice President of Administration and CFO or the President. Students who believe that they have been the objects of such conduct or believe they have witnessed such conduct shall discuss their concerns with the Dean of Student and Academic Services office.
6. Any reported allegations of discrimination, harassment, or retaliation will be investigated promptly by interviewing the complainant, the accused, and any relevant witnesses.

7. Confidentiality will be maintained throughout the investigatory process to the extent consistent with the investigation process and appropriate corrective action.

8. Retaliation against an individual for reporting discrimination or harassment or for participating in an investigation of a claim of discrimination or harassment is a serious violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action. Acts of retaliation are to be reported immediately using the procedure outlined above and will be promptly investigated and addressed.

9. Misconduct constituting discrimination, harassment, or retaliation will be dealt with appropriately. Any employee, who engages in any discriminatory act, whether or not it is sexual harassment, will be subject to disciplinary action up to and including termination. Any student who engages in any discriminatory act, whether or not sexual harassment, will be subject to appropriate student conduct action by the Student Conduct Administrator for violation of the Student Code of Conduct, up to and including expulsion from William Peace University.

10. False and malicious complaints of discrimination, harassment, or retaliation, as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate student conduct action up to and including termination of employment, or, if a student, to appropriate student conduct action for violation of the Honor Code, up to and including expulsion from William Peace University.

Health Services

Student Counseling Center

Location: Ross Hall, first floor, adjacent to the Wellness Center

The Counseling Center offers professional counseling services to assist students as they cope with the challenges of college life and strive to develop healthy relationships and productive lives. The Counseling Center views counseling as a learning process in which students and counselors work as a team to help individuals manage emotions and stressors, adapt to change, increase self-confidence, and solve problems.

Counseling services are free of charge and include individual short-term counseling, crisis intervention, consultation, resources and referrals, and outreach programming. Counselors will assist with referrals to off-campus professionals; the cost of off-campus counseling is the responsibility of the student.

To make an appointment, please call 919-508-2504 or 919-508-2505 and leave a voicemail message. You may also use the counselors' online scheduler located under the Wellness Center on My Peace.

Counseling services are confidential in accordance with state and ethical guidelines.

Student Health Center

Our mission is to provide confidential holistic health care and First Aid to enhance the academic potential of our students. Health Services sees each student encounter as an ideal opportunity to educate about prevention and also use the opportunity to talk about risk reduction to help promote life-long healthy choices. Health Services is committed to providing quality and accessible services in a non-judgmental atmosphere that values diversity and respects individuality.

Health Services are available and free to all William Peace University full-time day students, with the exception of immunizations; fees can be made payable to the Business Office at the time that service is rendered.

The clinic operates Monday through Friday from 8:30 am to 4:30 pm during the academic year. Health services at William Peace University are maintained under the direction of the university physician and a Registered Nurse who acts as the Director of Health Services/ Wellness Services Coordinator.

The university physician is on campus for appointments on Mondays from 3 to 5 pm and on Thursdays from 1 to 3 pm.

Services include:

- treatment for minor illnesses
- health education
- emergency response
- health promotion and disease prevention services
- integrative complimentary healing arts

Major illnesses are referred off campus to physicians and area specialists.

After hours, students may utilize local urgent care centers or hospital emergency rooms, if necessary. The college does not provide facilities to accommodate students who are confined and need around-the-clock nursing care. Any student who needs this type of extended care or who is having outpatient surgery needs to make arrangements for this care at home or off-campus.

Class excuses are not provided by Health Services. With a student's written consent, the director can verify the date and times of the student's visits. Medical information is confidential and is not available to anyone outside of Student Health Services staff without the consent of the student.

All new students must have a complete physical examination with appropriate laboratory tests prior to reporting to school. Additionally, North Carolina state law

requires that all new students present proof of completed required immunizations before enrolling. This documentation will be kept on file in Health Services. A student cannot be seen in Health Services without a medical record showing a complete physical exam and all mandatory and required immunizations. In the event that a student fails to submit proof of required immunizations within 30 days after the start of the semester, she will not be allowed to continue attending classes, a hold will be placed on class registration and the student will be asked to leave the residence halls until she submits these records to the Health Services office.

Student Accident and Sickness Insurance

Every William Peace University student is required to have health insurance. Students who already have coverage must show proof of insurance and complete an online insurance waiver annually at the beginning of the semester in which the student enrolls prior to registration. United Healthcare will automatically bill students who do not have health insurance on their student account for a 12-month insurance policy. Students are responsible for filing all claims. Any questions concerning the student health insurance policy should be directed to the Student Accounts office at 919-508-2286 or 919-508-2318.

Medical Emergencies

If a life-threatening medical emergency arises, the following should be notified: 911, Public Safety 919- 833-2277 and the HD on Duty or an appropriate member of the Residence Life Staff. During office hours (Monday through Friday from 8 am to 4:30 pm), students should notify the Director of Health Services. The Director of the Health Services or a Residence Life staff member will notify the Dean of Student and Academic Services when it is appropriate to do so.

In case of all other non-life threatening medical situations, resident students are required to contact their Resident Assistant and Resident Director immediately. A Residence Life staff member will assess the situation and facilitate any emergency medical care that might be needed.

Honor Code

Student Conduct Code Definitions

1. The term "University" means William Peace University; the terms "Code" or "the Student Code" refers to the Student Conduct Code.
2. The term "student" includes all persons taking courses at the university, either full-time or part-time, pursuing undergraduate degrees. Persons who withdraw after allegedly violating The Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with the university or who have been notified of their acceptance for admission are considered "students" as are

persons who are living in university residence halls, although not enrolled in this institution. This Student Conduct Code does apply at all locations of the university, including the campus in a foreign country or another state.

3. The term faculty member means any person hired by William Peace University to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.

4. The term university official includes any person employed by William Peace University performing assigned administrative or professional responsibilities.

5. The team member of the university community includes any person who is a student, faculty member, university official or another person employed by the university. The Dean of Student and Academic Services office shall determine a person's status in a particular situation.

6. The term university premises include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university, including adjacent streets and sidewalks.

7. The term organization means any number of persons who have complied with the formal requirements for college recognition.

8. The term "Student Conduct Administrator" means a university official authorized on a case-by-case basis by the Assistant Dean of Campus Life, the Assistant Dean of Academic Affairs, or their designee to impose sanctions upon a student(s) found to have violated The Student Code.

9. The term "shall" is used in the imperative sense.

10. The term "may" is used in the permissive sense.

11. The Assistant Dean of Campus Life office is designated by the Dean of Student and Academic Services to be responsible for the administration of The Student Code for matters outside the classroom (non-academic in nature); the Assistant Dean of Academic Affairs office shall be responsible for the administration of The Student Code for matters within the classroom (academic in nature).

12. The term "policy" means the written regulations of the university as found in, but not limited to, the Student Handbook, Academic Catalog, and university website.

13. The term "cheating" includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) use of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; 3) the acquisition, without permission, of

tests or other academic material belonging to a member of the university faculty or staff; 4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

14. The term “plagiarism” includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Additionally, students may not self-plagiarize (duplicating information from an assignment in one class to an assignment for another class.)

15. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that she has been a victim of another student’s misconduct, the student who believes she has been a victim will have the same rights under this Student Code as are provided to the complainant, even if another member of the university community submitted the charge itself.

Administration of Student Code

1. The Assistant Dean of Campus Life or her designee shall be authorized to hear each matter related to incidents that occur outside the classroom (i.e. non-academic in nature); typically, matters related to residence life will be handled by Residence Life staff. The Assistant Dean of Academic Affairs or her designee shall be authorized to hear each matter related to incidents that occur inside the classroom (i.e. academic in nature).

2. The Assistant Dean of Campus Life, the Assistant Dean of Academic Affairs or their designees, shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of The Student Code.

3. Decisions made by a Student Conduct Administrator shall be final, pending the normal appeal process.

Proscribed Code

A. Jurisdiction of the College Student Code

The Student Code shall apply to conduct that occurs on university premises at university-sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student shall be responsible for her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Assistant

Dean of Campus Life and the Assistant Dean of Academic Affairs offices shall decide whether The Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in their sole discretion.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in the Student Conduct Code Procedures section.

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any university official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when conduct occurs on university premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct, which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property, on or off campus.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of this rule.
6. Failure to comply with directions university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to the persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any university premises or unauthorized entry to or use of university premises.

8. Violation of any university policy, rule, or regulation published in hard copy or available electronically on the university website.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. Paraphernalia such as clips, bongs, and rolling papers are prohibited. All students are subject to disciplinary actions if they are in the presence of illegal substances, including alcohol if under 21 years of age.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by university regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under 21 years of age. Empty containers of alcohol are not permitted in residence hall rooms.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university or members of the academic community. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without her prior knowledge or without her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
16. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

- b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or university official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the university computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the university computer use policy.
17. Abuse of the Student Conduct Code, including but not limited to:
- a. Failure to obey the notice from a university official to appear for a meeting or hearing as part of the student conduct system.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Administrator or university official.
 - c. Disruption or interference with the orderly conduct of a Student Conduct proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Administrator prior to, and/or during the course of, the hearing or proceedings.
 - g. Harassment (verbal or physical) and/or intimidation of a Student Conduct Administrator or university official prior to, during, and/or after a student conduct code proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code.

18. Students are required to engage in responsible social conduct that reflects credit upon the William Peace University community and to model good citizenship in any community.

C. Violation of Law and University Discipline

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

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

Student Conduct Code Procedures

A. Charges and Student Conduct Hearings

1. Any member of the university community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within two weeks.

2. An initial meeting with the accused student will occur with the Student Conduct Administrator. If the student accepts responsibility, then sanctions will be discussed, and the student will receive notification of final sanctions afterward. If the student does not accept responsibility, a hearing will be held to adjudicate the matter.

3. All charges shall be presented to the accused student in written form. A time shall be set for an investigatory meeting with the Student Conduct Administrator, not less than three nor more than fifteen calendar days after the notification of accusation.

4. Meetings with the Student Conduct Administrator can be expected to follow the subsequent guidelines:

- a. Meetings normally shall be conducted in private.
- b. The complainant, accused student and their advisor, if any, shall be allowed to attend the entire portion of the meeting at which information is received. Admission of any other person to the meeting shall be at the discretion of the Student Conduct Administrator.
- c. In meetings involving more than one accused student, the Student Conduct Administrator, at his or her discretion, may permit the meetings concerning each student to be conducted either separately or jointly.
- d. The complainant and the accused student have the right to be assisted by an advisor of their choice; the advisor must be a member of the university community and may not be an attorney. The complainant and/or the accused student are responsible for presenting his or her own information. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the meeting because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- e. The complainant, the accused student and the Student Conduct Administrator may arrange for witnesses to present pertinent information during the hearing. The university will try to arrange the attendance of possible witnesses who are members of the William Peace University community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the hearing. Witnesses will provide information to and answer questions from the Student Conduct Administrator. The accused student and/or complainant may suggest questions to be answered by each other or by other witnesses. This will be conducted such that questions directed to the Student Conduct Administrator, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the Student Conduct Administrator.
- f. The Student Conduct Administrator's office may accept witness accounts in written format in absentia.
- g. All procedural questions are subject to the final decision of the Student Conduct Administrator.

- h. After the portion of the hearing concludes in which all pertinent information has been received, the Student Conduct Administrator shall determine whether the accused student is responsible for violating of the Student Code.
 - i. Student Conduct Administrator's determination shall be made on the basis of whether it is more likely than not that the accused student violated The Student Code.
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Administrator hearings; deliberations shall not be recorded. The record shall be the property of the university.
6. If an accused student, with notice, does not appear before the Student Conduct Administrator, the information in support of the charges shall be considered even if the accused student is not present.
7. The Student Conduct Administrator may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Student Conduct Administrator's office.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
- a. Warning — A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation — A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges — Denial of specified privileges for a designated period of time.
 - d. Fines — Reasonable fines may be imposed at the discretion of the Student Conduct Administrator.

- e. Restitution — Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions — Work assignments, essays, service to the “university,” or other related discretionary assignments.
- g. Residence Hall Reassignment — Relocation to another residence hall room on campus.
- h. Residence Hall Suspension — Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- i. Residence Hall Expulsion — Permanent separation of the student from the residence halls.
- j. University Suspension — Separation of the student from the College for a definite period of time, after which the student is eligible to return.
- k. University Expulsion - Permanent separation of the student from the university.
- l. Revocation of Admission and/or Degree — Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- m. Withholding Degree — the university may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. The following is additional information about sanctions:

- a. More than one of the sanctions listed above may be imposed for any single violation.
- b. Other than university expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, university suspension, university expulsion, or revocation or withholding of a degree.

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

- a. Those sanctions listed above in the Student Conduct Code Procedures section (B)(1)(a)-(e).
- b. Loss of selected rights and privileges for a specified period of time.
- c. Deactivation — Loss of all privileges, including university recognition, for a specified period of time.

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

C. Interim Suspension

In certain circumstances, the Student Conduct Administrator may impose a university or residence hall suspension prior to a hearing.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the university community or preservation of university property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.

2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Student Conduct Administrator may determine to be appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a meeting with the Student Conduct Administrator, if required.

D. Appeals

1. The accused student(s) may appeal the Student Conduct Administrator's decision according to the following guidelines, within five school days of the decision. Such appeals shall be in writing and shall be delivered to the appropriate individuals noted below.

Appeals for Residence Life issues will be brought to the Assistant Dean of Campus Life. Appeals for matters adjudicated by the Assistance Dean of Campus Life will be brought to the Dean of Student and Academic Services. Appeals for matters adjudicated by the Assistant Dean of Academic Affairs will be brought to the Provost.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the following purposes:

a. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining student a reasonable opportunity to prepare and to present information that The Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be basis for sustaining an appeal unless significant prejudice results.

b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of The Student Code, which the student was found to have committed.

d. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original Student Conduct Administrator hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

Interpretation and Revision

a. Any question of interpretation or application of The Student Code shall be referred to the Dean of Student and Academic Services or his designee for final determination.

b. The Student Code shall be reviewed every year under the direction of the Student Conduct Administrator.

Student Conduct and Student-Athletes

The following are guidelines for alerting Athletic Department and sanctioning student athletes if a student athlete is involved in a student conduct situation:

- a. If it is the student's first offense and if it is not a suspension level offense, the staff member hearing the case will meet with the student and adjudicate the case. If the student is put on disciplinary probation, the Director of Athletics will be copied on the sanction letter.
- b. If a student athlete on disciplinary probation is involved in another student conduct situation, the Director of Athletics will be contacted and may be involved in the case including but not limited to: sitting in on the hearing,

- consulting hearing officer on sanctions and meeting separately with student athlete.
- c. If student athlete appeals decision of hearing officer, the Director of Athletics may be consulted again.
 - d. The Director of Athletics is responsible for notifying coaches in a timely manner of pending situations.
 - e. Sanctions for student athletes may include the following:
 1. Suspension from team for specified time which includes no participation in any team related activities
 2. Benching- not being able to play or practice but may travel or sit with team dressed out
 3. Loss of practice time
 4. Suspension from specified number of games
 5. Other relevant loss of athletic privileges

Community Expectations

William Peace University has established standards of conduct and regulations that further the institution's educational purpose, promote the health and safety of the community, protect its property, and preserve its integrity. William Peace University believes the actions of persons living in the community, especially the campus community; inevitably affect other persons in some way. Individual student actions can impact the community and as a result, individuals have a responsibility, not only to themselves but also, to the entire university community.

The Honor Code and Student Conduct Code establish the minimum standards of conduct for maintaining the university's integrity. Behavioral expectations for individuals and student organizations are incorporated into the minimum standards established by The Honor Code and The Student Conduct Code.

The Honor Code represents values that are important to William Peace University, including honesty, fairness, responsibility, caring, citizenship, and open-mindedness. It sets the standard for personal behavior and is particularly relevant to behavior in academic matters. Acknowledging an Honor Code violation is the first step in correcting the violation.

All new students are given the opportunity to recite The Honor Code to indicate their commitment, but all students are bound by it because of their membership in the William Peace University community. Issues of academic dishonesty such as cheating and plagiarism are addressed initially by faculty, but may be referred to the Assistant Dean of Academic Affairs office, which hears alleged academic violations of both the Honor Code and the Student Conduct Code. The Assistant Dean of Campus Life office hears alleged non-academic violations of both the Honor Code and the Student Conduct Code.

"On my honor as a William Peace University student, I will not lie, cheat, or steal; nor will I condone the actions of those who do".

Honor Code Violations

When an alleged violation of The Honor Code occurs, the faculty member has two options: handle the matter herself/himself or refer the matter to the Student Conduct Administrator. In either option, faculty members are required to notify the office of the Provost when a student(s) has allegedly violated The Honor Code. If a student has a previous Honor Code violation, a conduct hearing will proceed. The procedures for a conduct hearing are outlined under the Student Conduct Code section.

If the faculty member chooses to handle the case, he or she should meet/communicate with the student(s) involved and clearly state the nature of the alleged violation. Most alleged violations should be satisfactorily resolved at this level. If the student(s) admits cheating or the faculty member has proof of an actual violation, the faculty member may impose appropriate conduct code sanctions including failing the student for the specific assignment, failing the student for the course, and/or other penalties specified in the syllabus.

If a student is found responsible or states responsibility for the alleged violation, the Provost will notify the student to let her know that a record of the violation will be retained in the event that a future violation occurs.

A student cannot withdraw from a course in which she is facing a pending Honor Code violation. The accused student(s) has the right to appeal the assigned sanction.

In summary, there are three situations when a conduct hearing will occur:

1. If the faculty member chooses to refer the case to the Student Conduct Administrator
2. If the student(s) chooses to appeal the faculty member's sanction
3. If a student has a previous Academic Dishonesty violation on her record

Identification Cards

In accordance with William Peace University policy, persons are expected to provide appropriate identifications (college identification card (ID) or driver's license) when requested by a university representative or employee. Identification cards are used for admission to campus events, the dining hall, the library, and all campus facilities. ID cards are not to be used by anyone other than the person to whom they are issued. Students who falsify information on their ID cards are subject to student conduct action. The ID card is property of William Peace University, issued to the student for her convenience. The card is to be returned upon termination of the holder's relationship with the university.

All lost or stolen cards are to be reported immediately to the Office of Public Safety. To obtain a replacement ID/Access card contact the Office of Public Safety, complete the required forms, and pay a replacement fee.

Inclement Weather

Adverse Weather Policy

Students, faculty, and staff are expected to make a genuine effort to be present and in classes if the university is open. Sometimes, it is possible to foresee adverse weather conditions and make arrangements to avoid hazardous driving, remaining on campus rather than choosing to travel, for example. However, the university is concerned about the safety and well-being of students, faculty, and staff and urges individuals not to put themselves knowingly in a position that is potentially dangerous. Faculty members who cannot get to the campus should attempt to leave a message on their phone voicemail, or post the absence on My Peace prior to the scheduled time for class.

Students who cannot get to campus for a class that includes a test or presentation should make every effort to contact the professor by telephone or email before the absence. The professor should clearly detail on the course syllabus how such absences will be handled. In any case, students are encouraged to remember that all absences from class for any reason must be within the limit established by the instructor in the syllabus.

Automated Phone Notifications

In some circumstances, the university may use email and/or an automated phone notification system to provide timely information to students, family members, staff, and faculty. To avoid an interruption in receiving these notifications, it is critical that students notify the Registrar's Office of any changes in contact information.

Inclement Weather Line

Students, family members and employees can access the university's Inclement Weather Line to hear recorded messages concerning the status of classes and offices in the event of inclement weather. The Inclement Weather Line recorded message may be reached directly by dialing 919-508-2390.

The university will endeavor to record updates to the Inclement Weather Line by 6 a.m. on mornings when bad weather affects campus operations. During other times of day when weather may cause early closing of classes and offices, updates will be posted to the Inclement Weather Line as soon as decisions are made. Please be aware that if the university experiences a power outage, it may be impossible to update the Inclement Weather Line. In the event of a power outage, the Office of Public Safety may be reached at 919-833-2277.

Closing Announcements

The status of William Peace University classes and offices will be broadcast to the public via Raleigh news media outlets. The following news outlets are used by William Peace University to announce weather closings: WRAL-TV, WRAL-FM, NBC-17 (WNCN), and News 14 (Time Warner Cable). Please note that the university will provide this information early in the morning; however, we cannot control the time at which each station broadcasts it.

PACER Alert Text Messages

The PACER Alert system is designed to send short text messages to text-enabled cell phones. The PACER Alert system allows people to opt in for the service. Once you are signed up, you can receive alerts announcing weather closings and delays or information concerning campus emergencies. Signing up for PACER Alerts is easy.

Follow these instructions:

After a few additional confirmation steps, the registration process will be complete and you will be signed up with the PACER Alert service. This web-based service is user friendly and very intuitive. Please take a moment now to sign up for the PACER Alert system.

Severe Weather Information and Procedures

Severe weather may occur in the Triangle area at any time. Severe thunderstorms occur most frequently in the spring and fall, while tornadoes are most frequent in March, April and May, although they may occur at any time of year. When severe weather and natural disasters occur, remain calm and act — don't react. Seek refuge away from windows and call 911 if necessary.

Campus shelter areas are as follows:

- Finley residents: first floor Finley hallway
- Main residents: west wing hallway on first floor closest to Finley
- Frazier residents: First floor hallway
- Ross residents: first floor hallways/basement stairwells
- Davidson residents: first floor hallways
- Bingham residents: first floor interior hallway

The Vice President for Communications and Social Media Marketing is the campus official responsible for providing instructions to students regarding procedures for severe weather. For resident students, instructions may be provided through the Associate Dean of Campus Life, the Resident Directors, the Assistant Director of Public Safety, or their staff. Please remain in the above locations until notified by the individuals noted above.

Information Technologies

This policy addresses the acceptable use of technology resources provided by William Peace University. The university expects employees and students to use computers, networks, network access, telephones and other information technologies in a responsible, considerate, ethical, and lawful manner. Compliance with policies that ensure the security and integrity of all university information systems is mandatory and critical to ensure continuing provision of technological resources to the entire university community. This policy applies to all William Peace University students, faculty, and staff and to all users of technology resources provided by the university.

IT Policy

William Peace University understands that information technology has become vital to our educational purpose. Thus, William Peace University owns a variety of technological resources that are provided primarily to support its academic and administrative functions, such as education, research, academic development, and public service by the university community. These technological resources enable users to locate and disseminate information, communicate and collaborate with others in a global setting, and build the necessary strategic technologies for the current and future needs of the university community. Use of university technology resources shall be consistent with local, state and federal law and in accordance with all university policies, codes, regulations, and procedures. All users are responsible for using technology resources in an efficient, responsible, considerate, ethical, and lawful manner.

Disregard for the rights of authorship, including plagiarism, invasion of privacy, unauthorized access, and copy-right violations, may be grounds for sanctions against members of the university community. Access to technology resources is a privilege, not a right, and as such, can be withdrawn from those who use it irresponsibly. Users of university technology resources who are determined to have purposely violated any of the information technologies policies will be subject to disciplinary action up to and including suspension of access to technology resources, discharge, dismissal, suspension, expulsion and/or legal action.

Acceptable Uses of Technologies

University information technologies resources may be used for such purposes as instruction, independent study and research, and the official work of William Peace University. Any information distributed by a user of university technologies must accurately identify the creator, distributor, and recipient of that information.

Unacceptable Uses of Technologies

William Peace University technology resources may only be used for legal purposes and may not be used for any purpose that is illegal, immoral, unethical, dishonest and

damaging to the reputation of the university, inconsistent with the university's mission, or that may subject the university to liability.

Unacceptable uses include but are not limited to the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software or data belonging to the university or to others
- Disruption or unauthorized monitoring of electronic communications and electronically stored information
- Infringement of copyright or trademark laws or rights of others
- Use of the university's logo without prior approval of the Vice President for External Relations

Violation of Computer System Security

- Unauthorized use of computer accounts, access codes (including passwords) or network identification numbers (including e-mail addresses) assigned to others
- Unauthorized access to the university's information systems, Internet or other networked computers
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others, such as randomly initiating interactive electronic communications or e-mail exchanges, abuse of interactive network utilities, etc.
- Use of computing facilities for commercial business purposes unrelated to the university
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of privacy
- Posting, sending or accessing pornographic, sexually explicit, or offensive material
- Posting, sending or accessing material that is contrary to the university's mission
- Intentional distribution of computer viruses, Trojan horses, time bombs, worms or other rogue programming

Confidentiality and Technology

William Peace University personnel or designees generally will not access content of user files unless subject to the following types of exceptions: the user gives prior consent, the university needs to ensure the security or operating performance of its systems or networks, the university has a reasonable concern that a violation of university policy or applicable law has occurred, or the university is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction. While

general content review will not typically be undertaken, monitoring of electronic information may occur for these reasons and others as necessary. Because William Peace University may need to access individual electronic information, users of university technologies do not have a reasonable expectation of privacy in that electronic information.

Information Technology and Telecommunications

Location: Brown-McPherson Music Building

The Information Technology and Telecommunications Office is responsible for the design, administration and management of Peace's information technology resources. Services provided include William Peace University email accounts, storage space for personal files, and Internet access from all residence halls. An ample number of workstations provide students with easy access to PC computers in the computing labs in Finch Library and Flowe Building. In addition to word processing, spreadsheet, and graphics software, the other computing labs located across campus house a variety of instructional software in courses such as chemistry, mathematics, psychology and economics. All workstations provide network and Internet access. Lab assistants staff the center during afternoon and evening hours. Multiple computing labs with Apple computers are available for program-specific usage in the Pressly Arts and Science Building and Flowe Building. For assistance with computer-related issues, submit help desk requests through the William Peace University online ticketing system.

Email Accounts

All enrolled students are assigned an e-mail account through the William Peace University Google Apps for Education system. Students should activate their account and use it regularly to check for important information regarding the university, as email is considered the official means of communication at William Peace University.

Computer Labs

There are two general student use labs located in the Flowe Building; in addition, the Poole Global Learning Center contains specialized software and equipment for class instruction. Hours of operation for this lab are determined by the instructors and will be posted regularly.

Leadership

The office of the Assistant Dean of Campus Life coordinates the co-curricular leadership initiatives on campus. Students are presented with the opportunity to participate in ongoing leadership opportunities through leadership programming, retreats and conferences. This office is also responsible for assisting students who are

interested in creating new student organizations, in collaboration with the Director of Student Activities.

Mail

Mailroom Hours: Monday through Friday from 8 am to 4 pm

Mail is delivered Monday through Friday by 3 pm to student mailboxes in Ross Residence Hall. Students must show their ID to pick up packages through Office Services. Mail goes out to the Post Office at 4 pm. Stamps can be purchased at the university bookstore.

Meal Plans

All residential students are required to be on a meal plan. Commuters may elect to purchase a block of meals or declining balance.

- Green Plan — 19 meals per week plus Pacer Points declining balance
- White Plan — 14 meals per week plus Pacer Points declining balance
- Pacer Plan — 10 meals per week plus Pacer Points declining balance, is available to juniors and seniors living in Bingham Residence Hall
- Block Plans — offered in blocks of 25 or 50 meals and include Pacer Points. Plans do not expire until the end of the academic year.

The Green Plan provides students with all 19 meals offered during the week — breakfast, lunch and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday. Each time a student eats in the dining hall, one meal is subtracted from their weekly balance. On the White and Pacer Plan, students eat any combination of meals per week. Meal plans are not transferable, and students may not lend their IDs so that others can gain entrance to the dining hall. You must have your card to gain access to the dining hall.

Medical Withdrawal

The mental and physical health of students can strongly affect their academic and social success as well as influence other members of the William Peace University community. Short-term counseling and health services to students is provided to students by qualified medical and counseling professionals staffed by Student Counseling Center and Student Health Services. For some students, pre-existing conditions or severe stress may create a situation where the student must be referred to community resources that can give long-term or in-patient care that the university is not equipped to provide.

There are situations when students may not be able to receive benefits from university-provided educational and/or health care services, or may become a threat to themselves or to others in the community. For the safety and protection of all, a student may be administratively withdrawn if she is exhibiting behavior that could indicate a physical, mental, emotional, or psychological health condition that poses a significant danger or threat of harm to the student, other persons or their property, or causes the student to interfere with the rights of other community members or with the exercise of the functions of the university or its personnel. The Dean of Student and Academic Services' office has authority for implementing an administrative medical withdrawal and procedures for the withdrawal of the student. Students can also initiate medical withdrawals; sufficient medical documentation must be presented to support the withdrawal, and such withdrawals cannot be initiated within the last two weeks of class for the semester. Further detail is available from the Dean of Student and Academic Services.

Once a student has been medically withdrawn from William Peace University for any of these reasons, he or she must present clear evidence of the remediation of the difficulties before being granted readmission to the university. This may include documentation, which is from an appropriate physical or mental health professional about the treatment received. The Dean of Student and Academic Services must approve readmission of a student who has been medically withdrawn.

Office of the Dean of Student and Academic Services

The Dean of Student and Academic Services is responsible for the Student and Academic Services department. The department provides services and programs that focus on students' individual needs within the educational environment. These services help students adjust to university life; use academic resources; plan their career paths; learn to appreciate cultural and individual differences; maintain mental and physical health; and integrate personal, social, and spiritual values.

The Office of the Dean of Student and Academic Services coordinates policy formation and program and budget development for all areas of the Student and Academic Services department. The Dean of Student and Academic Services represents the department on several bodies and administrative committees within the William Peace University; assists students who have appeals and grievances; leads the university's retention efforts to support persistence; and serves as an academic advisor to a caseload of undeclared students.

Student and Academic Services includes academic advising, career services, residence life, student conduct, the Student Counseling Center, the Student Health Center, student activities, orientation, leadership development, and community service.

Orientation

New student orientation programs are provided during the summer, as well as prior to the start of classes, for students entering in August. All first-year students are required to participate in Pacer Camp, a two-day program offered twice in the summer. During their session students will be introduced to William Peace University, and then attend an overnight camp to learn more about the university and get to know their fellow classmates. Transfer Transitions is a one-day orientation program offered twice in August for all incoming transfer students. Fall orientation occurs immediately prior to the beginning of the fall semester and gives all new students more opportunity to become acquainted with William Peace University.

All orientation programs are coordinated through the Student and Academic Services department by the Director of Student Activities, and communication regarding these programs will be emailed and mailed to new students in the spring semester after a student has submitted her enrollment deposit through the Admissions Office. An abbreviated program is provided for any new students entering in January. The January orientation program is coordinated through the Student and Academic Services department.

New student orientation is a comprehensive and diverse program to acclimate students and family members to the William Peace University community. Programs and activities are planned to help students transition successfully to college life and to have opportunities to meet fellow classmates, student leaders, and college officials. Orientation is also an opportunity for students to learn about the services and resources available to them on campus.

Parking

Parking areas are provided for staff, faculty, students, and visitors. William Peace University is not responsible for any damages to any vehicle operated or parked on campus. The university does not assume responsibility or liability for any damages caused by fire, theft, casualty, or any other cause whatsoever with respect to any car or its contents, in the areas subject to the university's jurisdiction. It is the responsibility of the vehicle's owner to file fire, theft, casualty, or accident reports with the police, insurance company and the Office of Public Safety.

Faculty, staff and students are required to obtain a parking decal from the Office of Public Safety.

[Parking citations](#)

Parking citations will be issued for the following:

1. Permit improperly displayed
2. Parked in a no parking area, including any area temporarily marked off for special events
3. Encroachment of two spaces
4. Parking in street and/or driveway
5. Parking in crosswalk or sidewalk
6. Parking in and/or blocking a fire lane
7. Unauthorized parking in reserved/visitor space
8. No parking permit visible
9. Parked outside authorized permit area
10. Blocking dumpster and/or parking in dumpster area
11. Parking in a space designated for vehicles displaying a handicapped permit

All campus rules and regulations apply to your vehicle when parked on campus property. Possession of the following items is prohibited:

- Drugs, other than those prescribed to you by a doctor
- Firearms and/or weapons of any kind

Parking Space Availability

At certain peak time intervals during the week, when the total number of cars on campus is at its highest, on-campus parking may be more congested. A parking permit does not always guarantee a parking space on campus. Parking on adjacent city streets may be required for many student vehicle operators. When using adjacent streets, please follow all appropriate parking ordinances. Please allow sufficient time to park when arriving for class.

Towing Policy

Vehicles may be towed at the owner's expense for one of following reasons:

1. Parked in life safety areas: fire lanes or blocking emergency equipment/exits
2. Vehicles of habitual parking offenders - in excess of three tickets in one academic year
3. Vehicles with no apparent affiliation with Peace College in violation of any parking regulations
4. Vehicles parked illegally in individually reserved spaces, areas designated for visitors, or handicapped spaces
5. Vehicles that prevent other vehicles from movement
6. Displaying a parking permit that was reported stolen

It is the responsibility of the student to whom the vehicle is registered to recover a towed vehicle from the towing company and to pay all associated charges.

Parking Penalties and Appeals

Upon receipt of a parking violation notice, the person receiving the notice may pay the fine or choose to appeal within ten business days from date issued. Appeals must be sent emailed to parking@peace.edu or mailed to William Peace University, Office of Public Safety, 15 East Peace Street, Raleigh, NC 27604. Lack of knowledge of parking regulations or inability to find a space are not valid reasons for appealing violation notices.

Parking penalties must be paid at the Business Office located in Main Hall on the first floor. Failure to settle fines, fees, and charges can result in the following actions:

- Loss of campus parking privilege
- Vehicle may be towed at owner's expense
- Academic registration will not be permitted*
- Transcripts will be withheld*
- Possible sanctions through the student conduct process

*Pending payment of fines

Designated Parking Spaces

Reserved parking spaces are to be used by the assigned staff and faculty members. Visitor parking spaces are to be used by visitors to William Peace University. All visitors must register their vehicle at the Office of Public Safety. Visitors will be issued a visitor's parking tag to be hung on the rearview mirror of their vehicle. Each parking tag will be valid for the current day only and will be dated as such.

Handicapped parking spaces are to be used by persons who are legally handicapped. A valid North Carolina Department of Motor Vehicles plate/tag must be displayed at all times while parking in this space. All students parking on campus must register their Handicap Permit with the Office of Public Safety. Use of a handicap decal issued to someone else is considered a violation of campus policy. Unless otherwise marked, all designated parking areas are enforced twenty-four hours a day, seven days a week.

Replacement Parking Decals

Replacement parking decals may be obtained from the Office of Public Safety at no charge if the original parking decal is damaged or if the vehicle was sold, etc. The remains of the decal must be brought into the Office of Public Safety to expedite the replacement process.

Temporary Parking Permits

The Office of Public Safety will issue temporary parking permits for visitors, faculty, staff, and students who have a legitimate need to park on William Peace University property. Temporary permits will only be issued to students who currently have a valid permit.

Peace Perk

Location: Finch Library.

Coffee, smoothies, and more. Use declining balance, cash, or one card for coffee drinks, cold drinks, snacks, fresh pastries, and grab-and-go sandwiches and salads.

Pets

Pets are not permitted in the residence halls with the exception of fish in aquariums, in tanks no larger than 10 gallons. Pets are also not permitted in any university building in which food service is conducted, due to health regulations. Pets are not permitted in classrooms, computer labs, or academic building public areas. If pets are on campus, they should be on a leash and accompanied by their owners at all times. Owners are not allowed to tie their dogs up and leave them unattended. Service dogs wearing harnesses and under the control of their owners are exempt from these provisions; in some instances, a staff member living on campus may be permitted to have a pet, to be determined by the Dean of Student and Academic Services in consultation with other members of the administration.

Public Safety

The Office of Public Safety works to provide a safe and welcoming environment to enhance the well-being of students, faculty, staff and visitors, and protect all university property.

The Office of Public Safety strives to achieve this mission by means of a community-friendly approach that enhances safety through the visibility of Public Safety personnel, preventive patrols, 24-hour accessibility, positive conflict resolution, and crime prevention and awareness programs. The Office of Public Safety collaborates with local law enforcement and community organizations in fulfilling its mission. Public Safety officers are on duty 24 hours a day, seven days a week, and can be contacted at anytime by calling 919-833-2277. Emergency phones designated with blue lights are located at various points on campus for urgent situations. The Office of Public Safety offers the following services:

- Crime Prevention/Education
- Patrols and Escort Services
- Parking Permit Issuance; Parking Control/Enforcement
- ID Card Issuance
- Criminal Investigations
- Emergency Response Coordination

The Office of Public Safety may utilize various resources during the course of an ongoing investigation. These resources may include, but are not limited to, the following: various forms of technology; anonymous hotlines; CCTV or video cameras, both covert* and plain view; and access control devices (magstripe/proximity cards, bar code identification). Other non-technical resources may include, but are not limited to, local police department staff and off-duty police officers. *Used only in specific cases when warranted, in compliance with State and Federal guidelines

Crime Prevention Alerts

Crime Prevention Alerts are published primarily through emails when crimes occur on or near campus and potentially threaten the university community, as determined by the Assistant Director of Public Safety. Campus postings or alerts on the webpage may also be used.

Public Safety Log

The Office of Public Safety maintains a daily log, written in a form that can be easily understood, which records all relevant incidents reported to the department. The log includes the nature, date, time, and general location of each crime and the disposition of the complaint, if known. Except where the release of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, all entries in the log are open to the campus community within two business days of an initial report being made to the department. When new information about a log entry becomes available to the department, that information shall be recorded in the log within two business days after its receipt.

If there is clear and convincing evidence that the release of some specific details would jeopardize an on-going criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, that information may be withheld until the feared damage from the release of such information is no longer likely to occur.

Lost and Found

- Any items of value found on campus should be turned in to the Office of Public Safety, Main Building, Room 106, or to the switchboard.
- Unclaimed items will be disposed of by the Business Office in accordance with North Carolina law.
- Any person losing an item on campus should contact the Office of Public Safety as soon as possible after discovering the item is lost.

Records and Right-to-Know

The Family Educational Rights and Privacy Act (FERPA, 1974) is a federal law designed to protect the privacy of a student's educational records. The law applies to all educational institutions that receive any federal financial support.

William Peace University complies with the conditions and procedures of FERPA.

FERPA gives certain rights to parents regarding their children's educational records.

These rights transfer to the individual, who becomes an "eligible student" when he/she reaches the age of 18 or is attending any school beyond the high school level.

All enrolled students are considered "eligible" and these rights are guaranteed under FERPA at William Peace University. Relevant portions of FERPA, which have greatest application to William Peace University students are outlined below:

1. Students have the right to inspect and review their personal educational records maintained by the university.

The university is not required to provide copies of record materials unless, for reasons such as great distance, it is impossible for students to inspect records personally.

2. Students have the right to request a hearing to review university records believed to be inaccurate or misleading.

If after the hearing, the university refuses to effect the correction, the student has the right to place a statement in the records commenting on the contested information.

3. Generally, the university must have written permission from the student before releasing any information from a student's record. However, the law allows the university to disclose records without consent to the following parties: university employees who have a need-to-know; other colleges or universities to which a student is transferring; parents when a student over 18 is still dependent for purposes of financial aid determination, or when the student has given the university permission to do so; certain government officials in order to carryout lawful functions; organizations doing certain studies for the university; accrediting organizations; persons who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; state and local authorities to whom disclosure is required by state laws adopted before 1974.

4. The university may routinely release certain information to those who inquire. If the student requests in writing to the Registrar before Sept.1 that this information not be released, it will remain confidential. Forms are available in the Registrar's Office. If a request is not filed, William Peace University assumes that neither eligible students nor parents object to release of the directory information. Directory information includes: student's name, address, telephone number/email address, date and place of birth, participation in officially recognized activities and sports, major field of study, enrollment status and level, weight and height of athletic team members, dates of

attendance, degrees and awards, and most recent previous educational agency or institution attended by the student.

5. Students do not have access to records where a conflict exists regarding privacy rights of others. Examples of such records include financial information submitted in support of financial aid application and confidential letters and statements of recommendation placed in their records in cases where students have signed a waiver of their right of access. Waivers normally are related to confidential recommendations concerning admission to the university, job placement, etc.

6. If you wish to review your education records or have questions about FERPA, contact the appropriate office as listed below:

File	File maintained by:
Academic Records	Registrar
Admission File	Vice President for Enrollment Management
Enrolled students	Registrar
Non-enrolled students	Vice President for Enrollment Management
Financial Aid Files	Director of Financial Aid
Financial File	Vice President of Administration and CFO
Medical Records	Director of Health Services
Student Development/Conduct Files	Dean of Student and Academic Services

The Office of Student and Academic Services maintains student conduct records for currently enrolled students.

Recycling

Location: Recycling bins are located in common areas on every floor of the Residence Halls

William Peace University highly encourages recycling. The campus community has a "single stream" recycling program in place. A single stream program allows for collection of paper, glass, aluminum, and plastic in one container. Blue recycling containers are located throughout campus.

What can be recycled: Newspapers, white paper (including junk mail), colored paper, magazines and catalogs, #1 & #2 plastic bottle drinks, glass food and beverage cans, aluminum cans. What cannot be recycled: trash bags, wood/ yard waste, tires, batteries, liquids (please empty and clean out all plastic bottles.) If you would like a personal recycling bin for your room, please visit the Center for Community Involvement (first floor Ross) to submit a request.

Residential Life

The residence hall environment encourages students to create community through relationships with others. Resident Assistants (RA's) are an integral part of the community and live on each floor. An RA is an undergraduate student assigned to a residence hall floor who works to facilitate the community environment. RA's serve as peer helpers, educators, resources, and role models for their floors. Please see the full Residential Life section for more information.

Community Living Standards

Residential living is a unique experience. Your hall is a place where you will find opportunities to grow as a person, test new ideas, learn new skills and learn the importance of being part of a community. You will probably see yourself differently when the year is over. You will make new friends, rediscover old ones and hopefully realize that life holds many possibilities. It is our hope that the changes and experiences you have in the residence halls will be positive ones, which will enhance your self-confidence and help you achieve independence. As part of that independence, each individual hall will be working together to establish community living standards. These will help determine how the halls will manage themselves. Halls will meet regularly to discuss issues within the hall, define the community standards and discuss any problems that might arise. You and your sister residents will be accountable and responsible to each other. If there are things on your floor that you would like to see handled differently or you think that other members of your hall are not upholding the standards you set as a hall, it will be your responsibility as a community to discuss these issues.

Community living standards will not replace the Student Code of Conduct or Residence Life policies but will instead work in conjunction with them to help make each hall a unique home environment for the students who live there.

We have staff in each building to assist you and help facilitate change. This staff includes a Residence Life Coordinator (RLC), Resident Directors (RD's), and Resident Assistants (RA's). Along with your sister residents and these Residence Life staff members, you can assure the hall is a good place to study, rest and socialize. RA's are students living on each floor, who act as facilitators, as each hall community develops its own community living standards.

You and other students will be responsible for the quality of life in your residential community during the coming year. You are expected to be familiar with policies and procedures, which have been established to guide student conduct. Remember, you are part of a community in an academic environment and being part of any community brings with it responsibilities, including courtesy, consideration and empathy.

Residential Living

1. Students are provided with a space in a residence hall, which is owned and operated by the William Peace University. Such space is to be used and occupied as a residence by the student and for no other use or purpose.

2. All full-time students are required to reside in the residence halls for two years. Exceptions to this policy are made for students who live with an immediate family member within a 30 mile radius of campus, students 21 years of age or older, students who are married, or students who have dependents. In order to be eligible to move off campus, a student must turn 21 prior to Oct. 1.

While appeals to this policy are rarely granted, they are always considered. Anyone wishing to appeal this policy should contact the Residence Life Office (first floor of Ross) to get an exemption form and submit an official letter by no later than March 1 to hear the decision prior to housing sign up for the fall semester. The Assistant Dean of Campus Life will convene the Housing Appeals Board to make a decision on the appeal. Transfer students are required to complete the residency requirement if they enter William Peace University with less than four semesters of college attendance. Transfer students may use any residency requirements fulfilled at another college or university toward fulfilling the William Peace University residency requirement. For example, a student who has lived on campus at another college for a year and transfers to William Peace University should live on campus for one academic year. A student must be a fulltime student, carrying a minimum of 12 academic hours, to live in university housing. Any resident student who drops below fulltime status must receive permission from the Assistant Dean of Campus Life to remain living on campus.

3. Students moving off campus must notify the Registrar's Office of the new address prior to the end of the semester or as soon as the address is known.

Room Assignment

1. The university assigns a space to the student according to date of receipt of the student's housing application and payment of all required fees.

2. The university does not guarantee assigning a student to a specific space in a residence hall, nor does it guarantee to assign a specific roommate to share the space. It will attempt to honor specific requests whenever possible.

3. Upon receipt of a residence hall assignment, the student becomes obligated to make payment to the university for all residence hall room charges for the full academic year, unless the Office of Residence Life is notified of any changes.

4. The term of the residence hall assignment is based on the general academic calendar and is for one academic year (two semesters). It begins the first day the student moves in and ends 24 hours after the student's final spring semester

examination or commencement (if applicable). The residence halls close four times during the academic year: Fall Break, Thanksgiving, Winter Break and Spring Break.

5. The university assigns a campus mailbox to the student. This box shall be the student's official college mailing address during residency at William Peace University.

6. The university does not provide storage for belongings of any sort outside the residence hall room. Additionally, the university does not provide storage of belongings during the summer or other vacations.

7. William Peace University reserves the right to remove students from the residence halls for non-occupancy, Student Code of Conduct violations, violation of residence hall policies and procedures and/or noncompliance with any university policy or procedure. If the university has reason to believe that a student residing in the residence halls poses a danger to herself or to members of the William Peace University community, the student may be removed from the residence halls immediately at the discretion of the Dean of Student and Academic Services office.

8. Residents are required to complete a roommate agreement during the first two weeks. This agreement will be on file with the RA.

Room Selection

Room selection for the following academic year occurs in March. Information regarding this process will be made available in March, near registration for the fall semester. Rooms are selected on a seniority basis that is determined by earned credit hours at the time of room selection.

Medical Single Room Policy

Medical single rooms are given on an "as available" basis to students with documented medical need that has been approved by the university. To apply for a medical single, a student should submit a letter expressing the reason for the medical single room. The student should also attach to the letter documentation from a licensed professional specifically outlining the need for the room. The Residence Life Coordinator (RLC) will review the documentation and consult with the William Peace University Wellness Staff if necessary. During housing signups, students approved for a medical single room will be given the option to sign up for a single in Main. If a medical need exists for a different bathroom, other arrangements may be considered. Completed requests for medical single rooms must be turned into the Department of Residence Life no later than two weeks before the start of housing signup. New students should submit the request at the same time a housing application is submitted.

Notification and Refunds for Residence Hall Rooms

1. Students who sign up for housing for the fall will complete a housing contract that goes into effect starting on June 1. Students eligible to live off campus prior to June 1

must notify the Office of Residence Life in writing to void the contract. After June 1, students must appeal to break their contracts by submitting an official appeal form and a letter outlining reasons for moving off campus.

Specific documentation verifying reasons should also be submitted. If financial in nature, please contact the Financial Aid Office and get documentation that moving off campus would be beneficial. If approved, the student must also pay a \$700 contract break fee. Please note that the contract is for the entire academic year and that students wanting to move off campus between semesters must follow the procedure outlined above; and are subject to the contract break fee if approved.

2. If a student is not enrolled as a William Peace University student, the contract is automatically voided. Students must be enrolled in classes no later than June 1 in order to reserve a selected room assignment. Students with housing assignments that are not registered for classes will be removed from housing and with the spaces being re-assigned.

3. Students who withdraw will be refunded on a pro-rated basis as described in the university's refund policy.

4. Students who are removed from the residence halls or from William Peace University for student conduct reasons will not be entitled to a refund.

Check-in and Room Condition Reports

When you check into your residence hall, you will be given a Room Condition Report (RCR). Upon checking into your room with an RA, you should compare the RCR to the room and look for any discrepancies. The RCR form indicates the condition of the room when you check in and is also used when you check out of the room. Your room should look the same when you move out as when you checked in. This will protect you from being charged with damages you did not cause. A portion of the RCR includes space for you to write your important information for medical emergencies, campus evacuation plan and other concerns. Make sure all this information is given accurately.

Keys

Along with your RCR, you will receive your room key. To ensure the safety of residents and their belongings, duplication of William Peace University keys is prohibited. If a key is lost or stolen, it is the responsibility of the student to inform the Security Office within 24 hours.

Procedures for replacement, lost or broken keys are as follows:

Broken Keys — Notify the Security Office and take both halves of the key to the office.

Lost Keys — If the key is unable to be found by carefully reviewing all prior movements, the door to the room must be re-keyed and a new set of keys must be made. For security reasons, the lock will be changed. The resident should go to the Office of Public Safety to obtain a key replacement form. The resident should then go

to security to start the lock change process. The cost of a lock change is \$150 and it will be charged to the student's account.

Lock Outs — Students should contact the RA on duty from 5 pm to 8 am or the Office of Public Safety during business hours if they are locked out of their rooms. Excessive lockouts are subject to fines and student conduct charges.

Furnishings

Furniture may not be removed from your room, lobby, study lounge or other residence hall areas. Special requests may be directed to the Resident Life Coordinator. Removal or relocation of furniture is a violation of the Student Code of Conduct and is considered theft.

Electrical Appliances

All large appliances are strictly prohibited in the residence halls. The following small electrical items are acceptable: one small refrigerator per room (two amps or less), stereos, radios, TVs and coffee pot. Open coil appliances, microwaves, electric grills (including George Foreman grills), and halogen lamps are prohibited due to a potential fire hazard.

Extension Cords

Extension cords are not permitted. Only surge protectors that are UL listed and have a built-in circuit breaker are acceptable (as outlined in section 703.1 of the Fire Prevention section of the NC building code). Electrical item(s) in violation of this policy will be confiscated and returned when arrangements are made to remove them from campus. Please consult your RA if you have questions about the use of any other appliances or equipment.

Walls, Doors, and Ceilings

All items used to decorate a room should be hung from the cork strip provided in the room. Painters' tape may be used to hang pictures, posters and banners on walls or doors. Should damage occur from wall or door decorations, the student will assume the cost of repairs. Writing, painting, drawing or defacing of doors or walls is permitted. Hanging decorations or other objects from the ceiling is prohibited. If walls, doors, floors and/or ceilings are defaced, the student will be fined to cover cleaning, repair and/or repainting costs. Due to fire code regulations, there should only be a limited amount of paper adhered to the door. Excessive amounts on paper are considered a fire hazard and the RA may require it be removed. Room numbers should be visible at all times.

Decorations are a matter of personal taste. Residence Life reserves the right ask a student to remove a decoration that is in public view. Decorations and signs should not be displayed in residence hall windows except with permission from Residence Life.

Signs

Students may not display highway signs, exit signs, markers, warning lights, business signs, etc., in their rooms, as it is a violation of local/state/federal law to have them in your possession. If signs are found, they will be confiscated and you will be charged with possession of stolen property unless you can produce verification of purchase. These items will be turned over to Campus Security.

Room Changes

A designated time period is set for room changes at the beginning of each semester. The room change period lasts for two weeks and begins the Monday after classes start each semester. Only students who follow the guidelines of the process will be eligible to move. If a student changes rooms without following appropriate procedures, she will have to move back to her original room. Room changes are subject to approval by the Residence Life staff.

The Residence Life staff may intervene and resolve the matter in situations where it is determined that a roommate is harassing a student. If you are willing to pay an additional fee, you may apply for a private room in the fall semester. Private rooms are granted on a seniority (credit hours attained) basis, as available.

Room Consolidation

If one of the residents of a double room moves from that room, the Residence Life Office may assign a roommate for the remaining resident. The university will make every attempt to move students in single rooms into new roommate situations. The Office of Residence Life will contact students in single rooms early in each semester to be given an opportunity to select a roommate of their choosing. The university will make every attempt to secure adequate matches and will notify students in single rooms of the date for consolidation. If a student's roommate moves out of the room, and the remaining student is still paying for a double, that student must be willing to accept another roommate. In some cases, students living alone in a double room may request, (for a fee), to make their room a private room. These situations will be handled on a case-by-case basis, depending on occupancy.

Single rooms in Main cost an additional \$500 for the academic year. Single rooms can be guaranteed for the entire year if a yearlong housing contract has been signed. Private rooms cost an additional \$1,000 per year.

In the event that your roommate never moves into the hall, or moves out during the year, one of three things may happen:

- Another roommate may be assigned to you, room must have half of the room open and clean, anticipating new roommate
- You may be moved to another room where a vacancy exists, within three days of notification
- You may remain alone in the room, provided that you agree to private room fees

Residence Hall Closing/Check Out

The residence halls are closed and locked on the last day of classes before Winter Break. They will reopen on the day prior to the day classes resume. William Peace University encourages students and their families to make travel plans in accordance with this schedule. Concerns should be directed to your RA.

Break housing is not provided by William Peace University. As you prepare to leave for holidays or breaks, please make certain you have disconnected all electrical appliances and locked your windows and doors. The Residence Life staff will often make health and safety checks during this time. Halls close for fall and spring break, Thanksgiving and between the fall and spring semester.

At the end of the year, or when a student changes rooms, check out procedures must be followed. You must find a residence life staff member to check out. This staff member will note discrepancies on your Room Condition Report and take your key. If you fail to check out with a staff member, you will be charged \$50 for improper check out. Also, failure to return your key will result in a \$150 charge to change the lock. Your room should be in the same condition as when you checked in. Students must leave 24 hours after their last exam at the end of fall and spring semesters.

Residence Life Policies

The following Residence Life Policies have been established to provide an environment in which all resident students may live comfortably, safely, and without infringing upon the rights of the College or the individual. Violations of Residence Life Policies may result in disciplinary action under the William Peace University Student Code of Conduct.

Abandoned Property

Property left in the residence halls by a student at the end of her contract period, or when the student leaves an assigned space, will be boxed up by staff in the presence of a witness. The contents will be inventoried and stored in another location. The Residence Life staff will call the student at the number she has on file with the college, informing her that she must come and claim her belongings or they will be disposed of at that time. Residents will be charged a removal fee.

- Alcohol — as noted in the student conduct section, students over the age of 21 are allowed to have alcohol in their room as long as all room residents are over 21. Residents are responsible for making sure that only students over the age of 21 are present when open and/or empty containers of alcohol are present. Both the underage resident(s) and the resident(s) of age will be subject to student conduct charges should a violation happen. Residents of Bingham may only have alcohol present in the community refrigerator if all residents and guests are 21. If a cottage has an underage resident, alcohol is only allowed in room refrigerators for those of age.

Card Access System

Residents are issued cards that allow access to residence halls and other campus buildings. Residence halls are locked 24 hours a day. Most campus buildings are locked at 5:00 p.m. and may be entered only by use of an access card. At the beginning of the semester, the Security Office issues access cards to both commuter and resident students. Once issued, students keep their ID/access cards as long as they are enrolled. The replacement cost of the ID is \$25.00. Note that the ID also has debit capabilities and students may deposit cash into an account. The meal plan is also tracked on the card, so extra caution should be exercised around not losing the card.

Babysitting

The residence halls are not designed to accommodate small children and, therefore, babysitting is not allowed within the residence halls.

Bicycles

Bicycles, not mopeds or motorcycles, are allowed in your room as long as they don't block doorways. No bicycles may be left in halls, stairwells, lobbies or other common areas, and will be removed if found.

Candles and Incense

Decorations with open flames such as candles, wick lamps, incense, etc., are prohibited in residence halls and will be removed by staff if found in the room.

Common Area Damage Responsibility

The members of a specific hall community are all responsible for the condition of the common areas. Cost of damage to common areas, including furniture will be shared equally by the residents, unless it is known who is specifically responsible.

Community Vandalism & Property Damage

Damage or vandalism to residential facilities (including but not limited to room and lounge furnishings, hallways, doors, locks, windows, card readers and vending machines) is prohibited. Students found in violation will be responsible for restitution of the item(s) damaged or vandalized, and further disciplinary action may be taken. Students responsible for accidental damage within their individual room or within a residential facility are encouraged to furnish this information to a staff member to take appropriate responsibility for their action. Students involved in this type of situation may be held responsible for the cost of repairing or replacing the damaged item.

Elevators

When you use the hall elevator, you are expected to show proper precaution by not overloading the elevator or forcing the door open.

Entry into Rooms

William Peace University reserves the right to enter a resident's room at any time if there is just cause. Residence halls and rooms may be entered for inspection by the

Assistant Dean of Campus Life, Resident Director, the Dean of Student and Academic Services, the Assistant Director of Public Safety, and other university administrators at any time when a student's welfare is in question or for a maintenance concern. Resident Assistants and Resident Directors may enter rooms for health and safety inspections, maintenance and housekeeping needs, suite bathroom lockouts, turning off alarm clocks, and when there is reasonable belief by staff that college policy or local, state, or federal laws are being violated. Rooms may also be entered when there are emergency conditions such as fire, and/or threatening weather so as to, secure the residence hall. Staff will make an attempt to enter the room when residents are present whenever possible.

William Peace University reserves the right to search rooms, without prior notice, if there is reasonable suspicion that items in the room are prohibited by law or university policy. The Director of Campus Life office will provide authorization for a room search if it is deemed necessary based on the circumstances at hand. At no time whatsoever, will a staff member enter a room alone. Staff will only enter a room when another staff member or paraprofessional staff member is present. A note will be left for the students in the room if this occurs.

Kitchen Use

Kitchens are provided at William Peace University for residents use. It is the responsibility of the students who use the kitchen to maintain the facility in a clean and healthy manner. Residents may choose to leave their pots, pans, plates, cups, utensils, etc. in the cabinets at their own risk. The university is not responsible for missing items left in the kitchen. All dishes, pots, pans etc., must be washed at the time of use and neatly stored. The counter tops should be wiped off after each use. The microwave should be wiped down after each use. The kitchen must be left in an acceptable and clean condition at all times. The Office of Residence Life at William Peace University reserves the right to close the kitchen at anytime it is found in an unsatisfactory condition. If a kitchen is found in unsatisfactory conditions, that is, with dirty dishes and dirty counter tops, microwave, etc., the kitchen will be closed for a week. The second time the kitchen is found unsatisfactory; the kitchen will be closed for two weeks. A third and final time a kitchen is found to be unsatisfactory, it will be closed for the rest of the semester. A posted warning will be issued when the kitchen is found to be unsatisfactory. The residents will have 24 hours to bring the kitchen back up to a satisfactory condition or the kitchen will be closed. Please enjoy the benefit of a kitchen in the residence halls but also be mindful the shared responsibility of its use.

Fire Safety/Fire Drills

Fire prevention is an important aspect of community living. For that reason, fire safety tests and drills will be conducted regularly in residence halls throughout the year. When the alarm sounds:

1. Exit your room immediately, closing and locking your door.

2. Walk quickly and quietly to the nearest exit and stand in the designated area outside the building.

Each residence hall floor reviews exit routes and meeting areas during floor meetings at the beginning of each semester. Never assume that an alarm is false, or just a drill. Always exit the building during a fire alarm. Not exiting the building during a fire alarm is a student conduct violation and is not acceptable.

Hallways and Stairwells

Safety regulations require that hallways and stairwells be clear at all times.

Health and Safety Inspections

The purpose of health and safety inspections is to ensure that reasonable conditions of health are being maintained in each residence hall room and that all conditions associated with university safety regulations are being met. Excessive damages by a student to her residence hall room may result in the loss of campus housing privileges for the remainder of the student's stay at William Peace University and liability for repairs and/or cleaning. Health and Safety inspections are conducted twice a semester and will be announced 48 hours in advance. During inspections, the staff will check the room for general cleanliness and search for any potentially dangerous or unhealthy conditions and fire hazards. Refrigerators will be examined for cleanliness. We reserve the right to check any areas in the room of which we have concern. Violations will be noted and residents given 48 hours to correct the violation. Illegal or prohibited items will be confiscated immediately and reported as student code of conduct violation. If a violation is not corrected, we reserve the right to confiscate the items and report the infraction as a student conduct violation. Rooms found to be consistently below sanitary standards of housekeeping and residence life staff will be subject to fines and student conduct charges.

Microwaves

Microwaves are not allowed in the residence halls except in the kitchen areas in each hall. Residents of Bingham Hall can have one microwave per cottage, but all microwaves must remain in the kitchen area.

Property Liability

William Peace University does not assume any legal obligation or responsibility for injury to individuals, or loss or damage to personal property. Students are encouraged to carry appropriate insurance to cover loss of, or damage to personal property occurring in university buildings or grounds.

Quiet Hours

Students should be mindful at all times how their noise level affects their hall mates. Courtesy hours are in effect 24 hours a day, 7 days a week. Campus quiet hours are Sunday through Thursday from 10pm to 10am, and Friday and Saturday, from midnight to 10am. During exams, quiet hours are extended to facilitate a quiet study

environment. Hours will be posted on the halls during that period. Individual halls may add additional quiet hours as part of their community standards.

Repairs and Maintenance Requests

Repairs and maintenance needs, including broken furniture, malfunctioning equipment and fixtures, leaks, burned-out bulbs, and any other matters requiring attention should be reported immediately via the work order request system online, School Dude. Specific procedures for reporting work orders will be discussed during the first week of each semester. Maintenance emergencies should be reported to the RA or RA on-duty, or to the Campus Security Office. Maintenance staff, except in cases of urgent repair, will only enter rooms between 9am and 3:30pm. A note will be left for the student stating the nature of the work done and who performed it.

Room Capacity

For individual and campus safety, the North Carolina Fire Safety Code has established that a maximum of 10 people at any time may be present in an individual residence hall room. Events requiring larger spaces need to be planned in advance in conjunction with the Office of Visitor Services.

Students who entertain more than 10 people in their room are in violation of the Student Code of Conduct. The College reserves the right to disperse such gatherings as necessary.

Room and Bathroom Conditions

Resident rooms and bathrooms should be kept in a reasonably clean condition. Residents will be charged for any damage done to the room and bathroom. Bathrooms are the collective responsibility of all the residents of a room or suite and should be cleaned regularly. Any cleaning that has to be done once a resident has left a room will be charged to the student's account. When a resident moves out of a room, the furniture should be returned to the original formation with beds un-bunked.

Solicitation

To protect your privacy in the residence halls, solicitation is not allowed without approval from the Dean of Student and Academic Services office.

Sports in the Hallways

No sport should be played in the hallways of a residence hall. Athletic events should be held in the recreational areas provided, unless you have special permission from residence life. If you want to lift weights in your room, use plastic-covered weights to keep the noise down in your room.

Use of the Residence Hall Room

1. The student may not sublet her room. The student may not change rooms without proper authorization from the Assistant Dean for Campus Life.

2. The residence hall room may not be used for any commercial/non-residential purpose.
3. The student may not make alterations, additions, improvements, repairs or changes to the space, furnishings or equipment assigned without consent from the Residence Life staff.
4. The student shall keep the residence hall room free of waste or debris. She will maintain the space and all furnishings therein in good condition except for ordinary wear and tear.
5. The student assumes liability for any damages whatsoever to the space and any furnishings or equipment therein, or to any portion of the residence hall in which the space is situated, that results from acts of the student.
6. The student shall not duplicate any university keys.
7. The student agrees to accept and comply with the Student Code of Conduct, all residence hall policies and procedures and all other university requirements.

Visitation

Students are allowed to have visitors in the residence halls following these guidelines:

- a. All guests must be escorted at all times.
- b. All guests must be registered in the visitation notebook, wear a name badge and sign out when they leave campus.
- c. Residents are responsible for the behavior of all guests and may be subject to conduct violations committed by guest.
- d. Students may have no more than two visitors at one time. Exceptions may be made for family members at the discretion of the Residence Life Staff.
- e. Visitation hours for Davidson, Finley, Frazier, Main and Ross are as follows:
 1. Sunday-Thursday: 11am until 12am (midnight)
 2. Friday and Saturday: 11am until 1am
 3. Visitation Hours apply to campus and guests must be off campus by the prescribed time. Guests may not be sitting in parked cars on campus after visitation hours.

Visitation for Bingham Hall is as follows:

- a. Sunday through Thursday: 11am until 12am (midnight)
- b. On Friday, visitation begins at 11am and ends Sunday at midnight. Guests of the opposite sex are allowed to spend the night or sleep on campus during these hours. Each cottage will set its own visitation policy in compliance with the campus visitation policy. The entire cottage must agree in writing to the visitation policy. Residents will note the cottage's policy on the Cottage Agreement Form to be completed and given to the RA at the beginning of the semester.
- c. Visitation Hours apply to campus and guests must be off campus by the prescribed time. Guests may not be sitting in parked cars on campus after visitation hours.

Withdrawal and/or Cancellation of Housing

If a resident withdraws or leaves the university, she must have her room inspected by a member of the Residence Life Staff in her building and follow the check out procedures noted earlier. In addition, the resident must stop by the Office of Student and Academic Services to officially withdraw. Any student leaving the residence halls must fill out a withdrawal form in the Office of Student and Academic Services.

Residence Hall Services

- Cable Television — Residents receive cable service in each residence hall room. The cost of cable service is included in the housing fee.
- Kitchens — Residence hall kitchens are located in Frazier, Finley, Main, Joyner House and Ross residence halls. Bingham Hall has kitchens in each cottage. Kitchens are available to students at any time and regulations concerning use and care are posted in the kitchens. Students are responsible for cleaning the kitchens after each use. Pots, pans and other kitchen utensils are not provided by the university and are the responsibility of the student to provide and clean. Kitchens are subject to being closed if found dirty. Residents will be warned prior to the kitchen being closed.
- Laundry — Laundry rooms are located in Frazier, Finley, and Ross residence halls. Each Bingham Hall cottage also has a washer and dryer. Residents must provide their own laundry supplies. Any problem with laundry machines should be reported to the facilities via School Dude.
- Telecommunications — Most students choose to use cell phones as their primary phone service. For this reason residence hall rooms do not have landlines. Campus phones are located in residence halls and other campus buildings for local calls only. Students may use their personal long distance calling cards on campus phones. For students who do not have cell phones, the ITT department has information on companies that offer discounts to William Peace University students. Residence Life

encourages students to share their cell phone numbers with college personnel for emergency purposes.

Housing Options

Davidson Hall houses 63 students on three floors. Rooms are arranged in suites in which four students share a bathroom. A breezeway connects Davidson to Ross Hall.

Finley Hall houses 95 students on three floors. Rooms are arranged for double occupancy in suites where four students share a bathroom. A breezeway connects Finley to Main Building.

Frazier Hall accommodates 42 students in housing on the second and third floors. Rooms are arranged in suites in which four students share a bathroom with the only bathtubs in campus. Frazier is the only hall that does not have an elevator and it connects to Main via breezeway.

Main Building — the oldest building at the center of our campus, houses students on its third and fourth floors. Main consists mostly of single rooms and residents share hall bathrooms, as well as beautiful large balconies with rocking chairs and swings. Administrative and faculty offices occupy the first and second floor. Dinwiddie Chapel and Leggett Theatre are also located on the second floor of Main.

Bingham Residence Hall is William Peace University's newest residence hall, which opened in the fall of 2005. It is designed for interested juniors and seniors. This building offers independent living based on a community expectations model. Students will determine their own community expectations by cottage with the help of Resident Assistants. Each cottage houses six or eight students, and includes three or four bedrooms, along with two bathrooms. Each cottage has a kitchen and dining/living area as well as a washer and dryer. Each bathroom has two sinks with a separate bathroom and shower area. All eight-person cottages have a separate study room. The bedrooms and living rooms are hardwired for cable and Internet access.

Ross Hall houses 90 students on three floors in suites where four students share a bathroom. A large laundry room, kitchen, and exercise room are located in the basement area. The Wellness Center and Office of Residence Life are located on the first floor.

Resident Assistants

Resident Assistants are undergraduate students who have been specifically trained to assist residents within the residence halls. Assistants are a crucial link between their residents, the Division of Student Development, and other campus departments. They are available to assist residents in a variety of situations. An assistant from each hall is on duty each weeknight from 5 pm to 8 am, and there is 24-hour coverage on Saturday and Sunday. The assistant is available to assist residents with concerns and emergency needs.

Resident Directors

Resident Directors are professional staff members who are responsible for the overall management of the residence halls. RD's strive to help residents grow and develop as individuals and as members of a positive and supportive community. Directors serve on a duty rotation and one staff member is on call at all times.

Residence Life Coordinator

A Residence Life Coordinator is a professional staff member responsible for the overall management and administrative functions of the Residence Life program at William Peace University. The coordinator is full-time college employee who is available to assist residents at anytime.

For more information on Residence Life, please see the William Peace University website.

Sexual Assault and/or Abuse — Procedures if the victim

William Peace University is committed to maintaining a work-learning environment free of sexual assault, abuse, and/or harassment, in its effort to foster an environment of respect for the dignity and worth of all members of the community. The students, faculty, staff, and administrators that comprise the William Peace University community will not tolerate sexual assault and abuse. Incidents involving members of the William Peace University community that constitute sexual assault and/or abuse will result in disciplinary action.

The following are recommended procedures to be followed in cases of sexual assault and/or abuse:

1. Report any incident to the Office of Public Safety at 919-833-2277. For the safety of themselves and the community, victims are encouraged to report incidents of rape or other sexual assault to Security. No legal action will be taken and no specific information will be released without the victim's consent.
2. Contact Health Services at 919-508-2502 or a local hospital emergency room. A victim of any form of sexual assault is strongly encouraged to seek medical assistance immediately, prior to personal cleansing or showering, and in any case within 24 hours of the incident for his/her own protection. If a victim decides to press charges, medical information will be essential.
3. Consult the Dean of Student and Academic Services at 919-508-2314. The Dean of Student and Academic Services is a victim's central source of information regarding campus policy and options. When appropriate and requested, the university will make any reasonable changes in a victim's academic or living situation to increase feelings of safety.

4. Seek support. Sexual assault or abuse, committed by strangers or acquaintances, is a frightening experience. Confidential support is important for all concerned. Sources of support include: friends, family, Residence Life staff, the Chaplain, the Counseling Center, Health Services, as well as off-campus resources: the National Domestic Violence Hotline (800-799-SAFE), a rape crisis hotline in Raleigh (919-618-7273), and Interact (919-828-3005).

5. Consider the legal options. No university official has the legal authority to require a victim to press charges or to prevent such action. If the alleged assailant is a William Peace University student, a complaint may be filed through the university student conduct process, whether or not legal charges are pressed. Filing a complaint with the Dean of Student and Academic Services or the Student Conduct Administrator within 20 school days following the alleged incident begins this process. A student may choose to be accompanied throughout the student conduct process by another William Peace University student, faculty, or staff member. If the alleged assailant is found responsible, sanctions may include loss of housing, suspension, or expulsion. A student may also choose to prosecute through the legal system. In a criminal prosecution, the alleged assailant may be charged with one of a variety of classes of felonies, as long as there is sufficient evidence to indict. This is why early reporting to the police and having a thorough medical examination immediately after the assault are so important. Civil prosecution differs from criminal prosecution in that one would file a lawsuit against the assailant in civil court and sue for financial damages. Please contact any of the above mentioned resources for more information or help in proceeding.

[Confidentiality and Education – Sexual Assault and/or Abuse](#)

All members of the William Peace University community are expected to honor the privacy of a victim. The safety of the community must be balanced with confidentiality concerns. Members of the William Peace University community are expected to report information about sexual assault in compliance with federal law; provisions are made for both identified and anonymous reporting options through the Office of Public Safety. Because of the need to educate and heighten awareness on campus about this issue, and in compliance with the federal law, campus crime statistics are published and disseminated annually, on the website, and through separate publications. The Student and Academic Services department, including the Counseling Center, Health Services, and the Residence Life Office, along with the Office of Public Safety and the Student Government Association continue to be committed to educating the Peace community about issues relating to rape and other forms of sexual abuse and assault. Residential Life staff training, orientation programming, residence hall programming, and other educational programs and seminars presented through the Wellness Center and the Office of Public Safety, most of which are open to the campus, are representative of the College efforts to educate the campus community.

Solicitation and Fundraising

The solicitation of sales, services, memberships, or gifts on campus without permission of the Office of Student and Academic Services is prohibited. All student organizations must have their fundraisers approved by the Director of Student Activities, or the club advisor.

Solicitation in the residence halls, in classrooms, in office buildings, or on a door-to-door basis for any purpose is prohibited. This includes sales of any kind or other fundraising activities. Exceptions may be granted to student organizations that request fundraising approval upon registration through the Student and Academic Services department.

Speech, Expression and Assembly

William Peace University recognizes the importance of speech, expression and assembly to the exchange of ideas, which is essential to the university's intellectual, cultural and social life. The university is also committed to operating the institution in a manner that furthers its mission, protects its property, and supports the health, safety and welfare of the William Peace University community. Therefore, we have adopted this Speech, Expression and Assembly Policy, which may be amended by the university from time to time (see "Scope").

Scope

This policy applies to protests, demonstrations, pickets, and other group speech and expression activities conducted on university property (each, an "Assembly") by current university students, faculty and staff. This policy does not apply to individuals other than current students, faculty and staff. Anybody else other than current students, faculty and staff is referred to as the "Third Party". Notwithstanding this policy, third parties may not protest, demonstrate, picket or otherwise assemble on university property for any reason. This policy also does not apply to the posting or distribution of pamphlets, leaflets, handbills, posters, or other materials. The posting policy, as found in this Student Handbook, governs such posting and distribution by students. Such posting and distribution by faculty and staff is governed by university policies including the Faculty Handbook and Personnel Manual. Such posting and distribution by third parties shall only be permitted with the prior written consent of the University VP for Communications and Social Media Marketing. This Policy also does not apply to the rental or reservation of university property. Such use is governed by the Visitor/Group Reservation policy, as found on the university's website at www.peace.edu. This policy may also be used in concert with the applicable policies stated in the Student Handbook, Faculty Handbook and Personnel Manual.

Policy

Current students, faculty and staff may assemble on university property for the purpose of speech and expression related activities, provided they abide by the following requirements:

1. No assembly may interfere with the university's orderly operation. For example, no Assembly may obstruct, disrupt, or interrupt any class, approved student activity or university-sponsored event.
2. No assembly may block or otherwise interfere with the free flow of vehicular, bicycle, or pedestrian traffic; the right of way of all streets and sidewalks shall be maintained at all times.
3. All assemblies shall take place within the location specifically designated by the university. To assist the university designate an appropriate location, current students, faculty and staff must provide the Assistant Vice President of Buildings and Grounds with a written notice of all planned assemblies as set forth below.
4. No assembly may harass, abuse, threaten or intimidate any person.
5. No assembly may discriminate against any participant based on gender, race, creed, color, religion, age, national and ethnic origin, sexual orientation, disability, or veteran status.
6. No assembly may use a public address system or sound amplification device.
7. No assembly may take place before 7 a.m. or after 9 p.m.
8. No assembly may involve overnight tenting or camping.
9. No assembly may involve the promotion or sale of commercial merchandise.
10. No assembly may involve the solicitation of customers for commercial purposes.
11. No assembly may charge admission to participate.
12. No assembly may otherwise violate any university rules, policies or procedures.

The university may, in its sole discretion, waive any of the requirements above. Applications for such waivers shall be submitted in writing to the Assistant Vice President of Buildings and Grounds no later than 24 hours before the assembly. Such applications shall include: (i) the name, telephone number, and e-mail address of the applicant; (ii) the date, time, and requested location of the assembly; (iii) a general description of the assembly; and (iv) the nature of the requested waiver. All waiver applications shall be reviewed by the university on a case-by-case basis, granted or

denied without discrimination based on the grounds provided in item five above, and effective only if supplied by the university in writing. If a waiver is not granted, all requirements remain in place for the assembly.

Notice to University

Current student(s), faculty and staff planning to conduct an assembly shall notify the Assistant Vice President of Buildings and Grounds and the Director of Campus Public Safety in writing of the Assembly no less than 24 hours before such assembly. Such notification shall include: (i) the name, telephone number, and e-mail address of the current student(s), faculty and staff organizing the Assembly; (ii) the date, time, and location of the Assembly; (iii) a general description of the Assembly; and (iv) the expected number of participants.

Identification and Enforcement

Any person on university property, whether current student(s), faculty and staff or a third party, may be required to provide identification, either in the form of a university photo ID or governmentally issued photo ID, to Campus Public Safety before entering university property and while participating in an assembly. Failure to provide such identification may result in exclusion from university property. This policy shall be interpreted and enforced by Campus Public Safety and, where applicable, local law enforcement authorities. Failure to abide by this policy or applicable laws, rules, or regulations, may result in disciplinary action, up to and including arrest. Students participating in assemblies shall be subject to these policies and shall also conduct themselves in accordance with the university's Code of Conduct. Failure to do so may result in suspension or dismissal from the university. University tuition refund procedures will apply to any suspension or dismissal and do not provide for a refund.

Responsibilities

The current student(s), faculty and staff who organize(s) an assembly shall be responsible for:

(i) providing non-university restroom facilities (not on university property) for all assembly participants; (ii) cleaning university property following the assembly; and (iii) paying for any and all damage to university property caused by assembly participants during the assembly. If providing for non-university facilities, the assembly may not install temporary facilities on university property without prior approval. The responsibilities set forth herein shall not, however, limit the individual responsibilities of assembly participants.

Spiritual Life

Location: 2nd Floor Main, Chaplain's Office and Dinwiddie Chapel
William Peace University is committed to providing an environment where the development of the whole person can take place, including one's spiritual

development. The Chaplain's Office, which directs all spiritual life campus activities, is committed to creating an atmosphere of welcome and acceptance where students can explore and deepen their own spiritual commitments while simultaneously experiencing the diversity of religious expression on our campus.

William Peace University was founded by the Presbyterian Church and continues to be affiliated with the Presbyterian Church (USA), a mainline reformed Christian denomination. Our chaplain is an ordained Presbyterian Minister of the Word and Sacrament and an active member in the Presbytery of New Hope. We also have a close, historic relationship with the First Presbyterian Church of Raleigh. While the university is rooted in its Presbyterian heritage, students from all religious and faith backgrounds attend Peace and all beliefs are respected.

Since the inception of William Peace University, chapel services have been central to the life of the campus community. While William Peace University enthusiastically welcomes students from all religious traditions and belief systems, the university is historically affiliated with the Presbyterian Church (USA), a protestant denomination. First Presbyterian Church of Raleigh, a nearby local congregation, is a strong advocate of the college and its spiritual life. In honor of the college's rich ecclesial affiliation, weekly services are held on campus in the Dinwiddie Chapel.

While all students, staff and faculty are welcome and encouraged to attend chapel services, all first-year students and transfer students with less than 30 hours are required to complete two semesters of chapel attendance during their first year at William Peace University. Transfer students with more than 30 hours are required to complete one full semester of chapel during their first year at William Peace University. The chapel requirement is necessary for all graduates of William Peace University. The Chaplain makes available specific attendance requirements and opportunities for make-ups.

Chapel services continue to honor the college's Presbyterian heritage and remain distinctly Christian. Alternative chapel experiences are offered to those of other faiths and are supervised by the William C. Bennett Chaplain. The Chaplain and offers spiritual nurture and pastoral care for all students. In addition to Chapel, other opportunities for spiritual enrichment are offered through the Chaplain's office and the various groups the Chaplain advises.

Student Engagement

William Peace University is committed to the holistic development of each individual student. The Director of Student Activities initiates programs, activities, and events to provide personal growth opportunities through student activities, class council,

orientation, and special events, as well as through social, recreational and cultural opportunities.

Student Involvement

William Peace University campus life is positive and engaging for all students. The Student Development staff encourages students to get involved in student organizations, athletics, and student leadership opportunities. Many students also choose to devote time to service activities in the local community.

[American Institute of Graphic Artists](#)

American Institute of Graphic Arts, the professional association for design Students majoring in graphic design have the opportunity to network with other statewide design students and professionals in the field. They attend local events and networking options.

[Anthropology Club](#)

The purpose of the Anthropology Club is to provide interested students an opportunity to explore the subjects outside the classroom, sponsoring events such as educational speakers, informational sessions, discussion groups, and a service project.

[Campus Activities Board](#)

This organization, a part of the Student Government Association, is responsible for developing and implementing social, educational, and cultural activities that meet the needs of the student body.

[Class Council](#)

Comprised of the class officers from each of the four classes, the Class Council works together, as sister classes, and as individual classes to provide activities and uphold campus traditions. Class Council also has a representative on the SGA Executive Council.

[College Democrats](#)

The purpose of College Democrats is to provide information and support for students interested in becoming more involved in politics.

[College Republicans](#)

The William Peace University Republicans aim to educate the entire campus as to the political process and provide students with an environment in which they can speak on issues that are important.

Commuter Student Association

The mission of the Commuter Student Association is to represent the views and concerns and encourage involvement of commuter students in campus activities. The Commuter Association meets regularly and plans many activities designed especially for commuter students throughout the year. The Commuter Student Association also has a representative on the SGA Executive Council. Commuter students are a significant population at William Peace University. The university recognizes that there is much diversity in the interests and needs of its commuter students. Studies indicate that commuter students who are involved in campus life enjoy college more and tend to do better academically in comparison with those who limit their experiences to the classroom. Commuter students are encouraged to become involved in the Commuter Student Association to express their needs and concerns.

Diversity Committee

A committee of the SGA, this group is open to students, faculty, and staff interested in diversity issues on campus. The chair of the committee sits on the SGA Executive Council.

Education Club

The purpose of the Education Club is to provide interested students an opportunity to further explore education by sponsoring events such as educational speakers, informational sessions, discussion groups, and a service project.

Gospel Choir

The Gospel Choir promotes spiritual awareness and appreciation for gospel music. The choir periodically performs for chapel services and other special campus events.

Green Team

The Green Team works to promote recycling and to advocate for an environmentally friendly campus.

Helping Hands

The Helping Hands operation strives to empower William Peace University students to take initiative, push comfort zones, extend a hand to people in need and grow from their experiences with community service.

History Club

The purpose of the History Club is to provide interested students an opportunity to cultivate their interest in history and promote knowledge about the world through trips to places of historical significance, exhibitions, and attendance at lectures and presentations.

Home Sweet Homes

Home Sweet Homes is a group devoted to involving the William Peace University community in our local community by assisting with the building of homes. The group will strive to give families the joy, happiness and a home they can call their own.

Multicultural Student Association

The mission of the Multicultural Student Association is to promote multicultural awareness and the appreciation of diversity. All students are welcome to participate.

Psychology Club

The Psychology Club provides students information about the world of psychology. Members enjoy educational information, fun, and help with career and graduate school planning.

Spiritual Life Association

The association provides students with opportunities for religious community on campus. Students of all faiths and denominations may participate in WPSLA. Hosting a number of campus wide events that help build community. The association also has a representative on the Student Government Association Executive Council.

Student Government Association

The mission of the Student Government Association is to represent the views and voice concerns of the student body by acting as a liaison between administration and students. The SGA strives to create an environment that welcomes and appreciates diversity, promotes student involvement, and empowers women to be leaders and citizens not only to William Peace University, but also to the community at large.

Student Recreation Association

The Student Recreation Association initiates and coordinates the intramural, recreational, and outdoor activities program, creating opportunities for competitive participation and non-competitive recreational activities throughout the year. WPSRA also provides educational programs, clinics and workshops.

Philosophy Club

The members of the Philosophy Club discusses philosophical issues, watch and discuss movies with philosophical themes, and go on trips to nearby campuses in order to participate in philosophy discussions there. For example, in the past, they have discussed the existence of God, have watched and discussed the movie "The Matrix," and have gone to Duke University to participate in a conference on abortion. Philosophy Club events are open to anyone including students with no prior experience with philosophy.

Political Club

The Political Club was created to bring together students of all political views. The group strives to increase political involvement of university students.

[Residence Hall Association](#)

The mission of the Residence Hall Association is to celebrate the campus community by representing issues and concerns of resident students and providing opportunities for their active involvement.

[Science Club](#)

Science Club, a chapter of the Collegiate Academy of the North Carolina Academy of Sciences (CANCAS) is open to all students with an interest in science. CANCAS activities include educational programs, community service projects, and field trips that promote scientific understanding.

[Society for Human Resource Management](#)

The William Peace University chapter of the Society for Human Resource Management provides students information about the world of human resources; opportunities to develop planning, organizing, and leadership skills; and the chance to build a network with area professionals and fellow students.

[Spectrum](#)

Spectrum is dedicated to developing gay and straight student alliances on campus while promoting an appreciation of diversity. Members participate in several programs annually both on campus and in the Raleigh area.

[Student Athlete Advisory Committee](#)

SAAC is committed to representing the concerns of athletes at William Peace University while striving to improve sportsmanship and unity by sponsoring various activities that will bring all sports together to support one another.

[Step Team](#)

The Step Team strives to empower young women of William Peace University and of the community to create awareness of social issues affecting their lives through powerful movement.

[Trailblazers](#)

The Trailblazers organization bridges the gap between “new” traditional and traditional students through recognize the barriers and obstacles many women experience when they decide to return to college.

[Women for Wellness](#)

Women for Wellness seeks to encourage and promote overall wellness in all aspects of life. This group will work collectively to design campus programming for the purpose of wellness through speakers, discussion panels and information sessions.

Student Organizations

General Guidelines

Student organizations must be compatible with the stated and implied purposes of William Peace University and may not be in violation of any federal, state, or institutional regulations.

The leadership of the group and control of the activities of the organization must rest with the student membership.

The student organization must have at least one full-time faculty or administrative staff member of William Peace University who has indicated a willingness to serve as its advisor and agreed to attend its meetings and activities. Advisors should provide active on-going support.

Student organizations must afford membership privileges, including voting and officer positions, to members on the basis of personal merit and not age, creed, nationality, race, religion, sex, sexual orientation, physical or mental disability. Organizations other than honor societies, organizations related to an academic discipline, and organizations related to student resident status; must be open to all students.

Behavior of Members

Student organizations will be held responsible for the behavior of their members when their actions evolve from or are in any way related to their association with or activities of the group.

Student organization members who act in concert to violate university, state, or federal regulations may be considered to have joint responsibility for such actions.

Student organizations that condone or encourage behavior that violates university, state, or federal regulations may be assigned joint responsibility for such actions. Student organizations are responsible for conduct that adversely affects William Peace University.

Every student organization has the duty to take all reasonable steps necessary to prevent violations of university policies and state and federal laws as they relate to the organization's activities.

The Student and Academic Services department will address violations of university regulations, policies, the Honor Code, or the Student Code of Conduct by student organizations.

Fundraising Guidelines

Recognized student clubs and organizations may conduct fund-raising events involving the sale of goods, services, subscriptions, and tickets with written permission of the Student and Academic Services department, Assistant Dean of Campus Life or the Director of Student Activities. Organizations planning solicitation or fund-raising activities must register their activity with the Director of Student Activities prior to beginning the fundraising activity.

All fundraising activities must follow the following guidelines:

1. The primary purpose of such fund-raising shall be to raise money for the benefit of the affiliated group, the William Peace University community, or for the benefit of a charitable group sponsored by the affiliated group.
2. The sponsoring club or organization is responsible for compliance with all university rules, local ordinances and state laws governing solicitation.
3. Only recognized student clubs or organizations are allowed to fundraise.
4. More than one fundraiser, from within the same organization, may not occur simultaneously.
5. Any project, which involves fundraising, must have a clearly stated start and finish date. The finish date must occur within two weeks of the start date, unless special circumstances arise and the Director of Student Activities grants permission, at the discretion of the Assistant Dean of Campus Life.
6. No university-affiliated organization will enter into a contract with an individual agency or corporation except through established university procedures.
7. William Peace University reserves the right to audit all proceeds from fund-raising events conducted on campus by recognized student organizations.
8. Any recognized student organization that violates these fundraising guidelines shall be subject to student conduct action.

The university recognizes that some of the most effective forms of fundraising may be more creative. Therefore, if a student organization has a unique fundraising idea, which does not appear to be covered in the guidelines above, please contact the Student and Academic Services department, Director of Student Activities, to determine whether the idea is suitable within university guidelines.

Funding Requests

Each year the Student Government Association (SGA) receives the student activity fee. This funding is set aside for student clubs, organizations, and honor societies to request support for projects and programs. In order to receive funding, a club, organization, or honor society must submit a proposal to the SGA Finance Committee and follow the outlined procedures and protocol. For more information on this process, please contact the Assistant Dean of Campus Life or a member of the Student Government Association. This process ensures that the student fee will always be available and protected for student use.

Membership Dues

Student organizations are allowed, but not required, to collect dues from their members in addition to or in place of fundraising activities. If your organization decides to ask members to pay dues, you may want to meet with your advisor or the Director of Student Activities to discuss different procedures and methods of collecting dues.

Remember to deposit all dues into your on-campus club account. If you do not already have an on-campus account, contact the Director of Student Activities to request that one be established. You will be responsible for any lost or stolen dues.

Registering Inactive Organizations

If a club has been inactive for over three years, the organization will be treated as a new organization and will have to follow the process listed in the "Formation Process" section. If a club has been inactive for three years or less, the Director of Student Activities and SGA Executive Council will review the organization's constitution, in accordance with the section below entitled "Three Year Constitution Review."

Starting a New Organization

Introduction:

It is the intention of William Peace University to encourage and empower interested persons to form and join organizations to promote their personal and common interests so long as they are consistent with the mission and purpose of the university. Student organizations are those formed for specific educational, professional, social, recreational, service, or other purposes, which derive membership and leadership from within the student body.

William Peace University reserves the right to review and approve all proposed student organizations seeking university recognition.

Such measures are to ensure that proposed organizations are compatible with William Peace University's mission statement and in compliance with all federal, state, and university regulations. Students interested in forming a new club or organization must adhere to the following guidelines. If one or more steps are omitted, William Peace University reserves the right to bar the group from organizing using the university's

name, facilities, or resources. The information provided in these guidelines is intended to support student success in planning and implementing student organizations.

Formation Process Steps:

Meet with the Director of Student Activities in order to discuss your proposed student organization, the formation process and to obtain a Proposed Student Organization Form.

After meeting with the Director of Student Activities receiving the Proposed Student Organization Form, you may begin provisional advertising via posters, emails, and table tents to generate interest in the proposed organization.

Remember that you must follow all publicity guidelines outlined in the Posting Policy (found in the Student Handbook).

Fill out the Proposed Student Organization Form and return to the Director of Student Activities. The Proposed Student Organization Form asks that you obtain the following information:

- a. Name of Proposed Organization
- b. Primary Contact Person (student) and Contact Information
- c. Statement of Purpose
- d. Name and signature of a full time faculty or staff member agreeing to serve as advisor
- e. Signatures of eight prospective members
- f. Organization Constitution – to be written by the organizing group (sample format can be obtained from the Director of Student Activities.)

Turn in the Proposed Student Organization Form to the Director of Student Activities. The primary contact person will be then notified whether the organization has been approved after the Director of Student Activities and Student Government Association Executive Council reviews your Proposed Student Organization Form and Constitution.

If approved, the organization will have the full privileges of an official William Peace University organization, which includes: access to reserving space on campus, participation in the activities fair, fundraising abilities, opportunity to submit a funding proposal to SGA Executive Council, and access to all services related to publicity.

Formation does not indicate that William Peace University endorses the views of the organization's membership or any views expressed during meetings. The individuals involved are solely responsible for any views held or expressed. William Peace University also reserves the right to review the activities of student organizations and to monitor compliance within university policies.

Approval Process:

The approval process usually takes two to four weeks after the submission of the Proposed Student Organization Form. During that time, the activities of the proposed

organization will be limited to meetings and membership recruitment drives. No other activities, solicitation, or programming will be allowed until the organizations have received final approval from the Director of Student Activities and Student Government Association Executive Council.

Three-Year Constitution Review:

Every three years that an organization remains active, the SGA Executive Council will call for a review of the organization's constitution. Constitutions will be reviewed to insure that they still uphold the mission of Peace College and are in accordance with changing times. Organizations will be notified after submitting the Proposed Student Organization Form. The approval process usually takes 2-4 weeks. During that time, the activities of the proposed organization will be limited to meetings and membership recruitment drives. No other activities, solicitation, or programming will be allowed until the organizations have received final approval from the Director of Student Activities and Student Government Association Executive Council.

Yearly Registration Process:

Each fall all clubs and organizations must submit an Organization Registration Form to the Director of Student Activities. This form indicates that the organization intends to be active for the current school year and provides contact information for the organization leaders (including advisor). If any changes were made to the constitution during the previous school year, a new constitution must be submitted at this time to the Director of Student Activities and the President of the Student Government to be re-approved by the Student Government Association. If at any time during the academic year, organization information (including names, phone numbers or email addresses of members, officers, or advisor) changes, the new or current President is responsible for submitting up-dated information to the Director of Student Activities.

Student Publications

The Lotus

The university yearbook is The Lotus. It is published on an annual basis by a student yearbook staff, which is involved in every aspect of production of the book.

Valuable experience can be gained in the areas of writing, editing, proofreading, and graphic design.

Prism

Prism is the university's literary magazine and is published on an annual basis. Students have the opportunity to submit creative writing and art works for publication.

The student editor is chosen each spring. A student staff that works on all aspects of the production publishes Prism.

[The Peace Times](#)

The Peace Times is the student newspaper, published several times each semester. The focus of the paper is on-campus events, student issues and concerns, and events in the community at-large. A student staff is responsible for the production of the paper, and staff members are required to attend all meetings regarding the paper. Students on the newspaper staff receive two hours of academic credit. In addition, freelance writers and photographers are encouraged to contribute to the paper. Previous newspaper experience is helpful, but not required.

Sunbathing

Students may sunbathe on the College Green in front of Main Building in the grassy area behind the fountain, between the library and Kenan Recital Hall. Sunbathing is also permitted in the grassy areas behind Ross and Davidson Halls and beside Finley Hall. Students should not sunbathe in front of Finley Hall due to security and traffic concerns or on the roofs or catwalks of any buildings.

Technology

No student shall videotape, take photos of, or in any other way capture the image/voice recording of another student without approval. Web cameras may not be used in a room unless both roommates are aware of the camera's presence and approve of their image being captured. Students are advised to seek the permission of others before posting their pictures on social networking sites such as Facebook or Twitter.

Traditions and Events

William Peace University has a series of events, which occur annually and have been a part of campus life for many years. We encourage you to take part in experiencing these activities and events that are unique to our university. The SGA, the Campus Activities Board, and Class Council sponsor many of the events.

[Arts and Lecture Series](#)

The Arts and Lecture Series allows William Peace University students to experience a diverse spectrum of cultural, educational, and artistic programs.

[Awards Convocation](#)

Awards Day is held each spring to recognize students who have demonstrated outstanding accomplishments in academics and campus leadership. Faculty wears traditional academic regalia symbolizing the importance of the event.

Class Day

Class Day is a traditional student ceremony held each spring to install the newly-elected Student Government officers for the next academic year, and recognize graduating and outstanding students. Leadership and Service awards are also awarded to students, student organizations and advisors.

Convocation

Convocation is the official opening of the academic year. While all students are invited, all first year students are required to attend. Faculty wears full traditional academic regalia.

Commencement

The culmination of the academic year is commencement. Activities are scheduled throughout the week of commencement to celebrate the achievements of our graduates. A traditional baccalaureate service will be held the night before commencement. The commencement ceremony is held on the College Green, accompanied by bagpipes, and concludes with graduates circling the fountain to sing the Alma Mater. At commencement, bachelor's degree graduates wear traditional academic regalia and green robes.

Fall Cocktail

Fall Cocktail is the annual semi-formal dance sponsored by the Campus Activities Board. Fall Cocktail is traditionally held off-campus and marks the conclusion of Fall Fest.

Fall Fest

Fall Fest is a week of fun activities to foster competition between the sister classes (First-Years and Juniors versus Sophomores and Seniors.) Fall Fest is planned and sponsored by the Campus Activities Board and Class Council. Fall Cocktail is traditionally held at the conclusion of the week.

Family Weekend

During Family Weekend, held in late October, family members are encouraged to visit campus and mingle with faculty and staff while enjoying their daughter's company and an active schedule of events. Invitations will be sent prior to the event; advance registration is required.

Honor Chapel

Held during a chapel service early in fall semester, this is a time to focus on the importance of the Honor Code in our life together. First year students participate in a long-standing tradition by signing their names to indicate their commitment to the Honor Code.

Little Sibs Weekend

Held in the spring semester, Little Sibs Weekend introduces the siblings of William Peace University students to college life. Siblings of all ages and other local children are invited to campus to have fun and enjoy being on campus.

Peanut Week

Sponsored by William Peace University Spiritual Life Association, Peanut Week is a very popular student life tradition at the university where students, faculty and staff participate in having a "secret peanut" for the week and exchanging gifts. At the conclusion of the week, participants find out who their "peanut" is. Peanut Week is scheduled in February, near Valentine's Day.

Red Rose Ball

The SGA's Campus Activities Board sponsors the Red Rose Ball is the annual spring formal sponsored. The ball is usually held at an off-campus location and is a popular event for all students.

Stunt Night

During Stunt Night, students coordinate a production that focuses on spoofing campus life and characters. Sister classes are judged on creativity, costuming, make-up, sets, staging, printed programs, use of existing facilities, number of student participating, and attempts at excellence in acting, singing, writing, etc. Stunt Night provides an opportunity for keen competition and class spirit while encouraging students to be creative, witty, and dramatically expressive. Stunt Night is held in the spring semester.

Transportation Policy

University staff members are not permitted to transport students in need of medical attention.

An ambulance or paramedics will transport any ill or injured student with a condition that requires specialized transportation. Call 911 and notify the Office of Public Safety at 919-833-2277.

Examples of when an ambulance would be utilized include but not limited to:

- 1 Car accident victim
2. Unconscious student
3. Any suspicion of head, neck or back injury
4. Severe allergic reaction - involving difficulty breathing
5. Mental or emotional distress
6. Respiratory distress

When the student has minor injuries or problems and the condition is highly unlikely to deteriorate prior to receiving medical help, it will be the responsibility of the student to arrange transportation with friends.

Examples of such conditions include but are not limited to:

1. Normal off-campus physician appointments
2. Specialist or physical therapy appointments
3. Lacerations that are not bleeding profusely
4. Appointments for which the physician has agreed to see students at his private practice for earache, sore throat, etc.

University Switchboard

Location: Frazier lobby

Switchboard receptionists direct phone calls, greet visitors, register guests, and serve as a central point of information on campus.