

PFEIFFER UNIVERSITY

THE VALUES AND HERITAGE OF PFEIFFER UNIVERSITY

Our Core Values

- We are committed to educational excellence in a learner-centered community.
- We help people realize their full potential.
- We include diverse learners in a caring, accessible community - the Pfeiffer Family.
- We value our Christian heritage and foster faith formation.
- We approach all that we do with integrity and with respect for the dignity of each person.

Our Mission

Pfeiffer University is a comprehensive United Methodist-related university, with multiple campuses and delivery systems, committed to educational excellence, service, and scholarship. Within nurturing communities of learners, we value diversity and promote the attainment of full academic and personal potential through accessible undergraduate and graduate programs. It is the vision of the university that our students embrace the Christian values of human dignity, integrity, and service as they become servant leaders and lifelong learners.

Church-Related

From its inception as a mission school, the university has been proud of its strong Christian tradition, its sense of incarnational mission, and its commitment to religious freedom and faithful expression. Pfeiffer is affiliated with The United Methodist Church and related to the Western North Carolina Conference of the United Methodist Church.

Servant Leadership

Servant Leadership calls us to blend an attitude of service with the qualities of principled leadership. Activities related to servant leadership are coordinated through the Francis Center for Servant Leadership, which focuses on three primary avenues to promote personal growth and academic knowledge. They are *Christian service*, which encompasses campus ministries, missions, human service and volunteerism; *service or engaged learning*, which refers to the fully integrated classroom where students are actively involved and an experiential and applied base of knowledge is expanded through internships, cooperative partnerships, mentorship, and student involvement in research; and *co-curricular development*, which emphasizes leadership, citizenship, and character development including the life learning that takes place in the residence halls and through our student life programs.

Culture of Mentorship

At Pfeiffer University, we view students as whole, resourceful, creative and capable-and empower them to achieve their goals. This happens through a “culture of mentorship” - which includes experiences and relationships that foster exceptional personal growth and development.

Our commitment to mentorship permeates all levels of the Pfeiffer student experience. A mentored learning approach is used by faculty who teach in all programs. Undergraduate students participate in assigned seminar courses with their campus mentors, gaining access to them in the classroom and scheduled mentoring sessions as well as during extracurricular and social activities outside the classroom. Mentorship is also a vital component of our degree completion and graduate programs.

Our longstanding open door policy encourages communication between professors and students, often leading to natural opportunities for mentoring. At all campus locations, faculty, staff and student mentors are trained in critical communication skills such as deep listening, effective questioning and coaching to help students succeed through their Pfeiffer Journey and prepare for successful careers and lives.

History of Pfeiffer University

In 1885, Miss Emily Prudden established the “Oberlin Home and School” in the foothills of North Carolina’s Blue Ridge Mountains, near Lenoir. Her mission was to provide an education for all, regardless of financial limitations.

The Women’s Home Missionary Society of the Methodist Episcopal Church assumed responsibility for the grade school from Miss Prudden, further strengthening the institution through the active support of these churchwomen from “up north.” Oberlin was renamed “Ebenezer Mitchell Home and School.” In 1910, a train carrying teachers, students and all the school’s belongings pulled into a rural station called Gladstone near Misenheimer Springs. “Education for all” had arrived in North Carolina’s Stanly County.

A junior college curriculum was added in 1928. A self-help program continued to keep costs as low as possible, with students were assigned daily duties such as cooking and serving meals, tending the laundry, farming, and running a dairy barn. Mitchell was renamed “Pfeiffer Junior College” in 1935, when Annie Merner Pfeiffer, a member of the Women’s Home Missionary Society, and her husband, Henry, took the school under their wing. Through their generosity, much of the north side of Pfeiffer’s present-day Misenheimer campus was built. Encouraged by a bequest from Henry Pfeiffer’s brother, Gustavus, the institution broadened its curriculum and became a four-year college in 1954.

In 1977 an extension program began in Charlotte, which evolved into a branch campus designed specifically for the non-traditional undergraduate and the graduate student. In 1996, Pfeiffer College became Pfeiffer University, which now has three academic divisions: the Undergraduate College, the School of Adult Studies and Continuing Education, and the School of Graduate Studies.

Traditions

Chapel Chimes

Each day at noon and evening at twilight, the chapel chimes may be heard. The chimes also play on Wednesday mornings at 10:00 a.m. to signal the

beginning of chapel services.

College/University Seal

In the entrance hall floor of the Stokes Student Center is a casting in bronze of the Pfeiffer College seal. A gift of the Class of 1963, traditions say that any student who steps on the seal will not graduate. The letters in the seal stand for the following: M-Mental, R-Religious, S-Social, and P-Physical. A new seal has been adopted now, reflecting the University status, which was approved in 1996. The tradition, however, remains.

“Open Door” Tradition

It is a tradition that the President of the University, the Deans and Vice-Presidents, as well as the faculty and staff members welcome the opportunity to talk with students about any topic. Most keep posted office hours. For some, an advance appointment may be necessary. This “open-door tradition” is one, which has proven highly rewarding to students who take advantage of it. A warm welcome will await you.

Touching the Sundial

A traditional symbol of Pfeiffer is the Sundial, located on the North campus between Rowe and Merner residence halls. Tradition holds that those who touch it lightly when passing will have good luck. One of the University’s most important honor societies, recognizing students for leadership and scholarship, is named “Order of the Sundial.”

University Flag

A gold background provides the field for a black insignia of the University seal and name. The flag was designed by Tom Langley, a student from Malaga, NJ, and was raised for the first time on April 8, 1970. Mr. Langley’s design won over many others submitted in a contest sponsored by the Association of Men Students.

CAMPUS POLICIES

Academic Policies/Procedures

Academic Advising

Academic advising is an important part of the Pfeiffer University student experience. Advising involves the dual responsibility of both the student and the advisor. The student and advisor work together to create a path for graduation. The agreement below outlines the expectations for the student and the advisor.

In the advising process, the student is responsible for the following:

1. Meeting all graduation requirements.
2. Reading and understanding the University catalog.
3. Following prescribed registration procedures.
4. Responding to advisor communications.
5. Understanding that the official records of progress are kept in the Registrar’s Office.
6. Scheduling and keeping appointments with faculty advisors.
7. Officially choosing a major by no later than the end the sophomore year.
8. Filing an application for a degree at the end of the junior year.
9. Communicating a decision to certify in secondary education to the advisor at the time of the decision.
10. Discussing plans to do summer work at another institution with the faculty advisor, filling out the proper forms, and obtaining approval from the Registrar or Program Chair.
11. Contacting the faculty advisor at the first indication that there is some academic difficulty developing.
12. Staying informed of progress in the Cultural Program.
13. Maintaining familiarity with the student handbook.
14. Keeping accurate records of academic progress.

Attendance

In order to remain enrolled in a course, students are required to attend (or sign-in if the course is on-line) during the first six days of classes. After the first six days of classes, University policy requires students to attend at least 3/4 of the scheduled class meetings (excluding the final exam) in a course. Students who are absent for any reason from more than 1/4 of the scheduled class meetings cannot receive a passing grade from the instructor of the course regardless of course average. Within these limitations, instructors can determine attendance policies for their classes with the approval of the Department/Program Chair, Dean of the Division, and the Vice President for Academic Affairs.

Behavior

Students are expected to show respect for the instructor and for other students. If students are disruptive, the instructor will give a verbal warning about the behavior. If the behavior persists, the instructor will warn the student in writing about the behavior, with copies of the warning sent to the Vice President for Academic Affairs and the VP/Dean of Student Development. Continued disruptive behavior may result in the student being withdrawn from the class by the Vice President for Academic Affairs. Appeal of the withdrawal must be made in writing to the Academic Leadership Team within 72 hours. The appeal will be based on a review of information provided by the student, the instructor, and the Vice President for Academic Affairs.

Cheating/Plagiarism

Cheating is willful participation in the unauthorized exchange and/or use of information while working on an examination, test, or project designed to evaluate

individual performance. "Buying" a paper to present, as one's own or "selling" a paper to be used as such is a deception and is obviously cheating. Cheating and plagiarism are violations of the Honor Code and are subject to the jurisdiction of the Honor Board. The following is a definition of plagiarism: "Plagiarism is the attempt of a writer to steal credit for the work of someone else."

To avoid plagiarism, give credit to all sources used in preparing any paper, whether the paper is assigned as a "documented" paper or not. In addition to giving the source of any factual information or any opinions of authorities in footnotes, enclose in quotation marks any phrases, clauses, or larger units, which are quoted, and document the source of these quotations. Changing the tense of a verb, dropping a subordinate element, or changing a pronoun to a noun does not constitute rewriting of the portion to be paraphrased in the author's own words. The responsibility rests with the author to compare what is offered with the sources used to make sure that in no instance the organization or phrasing of any source has been followed closely without giving proper credit. Students should take advantage of services available through the writing lab in the Learning Center to reduce the possibility of plagiarism. Writing lab instructors are available Monday through Friday from 10:00 a.m.-3:00 p.m. An appointment is not necessary.

Class Registration

1. Schedule an appointment with your academic advisor to discuss the current semester and your plans for the next semester.
2. Sign in to [my.pfeiffer](#) and click on: *Student Resources*, then: *Registrar's Office*, and then: *Add/Drop*. Under *Add/Drop*, enter or search for the courses that you wish to register, making sure to follow your advisor recommendations. Once you have added the courses in the system, email your advisor to have him or her approve your course selection.
3. At the beginning of each semester, obtain Financial Clearance prior to the first day of class to confirm and finalize your enrollment.

Course Changes

After initial registration for a semester, if you wish to change your schedule by adding and/or dropping courses, you may sign-in to [my.pfeiffer](#), click *Student Resources*, then *Registrar's Office*, and then *Add/Drop* and proceed to make your changes. If the course is closed (full) or if you cannot add or drop a course on-line for any reason then:

1. Obtain an "Add/Drop Ticket" from [my.pfeiffer](#) or from the Registrar's Office.
2. Note on the appropriate form those courses, which are to be added, or those courses to be dropped.
3. Get your advisor's signature.
4. Get the instructor's signature.
5. Bring in the completed and signed form to the Registrar's Office for processing. **All add/drops must be completed by the sixth day of classes.**

Final Examinations

Final examinations are to be taken at the regularly scheduled times. Students who need to change a scheduled examination due to extenuating circumstances should submit a written request to the instructor. Only the instructor can approve/deny the request.

Appeals for Grade Changes

Students who wish to appeal a final grade should file a complaint in writing with the Director of Academic Support Services within thirty calendar days of the first day of class of the semester following the semester in which the grade was reported. A committee consisting of the Director of Academic Support Services, a representative from the Office of Academic Affairs, the Department Chair in the area of the course involved, and the instructor involved, will review and act upon each complaint.

Students should be familiar with provisions concerning minimal requirements for remaining academically eligible to remain a student at Pfeiffer University.

Withdrawals

After the add/drop period, first semester full-time freshman will be assigned a "W" if they withdraw from a course up to the withdraw deadline published in the Pfeiffer University Calendar. All other undergraduate students will be assigned a grade of "WF" (withdrew failing) or "WP" (withdrew passing) by the instructor according to the student's progress in the course up to the time of the withdrawal. Students are advised to consult with the instructor and their advisor as soon as they make the decision to withdraw from a course and if the decision to withdraw becomes firm, they should process the appropriate Course Withdrawal form without delay. Withdrawal forms are available on the website at [My.Pfeiffer](#) and from the Registrar's Office. Withdrawals without notifying the Registrar will result in a failing grade (WF, AW, or F).

Alcohol Use and Drug-Free Campus

The abuse of alcohol and other legal drugs, as well as the use of illegal drugs, is a matter of concern for the Pfeiffer campus community. As is true on many campuses and in society, irresponsible use of alcohol and other drugs impairs the ability of individuals to succeed and to live responsibly in community. The University policy related to alcohol use is reflective of state law (see Code of Conduct section), but we encourage students to make choices that are consistent not only with the law, but also with their own values. As a church-affiliated institution, we affirm our support of individuals who choose to abstain, and offer activities to support and encourage this choice. Alcohol education classes, counseling, and assessments are available on campus through the Wellness Center to those students concerned about their use of alcohol and other drugs. The Alcohol and Other Drugs Task Force, which includes faculty, staff, and students, conducts screenings and awareness activities throughout the year to educate the campus community on these issues.

To clarify the terms used, legal drugs are those that have been approved for sale either by prescription or over the counter. Alcohol, which is legally available in certain areas to those over the age of 21, is a drug. Illegal drugs are those whose manufacture, sale, purchase for sale, or possession is prohibited by law. Illicit drugs include those approved but obtained by illegal means or used for illicit purposes.

The unlawful possession, use, or distribution of illicit and illegal drugs and alcohol by students and employees is prohibited on the Pfeiffer University

campuses or as any part of its activities. Unlawful possession or distribution of illicit and illegal drugs and alcohol on campus will result in all applicable legal sanctions under local, state, and federal law. Consistent with these laws, Pfeiffer University will also impose disciplinary sanctions on students and employees. For more specific information pertaining to the use of alcohol and other drugs by the students on campus and related sanctions, refer to the Code of Conduct.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including partner and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. The abuse of alcohol and other drugs may lead to serious consequences. These may include the loss of resistance to disease, the development of drug tolerance and psychological dependence after sustained use, and criminal prosecution stemming from injuries inflicted on others due to behavior under the influence of alcohol or other drugs. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Athletic Policies and Information

Many students at Pfeiffer participate in the intercollegiate athletic program. Starting September 2017, Pfeiffer's athletic department will be a provisional member of the National Collegiate Athletic Association (NCAA) Division III and competing in the USA South Athletic Conference. There are 21 varsity teams, as well as a cheer and dance team. Junior varsity or developmental teams are offered in some sports, as well.

Eligibility

All student athletes must be continuously enrolled in 12 or more semester hours. If a student drops below 12 hours, he or she will be rendered immediately ineligible for the remainder of the semester. Students must pass a minimum of 9 academic hours the previous 2 semester to be eligible the following semester. Student-athletes by DIII mission statement will not be treated any different from any other student at the institution. They must abide by the all-academic policies and maintain good academic standing as defined by the institution.

Satisfactory Progress

A student must earn a minimum of 24 non-repeat hours during a 12-month period. 75% of these hours must be earned during the regular academic year with only 25% being earned in the summer. Any summer courses taken off campus must receive the approval of the Registrar. Grades from other colleges will not be calculated into the grade point average - only the hours will count toward satisfactory progress.

Grade Point Average

In order for a returning student to be eligible for the next year, he or she must earn a minimum grade point average of at least a 2.0.

Class Absences

Student athletes are expected to follow the college absence policies concerning missed classes. No classes will be missed for practices or scrimmages. Student-athletes are to hand an academic letter provided by the athletic department to each of their professors with a competition schedule attached at the beginning of each in-season semester. Professors need to be notified ahead of time when an athlete is going to miss class due to competition/rescheduled competition, and it is the athlete's responsibility to make up any missed work.

Financial Aid Policies

Student-athletes and the general student population are seen exactly the same by Financial Aid and Admission department. All financial aid packages are done strictly through the financial aid office and are blind to any athletic abilities and affiliations.

* Until our DII to DIII transition is complete and we are an official DIII member, all scholarship athletes with eligibility left will continue to be held to the policy set forth in the athletic scholarship award.

Any student-athlete receiving athletic-related aid must be in good academic standing. All athletic aid awards are one-year contracts, which may be renewed annually. Aid may be cancelled or reduced if a student becomes ineligible, engages in serious misconduct, or voluntarily withdraws from a team. Any student receiving athletic aid must live on-campus unless living with a legal guardian.

Insurance

All student athletes must have accident insurance before practicing or participating on any team. If a student is not covered under parental insurance or is an international student, he/she must purchase the medical insurance from the University. All injuries must be reported to the Head Athletic Trainer.

Alcohol and Tobacco Policy

In compliance with NCAA rules, players, coaches, and other institutional representatives may not consume alcohol or use tobacco products during

practice sessions or games.

NCAA Rules

Student athletes are expected to uphold NCAA rules. Any rule violations must be reported to the Director of Athletics. Any questions concerning eligibility or rules should be directed to the Compliance Director.

Student Athlete Misconduct

Once registered at Pfeiffer, you are expected to conform to all federal, state, and local laws. Representing your school is an honor and you are expected to follow all the rules and regulations outlined in the Pfeiffer Student Handbook, Athletic Department Handbook, and Team Code of Conduct. Note the following areas of student athlete misconduct:

1. Misconduct resulting in disciplinary action against you by your coach;
2. Misconduct resulting in disciplinary action against you by either the Dean, Student Conduct Office or Hearing Board, or the Committee on Discipline and Appeal (CDA);
3. Behavior that is deemed by the Athletic Director or your head coach to be unbecoming of a member of the Pfeiffer University Athletic Department that does not fall in areas one or two.

First misconduct will prompt a meeting with coach and follow conduct policies as outlined in Student Handbook, Student-Athlete Handbook, and Team Code of Conduct. Misconduct resulting in a second disciplinary offense will be handled at the discretion of Head Coach and Athletic Director.

Computers-Acceptable Use Policy

The general principles of Pfeiffer's Acceptable Use Policy are simple:

- Users must behave responsibly with respect to the Pfeiffer Network at all times.
- Users must respect the integrity and the security of the Pfeiffer Network.
- Users must behave in a manner consistent with Pfeiffer's mission and comply with all applicable laws, regulations, and Pfeiffer policies.
- Users must be considerate of the needs of other users by making every reasonable effort not to impede the ability of others to use the Pfeiffer Network and show restraint in the consumption of shared resources.
- Users must respect the rights and property of others, including privacy, confidentiality, and intellectual property.

There are certain absolute prohibitions. Among them are:

- Users may not attempt to disguise their identity, the identity of their account or the machine that they are using.
- Users may not attempt to impersonate another person or organization.
- Users may not appropriate Pfeiffer University's name, network names, network number spaces, or Pfeiffer University logos, trademarks or service marks.
- Users may not use Pfeiffer University's assigned Internet number space for their own domain.
- Users may not attempt to intercept, monitor, forge, alter or destroy other users' communications.
- Users may not infringe upon the privacy of others' computer or data.
- Users may not read, copy, change, or delete another user's data or communications without the prior express permission of the owner.

This is not a complete list of all prohibited actions; for the complete list please see the full Acceptable Use Policy on the my.Pfeiffer portal site.

Computer Security

Students are responsible for the security of their personally owned computers, tablets, phones, gaming consoles and so on as well as the data contained on them. Some suggested actions you should take:

- Make note of the manufacturer, model number and serial number. Keep this information in a safe location, like at home with Mom and Dad.
- Back up your work. Anything on your computer should never exist in just one place. Make at least one copy; two is better. Use a USB key, a removable hard drive, a cloud backup service, anything—just back up your work!
- Use good passwords. Make the password hard to guess and non-obvious to those who know you. Try to incorporate upper and lower case letters, special characters and numbers if you can. Pfeiffer's systems mandate this sort of password, but many places on the Internet do not.
- Antivirus/antimalware software—you need it, and you need to keep it up to date. Often you can get it for as cheap as free. Why wouldn't you have it?
- Operating system updates—both Microsoft and Apple provide frequent updates to their operating systems. You should get them and install them at least once per month. Again, they're free—why not take advantage of them?

Discrimination, Harassment and Sexual Misconduct Policy Statement

Pfeiffer University is committed to providing an environment which emphasizes the dignity and worth of every member of its community and is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, stalking, and retaliation will be addressed consistent with this policy.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

Revised May 2017

It is important that members of the University community understand the law does not just prohibit discrimination and harassment of employees by employers. The law also prohibits discrimination and harassment between members of the University community more generally: for example, between an instructor and a student, between two students, or between a student and an applicant or campus guest. The policy applies in all University programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, university housing, and university employment. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. It is central to the values of this University that any individual(s) who believe(s) they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

This policy shall not be construed or applied to restrict academic freedom at Pfeiffer University, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

All complaints or any concerns about conduct which may violate this policy and retaliation should be filed with Title IX Coordinator or Deputies.

Important Note! Please do not wait to report conduct of concern until harassment becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The Title IX Coordinator, designees, and other University officials can take proactive steps to prevent harassment from continuing and perhaps escalating and to protect or otherwise assist the person harassed. For example, the University can arrange for no-contact orders, counseling and changes in class schedules, living arrangements, class requirements, and testing schedules as needed. The Title IX Coordinator, et al. can also provide expertise and advice to help identify conduct which might be a warning sign of or constitute sexual harassment or hostile environment harassment prohibited by this policy and address any concerns or complaints appropriately.

Discriminatory Conduct

- I.* **Discrimination** is conduct based upon an individual's race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a University program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

- II.* **Harassment** is covered under this policy if it is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct which may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below, and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.

Harassment violates this policy when it creates a hostile environment, as defined in Section II B, below.

A. Sexual Harassment

Sexual Harassment can include unwelcome: sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex.

This policy prohibits two types of sexual harassment:

1. Tangible Employment or Educational Action

This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a University activity is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting an individual's employment, education, living environment, or participation in a University program or activity. Generally, perpetrators will be agents or employees with some authority from the University.

2. Hostile Environment

Sexual harassment may create a hostile environment as defined in section II B, below.

B. Hostile Environment Harassment

A *Hostile Environment* based on race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation exists when harassment:

- is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the University's programs, services, opportunities, or activities ; or
- when such conduct has the purpose or effect of unreasonably interfering with an individual's employment.

Harassment which creates a hostile environment ("hostile environment harassment") violates this policy.

Hazing, defined as any action or situation which recklessly or intentionally endangers the emotional, mental or physical health and/or safety of a student, or which removes public or private property, for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in any organization operating under registration with or auspices of the University, is also prohibited under this policy.

A hostile environment can be created by anyone involved in a university program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment has created a hostile environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

1. The degree to which the conduct affected one or more students' education or individual's employment;
2. The nature, scope, frequency, duration, and location of incident or incidents;
3. The identity, number, and relationships of persons involved;
4. The nature of higher education.

III. *Sexual Misconduct* includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and relationship violence.^[2]

A. *Sexual Assault* means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

1. Involvement in any sexual contact when the victim is unable to consent.
2. Intentional and unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast).
3. Sexual intercourse without consent, including acts commonly referred to as "rape."

Consent is informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

B. *Inducing incapacitation for sexual purposes* includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact.

C. *Sexual Exploitation* occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior which could rise to the level of sexual exploitation include:

- Prostituting another person;

- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
- Possessing, distributing, viewing or forcing others to view illegal pornography.

D. *Relationship Violence* is abuse or violence between partners or former partners involving one or more of the following elements:

- Battering which causes bodily injury;
- Purposely or knowingly causing reasonable apprehension of bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage;
- Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.

IV. *Stalking* includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method which purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

V. *Retaliation* is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

Amnesty for Drug or Alcohol Possession and Consumption Violations

The University strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual misconduct involving students will not be disciplined by the University for any violation of the University's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

Off-Campus Conduct

Conduct which occurs off-campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy, e.g. if off-campus harassment has continuing effects which create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the University's attention.

Mandatory Employee Reporting of Sex-based Discrimination, Sexual Harassment and Sexual Misconduct Involving Students

In order to enable the University to respond effectively and to stop instances of sex-based discrimination, sexual harassment and sexual misconduct involving students at the University proactively, all University employees must, within 24 hours of receiving the information, report information they have about alleged or possible sex-based discrimination, sexual harassment, and sexual misconduct involving students to their division's Title IX Deputy.

Employees who are statutorily prohibited from reporting such information are exempt from these reporting requirements, including licensed health-care professionals.

Employees exempt from mandatory reporting are:

1. The Director of the Counseling Center
2. The University Chaplain
3. The Director of the Health Center

Upon receiving a report of alleged or possible sex-based discrimination, sexual harassment, or sexual misconduct, the Title IX Coordinator, et al. will evaluate the information received and determine what further actions should be taken. The Title IX Coordinator, et al. will follow the procedures described in the Procedures section. The Title IX Coordinator, et al. will take steps, either directly with the complainant or through a reporting employee,

to provide information about the University's Procedures section, as well as available health and advocacy resources and options for criminal reporting.

Sanctions and Corrective Action

Violations of this policy will be addressed through the Procedures section. Consequences for violating this policy will depend upon the facts and circumstances of each particular situation. Sanctions and Corrective Action could include: a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, a reprimand, a no-contact order, denial of a merit pay increase, reassignment, suspension or termination. The severity of sanctions or corrective action will depend on the frequency and severity of the offense and any history of past discriminatory, harassing or retaliatory conduct. A finding of discrimination, harassment which creates a hostile environment or results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action, up to and including the discharge of employees and the expulsion of students, in accordance with applicable University procedures. The University may also take appropriate action if it does not find discrimination or harassment which creates a hostile environment or results in a tangible employment or educational action, but (a) the University finds the respondent engaged in disruptive behavior or (b) to prevent the creation of a hostile environment.

PROCEDURES for Violations of the Discrimination, Harassment or Sexual Misconduct Policy

I. Purpose

The purpose of these procedures is to provide a prompt and equitable resolution for complaints or reports of discrimination based upon race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Any person believing they have been subjected to discrimination or harassment on any of these bases may file a complaint or report with the University. These procedures address all complaints or reports of alleged discrimination or harassment, including conduct which violates the Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation Policy (hereinafter referred to as "Policy Violations"). The procedures also address complaints or reports of retaliation against those who have opposed practices forbidden under the policy, those who have filed complaints or reports under the policy, and those who have testified or otherwise participated in enforcement of the policy.

Definitions of terms:

- Complainant: the individual bringing forward the accusation of policy violation
- Respondent: the individual accused of a policy violation
- Title IX coordinator, et al.: the trained coordinator, deputy or designee of the University for addressing, investigating, and adjudicating complaints of this policy

II. University Complaints and Reporting

Complaints and third-party reports of discrimination, including Policy Violations, should be made to the Title IX coordinator, et al. The Title IX coordinator, et al. are trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner.

The contact information for the Title IX Coordinator and Deputies are listed below.

Coordinator: Twyla Kidd

Email: Twyla.Kidd@pfeiffer.edu Phone: 704-463-3011

Address: PO Box 960, ATTN: Twyla Kidd, Misenheimer, NC 28109

Deputies:

- Academics: TBD
- Athletics: Robyn Horner (email: robyn.jones@pfeiffer.edu; phone: 704-463-3227)
- Student Development: TBD
- Administration: Myra Garris (email: myra.garris@pfeiffer.edu; phone: 704-463-3009)

Complaints and reports should be made as soon as possible after an incident. The Title IX Coordinator manages and tracks all complaints and reports under this procedure.

There are several avenues available for submitting a complaint or report:

- Leave a private voice message for one of the Title IX Coordinator or Deputies;
- Send a private email to one of the Title IX Coordinator or Deputies;

- Mail a letter to the Human Resources office;
- Visit one of the Title IX Coordinator or Deputies;
- Report to another trusted University official (e.g., Resident Assistant, Professor, Coach, Advisor) who will provide information as required under the policy to the Title IX Coordinator.

If there is a complaint about the Title IX Coordinator or Deputies or any staff member who is part of the Human Resources Office, the complaint should be filed with the President of the University. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the complaint.

III. Criminal Reporting

Please remember if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to the Misenheimer Police Department (704-463-3000). Some forms of discrimination and harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you:

- Obtain emergency and nonemergency medical care;
- Get immediate law enforcement response for your protection;
- Understand how to provide assistance in a situation which may escalate to more severe criminal behavior;
- Arrange a meeting with victim advocate services;
- Find counseling and support;
- Initiate a criminal investigation;
- Answer questions about the criminal process.

IV. Confidentiality of Complaints and Reports

Parties in these processes, including the Complainant, the Respondent, and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this procedure. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The Title IX coordinator, et al. will keep confidential the complaint, report, witness statements, and any other information provided by the Complainant, Respondent, or witnesses and will disclose this information only to the Complainant, Respondent, or witnesses, as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other University officials as necessary for coordinating interim measures or for health, welfare, and safety reasons, and to government agencies who review the University's compliance with federal law. The investigation report and any written decision from the Misconduct Hearing Board will be disclosed only to the Complainant, Respondent, Title IX coordinator, et al., Discipline Authority¹ as necessary, and University officials as necessary to prepare for subsequent proceedings (e.g., University President and University Legal Counsel). Members of the Misconduct Hearing Board have the same strict obligations to keep all information they learn confidential, subject to the limited exception when necessary to protect health, welfare or safety. The University will attempt to provide as much confidentiality as possible in sensitive situations; however, the University cannot guarantee confidentiality.

V. Anonymous and Third Party Reporting

The Title IX Coordinator and Deputies accepts anonymous and third-party reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report (Reporter) is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator and Deputies to investigate and respond as appropriate. The Title IX Coordinator or Deputies may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator or Deputies to conduct a meaningful and fair investigation.

VI. Role of the Title IX Coordinator and Deputies

The Title IX coordinator, et al. are charged with coordinating the University's compliance with federal civil rights laws. The Title IX coordinator, et al. are not an advocate for either the Complainant or the Respondent. The Title IX coordinator, et al. will explain to both parties the informal and formal processes outlined below and the confidentiality provisions as outlined above. Where appropriate, the Title IX coordinator, et al. will provide to both parties information about options for obtaining medical and counseling services; information about making a criminal report, information about receiving advocacy services, information about other helpful campus and community

¹ In the case of employees, the Discipline Authority is the University Administrator with the authority to impose sanctions in accordance with applicable employment. In the case of students, the Discipline Authority is the Dean of Students.

resources. The Title IX coordinator, et al. will offer to coordinate with other campus officials, when appropriate, to implement interim remedial measures such as no-contact orders, rearrangement of living arrangements, or academic accommodations. The Title IX coordinator, et al. will describe the process of a fair and impartial investigation. The Title IX coordinator, et al. will explain the right of the Respondent to review and respond to allegations and evidence against him or her. The Title IX coordinator, et al. will explain to both parties their rights to have a person of support with them during their interviews and during the hearing stage of these procedures. (The person of support cannot be an attorney and must be a faculty, staff or student member of the Pfeiffer University community.) If an individual does not want to pursue a complaint, the Title IX coordinator, et al. will inform the individual the University is limited in the actions it can take without the cooperation of the individual. The Title IX coordinator, et al. will also explain to parties and witnesses retaliation for reporting alleged violations of the policy, or participating in an investigation of an alleged violation, is strictly prohibited and any retaliation should be immediately reported and will be promptly addressed.

VII. Immediate Action and Interim Measures

The University may take interim measures to assist or protect the parties during the investigation and adjudication process, as necessary and with the Complainant's consent. Such measures for a student Complainant may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily. For an employee Complainant, the University may temporarily reassign or place on administrative leave an employee alleged to have violated this policy.

VIII. Resolution

If a Complainant chooses to file a complaint, there are two avenues for resolution of an alleged Policy Violation: formal and informal resolution. The Complainant has the option to proceed informally, when permissible. In cases involving allegations of sexual assault, informal resolution is not appropriate, even if both the Complainant and Respondent indicate a preference for informal resolution.² Title IX coordinator, et al. are available to explain the informal and formal resolution procedures.

a. Informal Process and Resolution

If the Complainant, the Respondent, and the Title IX coordinator, et al. all agree an informal resolution should be pursued, the Title IX coordinator, et al. (or her/his designee) shall attempt to facilitate a resolution of the conflict which is agreeable to all parties. Under the informal process the Title IX coordinator, et al. shall be required only to conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the University and the community. Typically, an informal investigation will be completed within twenty (20) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

A Complainant or Respondent always has the option to request a formal investigation. The Title IX coordinator, et al. also always has the discretion to initiate a formal investigation. If at any point during the informal process, the Complainant, the Respondent, or the Title IX coordinator, et al. wishes to cease the informal process and to proceed through formal misconduct procedures, the formal process outlined below will be invoked.

The informal resolution must adequately address the concerns of the Complainant, as well as the rights of the Respondent and the overall intent of the University to stop, remedy and prevent Policy Violations. (Informal actions might include, but are not limited to: providing training to a work unit; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination, or hostile environment harassment; or having a confidential conversation with a supervisor or instructor).

b. Formal Process

- **Step 1:** The Title IX coordinator, et al. discusses concerns with Complainant, and the Respondent as appropriate, including providing information about the policy and procedures and other helpful resources. The Title IX coordinator, et al. also considers whether immediate or interim actions or involvement of other University offices is appropriate. The Title IX coordinator, et al. determines whether the office has jurisdiction to investigate the matter. The Title IX coordinator, et al. only has jurisdiction to investigate complaints alleging discrimination, harassment, sexual misconduct, stalking, and retaliation.

² The U.S. Department of Education, Office for Civil Rights, Dear Colleague Letter, dated April 4, 2011, p. 8, states: [I]n cases involving allegations of sexual assault, mediation is not appropriate even on a voluntary basis.

- **Option 1:** If the Title IX coordinator, et al. determines there is no jurisdiction, the Title IX Coordinator, et al. will offer to assist the Complainant and, as appropriate, the Respondent, in finding appropriate campus and off-campus resources for addressing the issue of concern.
- **Option 2:** If the Title IX coordinator, et al. determines there is jurisdiction, the Title IX coordinator, et al. will proceed to Step 2.
- **Step 2:** The Title IX coordinator, et al. conducts or oversees the conducting of a fair and impartial investigation of the alleged Policy Violation and proceeds to Step 3. Typically an investigation will be completed within twenty (20) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

Only a trained investigator will conduct an investigation. Respondents will have the opportunity to review and respond to evidence considered against them. Both parties will have the opportunity to review and provide comments to the investigator about the written investigation report before it is finalized.

- **Step 3:** The Investigator and Title IX coordinator, et al. determines whether there is a preponderance of the evidence to believe an individual engaged in a Policy Violation. This “preponderance of the evidence” standard requires the evidence supporting each finding be more convincing than the evidence in opposition to it.

In making the determination of whether harassment has created a hostile environment, the Title IX coordinator, et al. will consider not only whether the conduct was unwelcome to the Complainant, but also whether a reasonable person in the Complainant’s situation would have perceived the conduct as objectively offensive. The Title IX coordinator, et al. findings will be in writing and will be provided to both the Complainant and to the Respondent(s).

- **Option 1:** If the Title IX coordinator, et al. finds a preponderance of the evidence of a Policy Violation does not exist, the matter is documented and closed; in this case the Complainant may appeal the finding to the designated appealing authority, which the Title IX coordinator, et al. outlines in his/her written statement to the Complainant.
- **Option 2:** If the Title IX coordinator, et al. finds a preponderance of the evidence of a policy violation exists, the Title IX Coordinator, et al. will recommend movement to a formal adjudication process. In the case of students, the Discipline Authority will be the Sexual Misconduct Hearing Board. In the case of employees, the Discipline Authority is the University Administrator with the authority to impose sanctions in accordance with applicable employment policies and procedures. The Discipline Authority must inform the Title IX coordinator, et al. of the ultimate sanctions imposed upon a Respondent. The Title IX coordinator, et al. will inform the Complainant of the sanctions as permitted by applicable Title IX and privacy laws.

IX. *Relation to the Student Code of Conduct*

The Dean of Students or designee is charged with imposing sanctions on students who are found to have violated the policy. Sanctions may include eviction from campus housing, suspension, expulsion, probation, a warning, or any other sanction set forth in the Student Conduct Code. Disciplinary records for policy violations are maintained in the same manner as other disciplinary records.

X. *Reporter or Complainant Requests No Investigation*

If a reporter or Complainant requests an investigation not be conducted, the Title IX coordinator, et al. will consider the reasons for the request, including concerns about continued safety of the person reportedly harmed and members of the campus community. The Title IX coordinator, et al. must also balance considerations about the continued health and safety of members of the community against a reporter’s or Complainant’s desire not to have the report investigated. In cases when a reporter or Complainant does not want to have a report investigated, but the Title IX Coordinator, et al. has concerns that not taking formal or informal action might endanger the health or safety of members of the campus community, the Title IX coordinator, et al. will initiate confidential consultation with appropriate individuals to analyze the situation and assist in determining appropriate measures to take. Consultation may occur with the Dean of Students, Misenheimer Policy Chief, psychological health professional, Director of Residence Life, Director of Human Resources, and legal counsel. The University reserves the right to initiate steps towards investigation or adjudication if that is in the best interest of the greater community, regardless of whether the offense is a criminal violation. The Title IX coordinator, et al. will make the ultimate decision about

whether to conduct a formal investigation or respond to the report in another manner, including taking informal actions, such as those described above.

XI. Misconduct Hearing Board (Student Procedure)

a. Composition of the Board

The board shall have a trained body of members of the faculty and staff. Hearing boards will consist of three (3) trained members. Each hearing board member will be vetted for bias in relation to the Complainant and Respondent.

b. Notice of Hearing

Student Complainant and Respondent will receive forty-eight (48) hours' notice of hearing date, time and location. Members of the Hearing Board, Complainant and Respondent will receive information packets, which include written transcripts of the complainant, respondent and pertinent witness statements.

c. Conducting the Hearing

i. The Hearing

A trained and appointed facilitator will conduct the hearing. The hearing will be a non-adversarial proceeding and strict rules of evidence will not be applied. However, the facilitator may limit or refuse to allow evidence or testimony which is not reasonably related to a determination of whether a violation of the policy occurred.

The hearing will be conducted to assure fairness and accuracy in fact-finding. The parties and witnesses will address the members of the Committee rather than each other. The facilitator will be the final arbiter of all matters of procedure. All hearings are closed to the public.

ii. The Decision

As soon as possible, the Hearing Facilitator, et al. will notify the Respondent of the outcome. Within twenty-four (24) hours, the Respondent will receive written notification of the decision. The written decision will contain the following:

- a. A summary of the allegations including a description of the harm alleged to have been caused;
- b. A summary of the response to the allegations;
- c. A statement of the relief sought by the Complainant if known, or of the recommendation of the Hearing Board., if applicable;
- d. Specific reference to the portion(s) of the policy(ies) alleged to have been violated;
- e. Sanctions, if any, regarding redress of the complaint as well as any other recommendations, as applicable, for precluding further policy violations.

iii. Appeal of Decision

After a hearing, if a student wishes to appeal the Hearing Board's decision the student has three (3) days to make a written appeal to the Vice President of Student Development and Dean of Students. Grounds for an appeal of a judicial decision must be based on one of three arguments:

1) A violation of rights occurred as a result of the manner in which the hearing was established and conducted. 2) The sanction assigned is inappropriate for the violation(s) involved; 3) New evidence has surfaced or a witness has come forward which could directly affect the outcome of a hearing.

External Complaints

If you filed a complaint with the Title IX Coordinator, et al. and believe the University's response was inadequate, or you otherwise believe you have been discriminated against by the University on the basis of race, color, national origin, sex, including sexual harassment, disability, age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education based in Seattle or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with EOS of the U.S. Justice Department.

E-Mail Policy

E-mail is one of the official mechanisms by which the University communicates with students; students are responsible for reading and responding to

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University e-mail sent individually or to all students at least once a day during the school week. Students are issued an e-mail account by the Computer Systems Administrator in the Administration Building, Ground Floor. See the Computer Resources section for further information.

Good Samaritan Policy

The health and safety of students is a priority for the Pfeiffer University community. Because of this, the University has adopted a Good Samaritan Policy, and students are expected to assist fellow community members by utilizing this service. Students are to contact Residence Life staff or the Misenheimer Police Department when they believe an impaired/intoxicated student is in need of assistance. In case of a medical emergency, students should call 911.

When a student or organization calls for assistance, neither the student/organization, nor the impaired student will be subject to an alcohol/substance violation, unless the student involved demonstrates a repeated lack of care for him/herself and the campus community. This policy does not protect students from violations of other University policies, such as threatening/causing physical harm, sexual assault, harassment, damage to property, hazing, etc. This policy likewise does not prevent action by local and state authorities. Staff members will record names of intoxicated students to allow for appropriate follow-up, which may result in timely completion of alcohol education programs, assessment, or treatment, depending upon the level of concern for the student's health and safety.

Military Call Up

The University has instituted policies regarding withdrawal and financial arrangements for students called up for military service. These policies are published in the University catalog.

Non-Discrimination Statements

TITLE IX: Pfeiffer University does not discriminate on the basis of sex in its employment practices for academic or nonacademic personnel, in its admission of students, or in its educational programs or activities.

TITLE VI: Pfeiffer University employs individuals and admits students of any race, color, or national origin to all rights, privileges, programs and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, or national origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs. Furthermore, Pfeiffer University Trustees have determined that students not be denied admission, rights, privileges, programs, or activities on the basis of religion, veteran status, or ethnic origin; nor will the University discriminate on the basis of religion, veteran status, or ethnic origin.

SECTION 504: Pfeiffer University does not discriminate against employees, students, or applicants who are handicapped. This policy is in keeping with Section 504, The Rehabilitation Act of 1973 as amended.

AGE DISCRIMINATION ACTS: Pfeiffer University does not discriminate against students or applicants on the basis of age. This policy is in keeping with the Age Discrimination Act of 1975. Pfeiffer University does not discriminate against employees or prospective employees on the basis of age. This policy is in keeping with the EEOC Age Discrimination Act.

INTERNATIONAL STUDENTS: Pfeiffer University is authorized under Federal law to enroll non-immigrant alien students.

Any inquiries concerning the application of Title IX, Title VI, Section 504, or the Age Discrimination Acts should be directed to the Federal Compliance Officer/Vice President for Finance, Pfeiffer University, Misenheimer, NC 28109, Telephone 704-463-1360, or to the Director, Office of Civil Rights, Washington, DC 20201.

Parking, Vehicle Registration, and Traffic Regulations

PFEIFFER UNIVERSITY IS A PEDESTRIAN CAMPUS. VEHICLE REGISTRATION ALLOWS STUDENTS, FACULTY AND STAFF TO PARK ON THE MISENHEIMER CAMPUS. COMMUTING BY VEHICLE ON-CAMPUS IS NOT PERMITTED. COMMUTER STUDENTS MAY ENTER AND EXIT CAMPUS TO PARK. ANY PERSONS COMMUTING BY VEHICLE ON-CAMPUS MAY BE ISSUED A SAFETY VIOLATION. All motor vehicle concerns should be communicated to the Village of Misenheimer Chief of Police, who is responsible for all enforcement aspects of the Motor Vehicle Parking Program.

Vehicle Registration

All resident students, commuter students, faculty, staff, and any other persons attending University classes must register their vehicles with the Business Office. This should be done through their [my.pfeiffer](#) account (Vehicle Registration).

1. Parking decals for residential and commuter students are renewed at the beginning of every Fall and/or Spring semester for each academic year.
2. Requirements for vehicle registration are a valid driver's license and vehicle registration certification.
Note: There is no refund of vehicle registration fees for any reason.
3. Student and Faculty/Staff decals shall be displayed on the left side (driver's side) of the rear bumper, or displayed on the lower left corner of the rear window only. Decals are not to be displayed in the front of the vehicle or taped inside of the vehicle for any reason. If the permit is not displayed properly then the vehicle is considered not registered.
4. Additional vehicles may be registered for \$50.00 per vehicle, per academic year. The fee for replacing a lost or stolen decal is \$10.
5. Parking permits are non-transferable.

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Temporary/Visitor Registration

Temporary/Visitor parking permits are available 24-hours a day without charge at the Police Department for guests, visitors, and others for whom permanent registration is inappropriate. Temporary/Visitor permits must be hung on the rearview mirror whenever the vehicle is parked on-campus. The permit should be removed from the rearview mirror whenever the vehicle is in motion. These permits may be valid for up to one week. A visitor will be defined as any person who is on campus for a purpose other than attending a class or function that meets regularly. **A visitor's permit is also needed if a guest or visitor is staying on-campus between 4:00 p.m. Friday and 8:00 a.m. Monday.**

Parking Areas

All vehicles bearing a valid Pfeiffer University parking permit are allowed to park 24 hours a day year-round on the Pfeiffer University campus. Faculty and Staff members may park in all parking areas, but should first attempt to park in faculty/staff designated parking lots. Students are to park in assigned lots. North campus residential students will display yellow parking permits and will park on North campus, South campus residential students will display black parking permits and will park on South campus, and commuter students will display blue parking permits and park in designated student lots. Students, faculty, and staff parking in lots other than their assigned lots will receive a campus citation for "Parking in a Reserved Space". When specific areas are designated for faculty/staff or visitor reserved parking, students are not permitted to use those spaces unless specifically posted. Vehicles with parking decals displayed on the rear may not back into parking spaces. There will be no parking on the grass or in driveways (e.g., Chapel circle & drive in front of North campus buildings) for any reason. Emergency flashers may be used for 15 minutes when loading and unloading your vehicle. The use of flashers does not exempt you from receiving a ticket for impeding traffic, parking on the grass, or parking in a reserved space.

Special Event Parking

All persons attending weddings, sporting and theatrical events, and any other event that offers parking on-campus will utilize the parking lot closest to the event or areas designated by the Police Department. The person in charge of the event is responsible for notifying the Police Department that the event is taking place and that there will be cars parking on campus that will not be registered.

To insure that your guests and visitors do not get ticketed for Non-Registration, and to assist the Police department in identifying unknown vehicles on campus, please follow these rules:

1. If you are having an event on the weekend please complete an Event Parking and Security form and submit it to the Chief of Police. With the submission of this form, individual vehicles attending the event will not need a visitor pass.
2. If you have visitors, guests, or an event on-campus, please follow these guidelines:
 - a. For all special parking needs, please fill out an "Event Parking Form," available in the campus Printing Office. This will assist the Police Department in identifying the individual needs of a campus event.
 - b. If the event will not last more than five consecutive days and will have an attendance of less than 20 people, parking permits will be given to the person sponsoring the event by the Police Department for distribution to the persons attending.
 - c. If you have a one-day program where the attendance is larger than 20 people, Police Officers will not ticket for non-registration during the time period specified for the event.
 - d. If you are going to have a program that lasts longer than a week and is not a scheduled class, special parking permits will be given to you for distribution to the attendees of the event. There may be a minimal fee to pay for administrative processing and cost of the decals (Campus activities involving voluntary participation of community members will be exempt from this fee).

If you have special requirements for a large event and additional officer(s) are needed to direct traffic or work security, the Chief of Police will contact the sponsor upon receipt of the "Event Parking Form" and discuss what will be needed for the event. The sponsor of the event will be responsible for paying the officer(s) that work the event; The Chief of Police will advise the sponsor of the total number of officers needed to maintain a safe environment and of the total costs for the officers.

Guest/Visitor and Reserved Parking Spaces

All areas that are marked Guest, Visitor or Reserved are restricted 24 hours a day year-round.

For additional information about parking and traffic regulations, see the related publications from the Police Department.

Traffic Regulations

The University and the Misenheimer Police Department reserve the right to remove any vehicle that is parked in such a way as to constitute a serious hazard, or that impedes vehicular/pedestrian traffic or the operation of emergency equipment. Owners are required to pay all costs incurred during the removing, impounding, and storing of such vehicles. Pfeiffer University is not responsible for damages to, the loss of or theft from towed vehicles. Any person receiving six (6) tickets for improper parking, parking in a fire lane, and/or non-registration on campus will be towed by the Police Department.

Every reasonable effort will be made to contact the owner of the vehicle before the vehicle is towed; however, if the owner cannot be contacted within fifteen (15) minutes from the time a Police Officer is aware of violation, the vehicle may be towed.

1. All North Carolina Motor Vehicle Laws will be enforced by Police Officers by either a North Carolina state citation or a campus citation.
2. The campus-wide speed limit is 15 miles per hour except where slower speed is essential for safety.
3. There will be no parking in or on the following areas: no-parking zones; loading/delivery zones; fire zones; sidewalks or walkways; any 24-hour restricted lot or space, without proper authorization; any grass or grounds, regardless of its condition; Handicapped Parking spaces if the vehicle does not display a N.C. Handicapped placard or a Pfeiffer University Handicapped permit (obtainable from the Police Department).
4. The following is not allowed on-campus: parking too far from a curb, obstructing an entrance to a building, or parking in front of a fire hydrant.

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5. Ignorance of the law is no excuse for improper or illegal parking.
6. The fines for all parking or moving violations on campus range from \$25 to \$200. Each fine and violation will be clearly marked on the ticket.
7. Fines for violations must be paid within two weeks (14 calendar days) upon receipt of ticket or the cost of the ticket will double. These fines can be paid in person at the Business Office, located in the basement of the Administration Building, during normal business hours. Payment can also be mailed to: Business Office, Pfeiffer University, Misenheimer, NC 28109. Please make checks payable to Pfeiffer University. Any person failing to pay an imposed fine will be subject to one or all of the following: revocation of parking privileges, withheld grades and/or transcripts, and unpaid fines billed to the student's account.
8. Continued flagrant violation of these parking and traffic regulations will be cause for the University to revoke an individual's parking privileges. Students receiving six (6) or more paid or unpaid parking/moving violation tickets within an academic year may be subject to having their parking privileges revoked and/or their vehicle towed at the owner's expense.
9. If you wish to appeal a ticket, you can complete and return an appeals form to the Chief of Police within two weeks of receiving the ticket.
No appeals will be accepted after two weeks. The forms are located at the Police Department, at the campus printing office (lower level of the Administration Building), and in the Student Development Office (Student Center).
10. Resident students who are placed on disciplinary probation may have their parking privileges taken away.
11. Vehicles are not to be washed on-campus, and vehicle oil changes are not permitted on campus.
12. All vehicles must come to a complete stop at all stop signs located on campus.
13. Pedestrians always have the right-of-way when crossing the street at intersections and cross walks.
14. Unnecessary noise from horns, mufflers, and radios is strictly prohibited.
15. Anyone found possessing a permit for which he/she is not entitled, or transferring a permit from one vehicle to another, may have his/her parking privileges revoked.
16. Under no circumstances will there be extensive pleasure riding on-campus.
17. Under no circumstances will motorcycles be allowed in the Residence Hall or other buildings on-campus.
18. Motorcycle drivers and passengers must wear helmets on campus as required by N.C. state law.
19. No person shall ride in other than designated passenger areas (i.e., the outside of an automobile or bed of a pickup truck).
20. A citation will not be voided for the following reasons: ignorance of the law, no parking sign erected, no marking on pavement, someone else driving your car, or claims of not receiving the ticket.
21. Pfeiffer University is not responsible for damages to, the loss of, or theft from vehicles parked on-campus.
22. Any area not designated as a parking area by sign or pavement marking should be considered a no parking area.
23. Vehicles should not back into parking spaces when there is a possibility of overhang/blocking the sidewalks or backing into university property.
24. Any parking space marked "RESERVED" shall be designated for the Faculty and Staff of Pfeiffer University. Students parking in these spaces shall receive a parking citation for "Parking in a Reserved Space."
25. Any parking space marked "VISITOR" shall be designated for visitors to the Pfeiffer University campus. Any student, faculty, or staff parking in these spaces shall receive a parking citation for "Parking in a Reserved Space."

General Parking and Campus Safety Information

1. Vehicles are considered parked when left unattended for any period of time.
2. A parking permit does not guarantee the holder a reserved space, but only an opportunity to park within a legal parking space on-campus.
3. The responsibility of finding a legal parking space rests with the vehicle operator. The person registered as the purchaser of the decal shall be responsible for any violations incurred by the vehicle.
4. Lack of space is not a valid excuse for illegal parking.
5. The fact that a person may park or observe others parked in violation of the regulations without receiving a citation does not mean that the regulations can be ignored, nor is it grounds for appeal of a citation.
6. Pfeiffer University assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is either parked or operated on campus. Valuables should be secured in the trunk of your vehicle. Thefts should be reported to the Police Department.
7. All persons are required to park in a legal parking space. A parking space is generally defined as an area between two white lines. Parking spaces that are painted yellow are reserved and not open to the public for parking.

A Brief Summary of Commonly Misunderstood Rules

- Traffic regulations are subject to being enforced 24 hours a day, 365 days a year.
- Students are responsible for their visitors and will be held financially responsible for citations issued to vehicles traced to family members.
- Disabled vehicles must be reported to the Police Department either in person or by phone. Notes are not acceptable.
- A vehicle is not registered until the decal or permit is **properly** displayed on the vehicle. The registration decal is not transferable. It shall not be affixed to or otherwise transferred to any vehicle other than the vehicle to which it is registered.

- Any vehicle parked at a fire hydrant, on any grassed area, or in any traveled portion of a street, parking lot, or fire lane may be towed at the owner's expense.

Safety and Security

The Village of Misenheimer Police Department takes its commitment to the safety and well-being of Pfeiffer's students, faculty, and staff seriously. The Misenheimer Police Department is charged with the responsibility for safety and code of conduct documentation on-campus. The department employs a Chief, as well as several full and part-time commissioned officers; there is an officer on duty 24-hours a day.

The Police Department cooperates fully with other local and state law-enforcement agencies in cases involving both on and off-campus jurisdictions or when the resources of another agency can be used to facilitate the resolution of an investigation. Our philosophy toward enforcement is to Educate, Protect, and Serve.

We welcome you to visit our website at www.pfeiffer.edu, go to "Undergraduate College," then to Student Services," and then to "Campus Safety and Security" to view our annual statistics and for up-to-date information related to the safety of the Pfeiffer community.

Safety On-Campus

The University makes every effort to ensure that campus facilities, buildings, and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. Particular attention is paid to the design of landscaping, grounds-keeping, and exterior lighting. Certified police officers patrol the campus around the clock, seven days a week. Officers are charged with the enforcement of all North Carolina State law and documentation of University policy and code of conduct violations. Members of the Police Department are authorized to document campus citations as well as to refer cases to the University student conduct system. The Police Department will make every effort to keep the community safe, but, in the end, your actions can determine whether or not you are the victim of a crime. The following are a few guidelines that can help you keep safe:

1. Don't walk alone; escorts are provided by the Police Department 24-hours a day year-round. If you wish to request an escort, dial either 704-463-3000 or x3000. An officer will respond as soon as possible. Even though escorts are a priority, be sure to leave a phone number so an officer can notify you in case there is an emergency in progress that might delay the officer's response. We urge community members to use this service, especially in the evening hours.
2. If you observe or hear anything peculiar, contact the Police Department immediately.
3. If you observe a strange vehicle on-campus, write down the description of the vehicle and its license plate number, then contact the Police Department immediately.
4. Avoid remaining in a building alone. If you realize that everyone else has left the building, call a friend to keep you company.
5. If you are being harassed by anyone on-campus, get to a phone, or, if during the day, to the closest office and contact the Police Department.
6. When walking at night, stay in well-lit areas. When walking off-campus, always walk with a friend.
7. Never walk off-campus after dark. The use of the athletic fields after dark is prohibited.
8. When walking to your vehicle or residence hall, have your keys in hand.

Emergency Situations / Shelter-in-Place

Shelter-in-Place is a procedure that would be put in to effect in case of an episode of criminal violence or other emergency on campus. The main idea is to secure your current location by locks barricades or restricting access. The main thing to remember when confronted with an emergency such as an active shooter is the word "**OUT**" – **GET OUT, KEEP OUT, TAKE OUT!**

GET OUT

- If you hear gunshots or are made aware of a threatening situation determine if you can evacuate the facility, if possible leave to seek shelter.
- Be prepared to respond to commands from Law Enforcement such as "show your hands" or get on the ground.
- Remember officers do not know if you are a good guy or bad guy.
- Officers are trained to respond to incidents in a particular way do not ignore or argue with officers.
- Once out of the building go to the Evacuation Safety Zone or to a location directed by authorities, do not reenter until allowed by Police or University officials.

CALL OUT

- Regardless of whether you evacuate or shelter in place-call for help.
- Call 911. Not x3000.
- Be prepared to stay on the line and describe your location and what you can see and hear.

HIDE OUT

- If you cannot safely evacuate then you should shelter-in-place.
- Lock the door

Revised May 2017

- Stay low and hide behind desks or other objects, understand that concealment is not cover and bullets can penetrate through objects.
- If possible hide behind large desks or other large objects.
- Cover windows so a shooter cannot see into a room.
- Turn out the lights so that people and objects in the room are not illuminated.
- Unless you are calling for help, turn off your cell phone and other noise emitting objects that can reveal your location

KEEP OUT

- Secure your room by locking the door
- If the door cannot be locked barricade the door with a large desk or by stacking furniture against it.
- If necessary two or more people can hold an object against the door to barricade it.
- Keep the room secured until Law Enforcement arrives to evacuate

TAKE OUT

- Do not be passive regarding your safety. If a violent person with or without a weapon enters your area, be prepared to take him or her out.
- Remember that the only thing a shooter cares about is shooting people.
- Be prepared to move to action. While an act of violence or shooting event is terrifying, do not let panic and fear control you. One person acting can motivate others.
- Do not accept that you are a victim. Do something to facilitate your survival.
- Use chairs books, chairs and other objects that can be thrown or used to distract or incapacitate the individual.
- Yell, scream, kick and punch at them. The individual may not be prepared for someone fighting back and these actions can take him or her by surprise.
- If it is obvious you and others in the room are targeted- Work with others to “gang tackle” the person and hold him or her until help arrives.

Other Considerations

- An emergency message will be sent as soon as reasonable via the university emergency messaging system.
- If you are outside, take cover until it is safe to enter the facility.
- During an emergency, access to certain areas of campus may be restricted. Do not intentionally go to a part of campus where an emergency is occurring. Be aware that some roads may be closed. Wait until you are notified that it is clear to enter the affected area.

Related Safety Information

Alcohol

North Carolina liquor laws, related statutes, and campus alcohol policy govern the use of alcohol. A person under the age of twenty-one may not purchase, attempt to purchase, or possess alcoholic beverages, including malt beverages, fortified or unfortified wine, liquor, or mixed drinks. It is unlawful to obtain or attempt to obtain alcoholic beverages by using fake or fraudulent identification. Also prohibited is lending one's identification to another to purchase or attempt to purchase alcoholic beverages. The carrying of alcohol on campus, regardless of the age of the person possessing the alcohol, is prohibited. **Counseling is available for all persons who have or believe they may have an alcohol or drug condition.**

Campus Conduct Reporting

Police Officers will document and report violations of Campus Policy to Student Development staff for review and possible sanctions. Minor criminal offenses and violations of campus rules may be handled in this manner. Officers have discretion in choosing to charge minor offenses criminally, regardless of that decision all violation will be reported to the proper campus authority.

Campus Sex Crimes Prevention Act

In compliance with the notification requirement of federal regulations, information provided to the Police Department or the University by the state of North Carolina about registered sex offenders who may be employed or enrolled at the University is available through the Chief of Misenheimer Police. Such information is also available on the internet at <http://sexoffender.ncdoj.gov/>. All convicted sex offenders coming to or residing in North Carolina, including students, are required to register with the local county sheriff's office for inclusion in the North Carolina Sex Offender and Public Protection Registry.

Drugs

The Misenheimer Police Department and Pfeiffer University adhere strictly to federal and state laws governing the possession, distribution, or consumption of drugs or other controlled substances. Students and employees illegally possessing, distributing, or using such drugs or controlled substances will be subject to criminal prosecution as well as to University disciplinary actions. **Counseling is available for all persons who have or believe they may have an alcohol or drug condition.**

Reporting Crimes and Incidents

Members of the University community are urged to notify the Police Department immediately of any criminal activity or other emergency that occurs on-campus. Police officers will respond quickly and initiate whatever action is necessary to resolve the emergency, including the activation of off-campus police, fire, or medical agencies when appropriate. The emergency telephone number on campus is ext. 3000.

Weapons

State law and departmental regulation govern the use of weapons by Misenheimer Police Officers. Officers shall use their firearms only to protect their

lives or the life of another when there is a clear and immediate danger to life, or to prevent grievous injury to him or her or another when a clear and present danger exists. The use or possession of firearms or other weapons by students, employees, or visitors while on-campus is **not permitted**, even if such persons possess a North Carolina concealed weapons permit. If police officers from an outside agency are attending classes on-campus, are not in uniform, and are not within their jurisdictional boundaries, they are not to possess weapons on campus without first contacting the Village of Misenheimer Chief of Police.

Campus Disruption Policy

Members of the University community are encouraged to be concerned about issues that affect them, and the University guarantees to them the right of expression. However, the personal pursuits of freedom cannot and will not be tolerated at the expense of infringement upon the rights and freedoms of others.

Realizing that no college or university is totally immune to disruptive incidents, it is essential that the students, faculty, administration, and the Board of Trustees agree in advance on certain principles and procedures to be followed in case of disruptive incidents that may occur on the Pfeiffer University campus. Policies and procedures to be used are listed below.

1. Pfeiffer will not permit any facility and/or grounds to be seized, occupied, or held by force or threat of force. Participation by students, faculty, or staff in an act of violence or unlawful demonstration will not be condoned. The Administration will request whatever additional assistance is necessary to restore order.
2. Issues will not be discussed and demands will not be considered in the University community during or under threat of disruptive incidents.
3. Amnesty will not be granted to students or other persons who engage in disruptive tactics or contribute to campus disorder that interferes with the rights of others and with the operational educational program of the University.

Crime Statistics and Dissemination Policy

The following information is compiled in accordance with federal regulations for both the University and all persons that are affiliated with the University. This information is open to the public and all persons are encouraged to read this material and ask questions. This information not only increases community awareness of the types of crimes that occur on-campus, but also assists the Misenheimer Police Department in preventing future crimes by analyzing trends and unsafe locations. This information, and related safety and security information, is distributed to all enrolled students, faculty, and staff through this handbook, annual "Campus Crime and Safety Report" publications, the "Safety Policies and Crime Statistics" pamphlet, and electronically at the Pfeiffer University website (www.pfeiffer.edu, go to "Undergraduate College," then to "Student Services," and then to "Campus Safety and Security"). Printed materials are distributed on-campus and available to prospective students and others. All of these are updated and disseminated annually to the University community, potential students, and others who request them. The statistics below may differ from previous documents due to changes in reporting timeframes and definitions. More complete information is available upon request from the Police Department.

Three-Year Comparison of Incidents by Category			
Category	2014	2015	2016
Murder or Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sexual Offense	0	1	2
Robbery	0	0	0
Kidnapping	0	0	0
Aggravated Assault	0	0	0
Burglary	14	8	7
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic/Dating Violence	0	0	0

Stalking	0	0	0
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Arrests or Citations for:	2014	2015	2016
Alcohol violations	3	3	2
Drug violations	1	3	7
Weapons possession	0	0	0

Campus Disciplinary Referrals	2014	2015	2016
Alcohol violations	39	35	29
Drug violations	2	5	13
Weapons possession	1	0	0

While these statistics reflect the relative safety and security of the Pfeiffer campus, it is imperative that all members of the campus community actively assist in reporting problems and incidents so that the quality of the environment may be maintained.

A "Campus Crime Log" is published and is located in Stokes Student Center on the "POLICE INFORMATION BOARD" for review. Community members may also visit the Misenheimer Police Department to review the report.

Student 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. Pfeiffer 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. At Pfeiffer, all enrolled students are considered "eligible" and these rights are guaranteed under FERPA. Relevant portions of FERPA, which have greatest application to Pfeiffer 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 permits 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; certain government officials in order to carry out 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. Certain information may be routinely released by the University to those who inquire. If the student requests in writing to the Vice President and Dean of Student Development before September 1 that this information not be released, it will remain confidential. Forms are available in the Student Development Office. If a request is not filed, Pfeiffer University assumes that neither eligible students nor parents object to release of the directory information. Directory information includes:
 - a. Student's name
 - b. Address
 - c. Telephone Number/Email address
 - d. Date and place of birth
 - e. Participation in officially recognized activities and sports
 - f. Major field of study/Enrollment status and level

- g. Weight and height of athletic team members
 - h. Dates of attendance
 - i. Degrees and awards
 - j. 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 college, 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
Academic Conduct Records	Vice-President for Academic Affairs
Admission File	Director of Admissions
Enrolled students	Registrar
Non-enrolled students	Director of Admissions
Financial Aid Files	Director of Financial Aid
Financial File	University Controller
Medical Records	Director of Health Services
Student Development/Conduct Files	Vice President/Dean of Student Development

Unauthorized Recordings

Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is intended or 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. Additionally, students are prohibited from recording any discipline hearings.

Weather Cancellations

In the event that severe weather conditions exist, the decision to cancel class is made early in the morning around 5:00 a.m. It should be noted that the decision to cancel University classes, or to close the University, does not necessarily coincide with local public school closings. If classes are to be canceled, the information is given to the following media sources: TV channels 3, 6, & 9 (and their websites), and radio stations WSOC and WABZ. Information is given to all sources listed; the University cannot be responsible for incorrect or delayed postings. Students are advised to check multiple sources.

If the University has electrical power, the information will also be added to the University website and the University switchboard recording (704-463-1360). However, when the power is off, the automated switchboard does not function. In this event, an emergency line at the same number will be staffed, and calls about cancellations will be answered. Students should remember that if the switchboard is not functioning, calls cannot be transferred to campus extensions.

If classes are not canceled, but you cannot safely travel to campus, you should make every effort to contact your instructor regarding your absence. Students and faculty are encouraged to discuss plans and information sharing regarding weather-related schedule changes in advance of inclement weather.

CAMPUS SERVICES

Campus Activities Board

The Campus Activities Board (CAB) provides a wide-range of leadership opportunities, entertainment, social events, and other various activities for all Pfeiffer students, faculty, and staff. For additional information about CAB, contact the Office of Student Involvement in Stokes 219.

Traditional Events

- Homecoming – During the fall semester, Pfeiffer University observes Homecoming Week. All students, faculty, and staff are invited to participate in Homecoming activities. Each year the students nominate peers to serve on Homecoming Court and elect two seniors to serve as King and Queen.
- Week of Welcome- During the first week of the fall semester the Campus Activities Board host a week of exciting events for all students, faculty, and staff.

Campus Programming

- Campus Activities Board plans programs and events throughout the academic year to engage students in campus life. Programs range from professional entertainers to game shows, dances, trips and campus favorites such as talent shows and challenge events.

Get Involved

- CAB – 8-12 student leaders who are charged with seeking input from the student body about what type of events they want to see on campus then planning and executing those events. The board structure is committee based and has a student chair and vice-chair. Students interested in serving on the board go through an application and interview process each spring.
- CAB Crew – Students who may be interested in working with CAB but haven't yet been selected for a leadership position or who cannot commit to full-time CAB service can be a part of the Crew. Crew members serve on a specific CAB committee and work with the board to carry out CAB programs and events. Sign-ups for CAB Crew service take place at the Student Life Fair early in the fall semester.

Campus Recreation

Campus Recreation offers great ways to escape from the daily routine and stress of class, work, and personal struggles. The Office of Campus Recreation looks to create opportunities to develop one's person health, build camaraderie, and allow friendly competition to occur amongst the Pfeiffer community. Campus Recreation does this in the following ways: Tournaments, Fitness Center & Gym, Club Sports, and Fitness Classes & Personal Training. Most tournaments are run as co-rec play, meaning men and women may compete on the same team. Campus Recreation offers traditional campus recreation tournaments such as: 3 on 3 Basketball, Sand Volleyball, Ping Pong, and Pickle ball. The Fitness Center provides a diverse selection of fitness equipment from your standard weights, machines, and treadmill to your advanced cable Crossover and Stair Mill platforms. Campus Recreation also offers fitness classes and personal training each semester. These are free of charge to students, faculty, and staff and are operated on a first come first served drop-in basis. Examples of fitness classes include Hip Hop/Latin Dance, Zumba, Cross fit, Power Pump, Pure Core, Boot Camp, and Kickboxing/ Self-defense. Campus Recreation also offers opportunities for student employment each semester. Please note that participation in any Campus Recreation activity involved an ASSUMPTION OF RISK due to the physical nature of the activity.

Career Services

The Office of Career Services and Internships is located in Stokes Student Center and strives to prepare Pfeiffer University students for meaningful and productive professional lives after college. Career development is a lifelong journey and it is never too early to take that all-important first step. Therefore, students are strongly encouraged to visit our office during their first semester at Pfeiffer. Our staff meets students -and alumni-wherever they are in the career development cycle and utilizes a growing array of programs and services to provide assistance, including the following:

- career counseling;
- resume and cover letter preparation;
- graduate school essay/personal statement preparation;
- interview skills;
- career interest assessment;
- career fairs;
- internships;
- job shadowing, and more!

The Center for Outdoor Leadership

The Center for Outdoor Leadership (COL) is committed to providing experiential education programs using outdoor adventure recreation, conservation, challenge course facilitation and diverse leadership practices, which furthers the liberal arts learning experience of students, faculty, staff, and community members of Pfeiffer University. COL provides opportunities for individuals to expand their horizons through personal growth, social interactions, and environmental service work. Our outdoor adventure experiences range from a day of rock climbing to week-long expeditions over extended breaks. Past experiences include backpacking and canyoneering the wilderness areas of Utah, canoeing on the Suwanee River in Georgia, and whitewater rafting here in North Carolina. Service and environmental conservation projects are integrated into each of our experiences. COL student leaders facilitate peer engagement activities with Experiential Leadership Development (ELD) programs such as team building and challenge course elements. ELD experiences are customized to meet the goals of each individual group, community, or team's needs to promote success. Students have the opportunity each academic year to learn new skills and gain experience serving as student trip leaders and/or student facilitators with COL.

Check Cashing

The Cashier's Office, located in the basement of the Administration Building (room 119), will cash checks up to \$50 during regular office hours with Student ID and Driver's License. Due to the limited availability of funds, students are encouraged to obtain a checking account with a local bank. Checks that are returned to the Cashier's Office for any reason must be taken care of immediately. There is a service charge of \$25 for each returned check. Persons whose checks are returned more than twice lose their check-cashing privileges. Failure to resolve the financial matters may result in referral of the matter to the student conduct system.

Commuter Student Life

Commuter students continue to be a growing population at Pfeiffer. The University recognizes this and works to help commuter students connect with campus. Studies indicate that those students who are involved in University life enjoy college more and tend to do better academically in comparison with those who limit their college experience to the classroom. With this in mind, commuters are encouraged to register for a campus mailbox (located in the lower floor of the Administration Building), as this, along with e-mail, is the route for receiving campus information and personal messages from faculty and administration. All commuter students have the opportunity to become involved in any of the campus activities available to residential students including the use of all campus facilities and resources. A peer chaplain is assigned to develop relationships and ministries with and serves as a resource for commuter students.

Computer Resources

Computer Labs

Pfeiffer University has computer labs across the campus. They have recently been updated with the latest in Virtual Desktop technology. Jane Freeman Hall has three computer labs. The Pfeiffer Library has six workstations in a lab on the first floor. There is also a Macintosh lab with ten Macs in the Stokes Student Center. All of these require a login ID and password, which you should have received at your home email address. There are printers located in each lab.

Getting Help

If you find yourself in need of assistance, the Information Technology Department provides a Help Desk service. Walk-in hours are 8 AM – 5 PM Monday – Friday, with extended phone only hours from 5 PM – 8 PM Monday – Thursday. You may also email us at techsupport@pfeiffer.edu or reach us via the web at <https://pfeifertechsupport.freshdesk.com>. We can help you with issues including access to the Pfeiffer network, My.Pfeiffer, Blackboard and more. While we do not provide hardware support for student-owned computers, we can direct you to some local resources, including some of your fellow students, who do.

Counseling Services

The mission of Pfeiffer University Personal Development and Counseling Services is to provide service within the university environment that contributes to the academic success, personal development, and positive social contribution of Pfeiffer University students. We embrace a student-oriented philosophy that is respectful of diversity and is committed to the development of the student as a whole person.

Available Services:

- Individual appointments
- Focus and support groups
- Classroom presentation
- Alcohol, Drugs, Anxiety, Depression, and Eating Concerns screenings
- Workshops and Seminars
- Consultations—faculty, staff, athletics, parents
- Student Group and Residence Halls programs

To make an appointment

Students are always welcome to make an appointment in person by visiting our office in Stokes Student Center, Monday through Friday between 8:00 a.m. and 5:00 p.m. by calling 704-463-3439.

Protection of your records

Your contact with Pfeiffer University Personal Development and Counseling Services is confidential and is not part of your academic record. The center operates within professional guidelines and both federal and state laws which protect the privacy of your records. Copies of the Counseling Services Confidentiality Statement are available at our offices.

Mental Health Crises / Parental Notification

In the event a student threatens, and/or attempts to harm themselves or others, and/or suffers severe psychological stress, the following actions may be taken:

- In consultation with the Director of Counseling Services and other necessary parties, the Vice President for Student Development reserves the right to create and enforce a “return to campus” protocol agreement with the student (protocols may include referrals for treatment to outside resources).
- In the event that the student threatens, and/or attempts to harm him or herself or others or is hospitalized, parental notification may be made as allowed under the FERPA Act (including cases when the student is financially independent).
- Students who refuse or fail to comply with stated requests might face involuntary withdrawal from University housing and/or the institution.
- The University cannot provide monitoring of students in regard to their personal conduct and actions.

Cultural Program

The Cultural Program offers various lectures, activities, and performances throughout the year that enrich the academic program at Pfeiffer University. The Cultural Program is a part of the required academic program of Pfeiffer University. As such, Cultural Program events are governed by the same procedures and standards of conduct that govern the classroom. Please refer to the Undergraduate Catalog of your entry year for information on the cultural credit graduation requirement. Questions about the Cultural Program should be addressed to the Director of the Cultural Program.

Dining Services

University policy requires all residential students to participate in the meal plan program. Students can choose which plan best fits their schedule and lifestyle. Traditional plans include flexible spending dollars that may be used in either the Knapp Sack or Stokes Dining Hall. Flexible spending balances do NOT carry over from semester to semester.

Option 1:

19 meals per week + \$180 flexible spending (This is the mandatory meal plan for all first-year residential students)

Option 2:

17 meals per week + \$100 flexible spending

Option 3:

14 meals per week + \$225 flexible spending

Meal plan changes and downgrades may only be completed within the first ten days of each semester by contacting Student Development. The number of weekly meals will be pro-rated for partial weeks. Meal plans reset every Friday and run through Thursday. "Falcon Bucks", an additional Declining Balance Plan, can be utilized in any of the food service outlets on campus. Students and/or their parents may purchase Falcon Bucks at any time.

Dining Service Guidelines:

The Campus Dining facilities are used not only by students, but also by faculty, staff, and guests, as well. Students are expected to demonstrate courtesy, good manners, and respect for others while utilizing these facilities. In order to serve the community efficiently, the dining service staff has established these guidelines:

1. Each student **MUST** present his/her student ID card upon entering the cafeteria at every meal. The meal plan is for individual student use, and is not transferable. Any student who uses someone else's meal card, or who allows someone to borrow his or her meal card, could be subject to a fine and/or student conduct sanctions.
2. The meal plan offers "all you can eat" dining, but all food is to be consumed in the dining area. No food or drink may be removed from the dining room.
 - a. Pack out options is available for those on the run. This option is one swipe on your ID card and must be eaten outside of the dining hall (one pack out per meal period).
3. Each student is expected to return his/her dishes, cups, trash, and utensils to the dish return area, in order to keep the dining facilities clean and attractive for all.
4. Health regulations require that shirts and shoes be worn in the dining hall and that no outside food containers be brought in.

Any student who is unable to go to the cafeteria due to illness or injury may request a take-out meal. This request must go through the Director of Health Services.

Disability Services

Services are available through the Learning Center for students with physical or learning disabilities. All students requesting reasonable accommodations for special academic needs must:

1. Provide professional documentation of disabilities to the Director of Academic Support Services.
2. Request accommodations in writing and negotiate the accommodations with faculty and staff.
3. Sign written release statements for the transfer of information to designated parties.

A student, faculty member, or other party taking issue with any matters related to accommodations for disability is required to provide adequate documentation of disability based on the university's documentation standards and "timely notice" of the complaint to the Director of Academic Support Services. Timely notice means that the issue should be addressed to the Director as soon as the complainant is aware of a problem. This should occur as early in the semester as possible before there have been possible negative effects on the student's grade for the semester. The Director of Academic Support Services will then meet with the student and possibly other parties to see if the matter can be amicably resolved. If an acceptable outcome is not reached, the complainant will be instructed to write a letter to the Provost/Vice President for Academic Affairs who serves as the chair of the Accommodations Review Board outlining her/his concerns. If the complaint involves the Director, the complainant should address his concern directly to

the chair of the Accommodations Review Board. Within 14 days of the receipt of the complainant's letter, the chair will schedule a meeting of the Board to review the case.

The purpose of the Accommodations Review Board is to provide all students at Pfeiffer University with documented disabilities an opportunity to request a formal review of accommodations arranged through the Director of Academic Support Services in the Wick Sharp Learning Center. The board is also available to hear any complaint related to the quality of services provided and concerns regarding mistreatment or discrimination based on disability. Grievances will not be reviewed if a student has not provided documentation in accordance with the requirements of the university or for situations which occur prior to the submission of adequate disability documentation.

Students wishing to discuss disability-related issues should make an appointment with the Director of Academic Support Services at x3366. The Learning Center is open Monday through Friday, 8:00 a.m. – 5:00 p.m.

Financial Aid

Students must reapply for financial aid each year. The application process is triggered by the submission of the Free Application for Federal Student Aid (FAFSA) by May 1 of each year. In order to complete the FAFSA go to FAFSA.ed.gov after January 1. The Financial Aid Office sends the award letter and supporting documents to the student's email address in the spring semester. The results of the FAFSA establish the student's eligibility for federal grants, loans, and work-study as well as the level of certain State and Pfeiffer University awards.

Students who meet the May 1 deadline can be assured of full consideration for federal, state, and Pfeiffer University awards for which they are eligible. Eligibility also requires that each student maintain satisfactory academic progress standards as outlined in the University catalog. Some Pfeiffer academic scholarships require higher than minimum grade point average standards for renewal.

Students who have not completed financial aid application procedures prior to the start of fall semester classes should be prepared to pay Pfeiffer University tuition charges in full. The Financial Aid Office is located in the Pfeiffer University Welcome Center; the campus extension is 3060. The office is open Monday-Friday, 8:00 a.m. to 5:00 p.m.

Francis Center for Servant Leadership

The Francis Center seeks to educate, engage, and equip the campus community to accomplish tangible, public work that improves the lives of people in our communities. It is a starting point for any student, student group, academic class, or faculty/staff that wants to serve others. Weekend Days of Service, Social Justice Weeks, and Drop-in Service programs are created to expose the campus community to service opportunities and social issue exploration. For more information, please contact the Francis Center for Servant Leadership at 704-463-3441 or Kelly.Misiak@pfeiffer.edu.

Opportunities to Serve

Through partnership with local public service agencies, Pfeiffer students, staff, and faculty participate in numerous service events throughout the year such as tutoring school children, working with Habitat for Humanity, participating in Relay for Life, and assisting in disaster relief across the country. Students are welcome to initiate projects and are encouraged to link service activities with academic interests and career exploration. Additionally, the Francis Center houses the Francis Scholar program, which is a scholarship program that provides funds to students who commit to serving their communities.

Falcon Card

The Falcon Card is the official Pfeiffer University identification card that provides access to everyday life on the Misenheimer Campus. All faculty, staff and students attending classes or working at Misenheimer are required to obtain a Falcon Card and carry it with them at all times while on campus. Cardholders utilize the Falcon Card for identification, dining services, class attendance, library use, and copying/printing services.

Terms and Conditions

- Cards will be issued to those registered for classes or employed by the University
- Provide valid proof of identification, such as a valid driver's license, state issued ID or passport, are required for card creation, card replacement, and/or card distribution.
- The cardholder agrees that the Falcon Card is the property of Pfeiffer University and can be confiscated from bearer as a result of inappropriate conduct or abuse.
- Upon the request of a University Official or Village of Misenheimer Police Officer, the Falcon Card must be presented.
- You must present your Falcon Card at the time of use in order to obtain services. Your card and related accounts are non-transferable.
- Any misuse, fraudulent use or illegal transactions can result in privilege suspension and/or possible judicial action. Fraudulent use includes using or permitting the use of the card by a person other than the individual to whom it was issued or for the benefit of a person not entitled to the access or privileges for which the card was issued.
- Any function of the Falcon Card can be suspended at the request of an authorized University Official.

Caring for your Falcon Card

It is important to carry your Falcon Card securely on your person, just as you would a credit or bankcard. Keep your card clean and safe. Carry it in a cardholder or wallet divider. Your Falcon Card can last all years of study / employment without replacement with proper care and handling.

- Avoid bending your card or scratching the card's magnetic stripe; do not carry your card in a location prone to frequent flexing, such as a front pant pocket.
- Do not leave the card in direct sunlight or on a radiator.
- Keep the card away from extreme heat to avoid damage.
- Do not allow your card to be laundered.
- Do not let your card's magnetic stripe make direct contact with the magnetic stripes of similar cards, retail security de-sensors or anything else such as cell phone and laptop batteries, etc.
- Do not punch holes, add stickers or otherwise alter your card.
- Do not use the card for any purpose other than one it is designed to do.

Lost or Stolen Card

It is your responsibility to maintain possession of your card; however, should it be lost or stolen, you can immediately report it as such via your Blackboard Transact Portal. This will prevent unauthorized use of your meal plan, printing services allowance, or library privileges.

After reporting a card missing or stolen, you may replace your Falcon Card by visiting the Pfeiffer University Business Office during regular business hours (8:30am – 5:00 pm). The office is located in the Administration Building lower floor. A \$25.00 fee for a replacement card will apply. Stolen cards will be replaced free of charge with a copy of a police report indicating that the card was stolen.

Card Replacements and Fee

The replacement fee for a lost card, or a card deliberately damaged or damaged through negligence, is \$25.00 per instance. Pfeiffer University is not responsible for lost ID card fees and will not reimburse card holders for such instances. It is the responsibility of the card holder to pay for their own replacement ID card. The Pfeiffer University Business Office does not provide refunds for cards reported missing and then subsequently found.

A malfunctioning card should be returned to the Pfeiffer University Business Office located in the Administration Building, lower floor, during regular business hours (8:30am – 5:00pm) for replacement.

Gibson Lake and Lakehouse

Located on North campus, the Gibson Lake area offers the campus community a serene setting for relaxation, studying, and nature walks. The Lakehouse is used for campus programming and can be reserved through the Center for Outdoor Leadership. The lake area is open from dawn to dusk. Open fires are not permitted except with authorization from the Director of the Center for Outdoor Leadership and Misenheimer Police Department. If you wish to have a fire, please notify the Director of the Center for Outdoor Leadership when making your reservation in order to secure a fire permit.

Health Services

Medical services are provided under the guidance of the Director of Counseling Services and the Nurse Practitioner. All students, whether commuting or residential, full or part-time, may utilize the services available. These services include laboratory tests, over-the-counter medications, immunizations, first aid, illness and injury management, contraceptive management, and personal counseling regarding health and wellness issues. When a student visits the University clinic co-payments are waived and insurance paperwork will be filed separately, except in the event that a student is referred to a specialist. In that case, co-payments and other related costs are likely to apply. Prescriptions ordered by the physician may be filled at a local pharmacy. All medical records and services received in Health Service are confidential. Information is not released without the student's written permission. Students are encouraged to notify their parents or family of illness or injury. Parents may be notified by the University only in the event of serious illness or injury, or with the student's permission.

When Health Service is closed, emergency medical needs are met through the Emergency Department of nearby hospitals (Carolinas Medical Center Northeast, Rowan Regional Hospital, and Stanly Regional Hospital). For non-emergency needs, students should visit an urgent care facility. Residential students are encouraged to notify their Resident Assistant or Resident Director and the Police Department in the event of illness or injury requiring emergency treatment.

Class attendance is a matter between the student and the professor. Each student has the responsibility to be knowledgeable about the University's class attendance policy, as well as that of each professor in whose class he or she is enrolled. Although Health Service does not generally provide "excuses" for classes missed, a written verification of a Health Service visit can be sent upon request.

Health Resources

Help/Crisis Lines:

Alcohol and drug problems

Revised May 2017

Alcoholics Anonymous	704-983-1600
Alcohol Abuse 24 hr. Action Helpline and Treatment	1-800-711-6375
Alcohol Abuse/Drug Abuse Treatment Centers	1-800-333-2294
Daymark Recovery Services	704-983-2117
Poison Control	1-800-848-6946
Methodist Counseling Service	1-800-832-3014
Baptist Counseling Center	704-983-1747
Crisis Counseling, Inc. (Women's Shelter, Rape, etc.)	704-985-1966

Community Health Phone Numbers:

Alcohol and Drug Problems

Daymark Recovery Services (mental health)	704-983-2117
Alcohol/Drug Council of NC, Info. & Referral Service	1-800-688-4232
Alcoholics Anonymous	704-983-1600
Narcotics Anonymous	1-800-777-1515

Emergencies

Police: 9-911

Misenheimer/Campus Police	ext. 3000
Stanly County Sheriff's Department (non-emergency number)	704-986-3714

Fire:

For immediate emergency	9-911
Misenheimer/Campus Police	ext. 3000

Poison Control:

Carolinas Poison Center	1-800-848-6946
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Hospital

Stanly Memorial Hospital	704-984-4000
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Family Planning

Planned Parenthood	1-800-230-PLAN
Stanly County Health Department	704-982-9171
Stanly County Social Services Department	704-982-6100

Legal Services

North Carolina Lawyer Referral service	1-800-662-7660
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Sexually Transmitted Diseases

Stanly County Health Department	704-982-9171
STD/AIDS Hotline	1-800-227-8922

Knapp Health and Fitness Center

The Knapp Health and Fitness Center contains a general use gym, a fitness center, and lounge space. The Knapp features the following opportunities for all students: community gathering place, personal fitness, intramural tournaments, campus recreation events, and outdoor programming.

Leadership Opportunities

Every student is encouraged to seek out leadership opportunities on campus. These valuable roles on campus can assist students in learning valuable skills for the future and contributing to the campus culture. Pfeiffer places interested students in a number of leadership positions, including residence life staff, peer mentors, peer chaplains, student ambassadors, peer tutors, Challenge Course facilitators, and club/organization officers. Information about these resume-building opportunities is available at the beginning of the spring semester.

Learning Center

The Wick Sharp Learning Center, located in Stokes Student Center, ½ floor above the cafeteria, offers a variety of academic and support services to help students achieve success in college. Programs are available to develop reinforce basic skills, to supplement classroom instruction, and to allow students to pursue areas of personal interest.

Basic Skills Instruction

A number of courses have been specifically designed to prepare students for their other college courses. Individualized programs are also available in these skills areas. The goal of the programs is to teach students "how to learn" what they need to know in order to manage the increased academic demands of the University curriculum. Assistance is available in the following areas of basic skills instructions: reading, writing, math, and study skills.

Resources and Services

- Learning specialists to provide counseling and instruction in reading, writing, math, and study skills

Revised May 2017

- FREE tutoring services by nationally certified tutors. Tutor Request forms can be found online at My.Pfeiffer.edu
- Graduate exam preparation: Praxis, GRE, LSAT, MCAT, GMAT, etc.
- Workshops on time and stress management, test taking, study skills, study abroad, etc.
- Special needs assistance: A [Kurzwel](#) reading machine is available for visually impaired, international, and learning disabled students. All students requesting reasonable accommodations for special academic needs should contact the Director of Academic Support Services at ext. 3366.
- FREE Writing Lab; walk-ins welcome, Monday-Friday, 10:00 a.m.-3:00 p.m.

Library

The Gustavus A. Pfeiffer Library resources include approximately 60 online databases which provide close to 30,000 full-text journals, over 200 print journal titles, audio and video materials, and four book stack levels containing over 131,000 print volumes and over 160,000 e-books that are searchable in an online catalog. All online resources are available off-campus as well. The library has a staff of four full-time librarians and one paraprofessional to assist students with reference and other library needs, along with a 24-hour Ask-A-Librarian service. A computer lab is located on the 1st floor, tablets and laptops are available for use in the building, and a photocopier is located in the lobby area at circulation. The University Archives are also in the library building. Cultural Program videos are located at the Circulation Desk. Requests for books and journal articles not available in the library may be made to other libraries through use of Interlibrary Loan. For information, ask at the Circulation Desk.

Library Hours:

Monday - Thursday	8:00 a.m. – 2:00 a.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.
Sunday	2:00 p.m. – 2:00 a.m.

Borrowing Policies

Most books circulate for three weeks. Books may be renewed two times unless a hold has been placed on the materials.

Reserve materials are located at the Circulation Desk. Most Reserve items must be used inside the building. Library books should be returned at the Circulation Desk or in the Book Return located in front of the library.

Fines (Late Return):

- \$.10 per day per book (3-week circulation)
- \$.25 per day per book (3 day loan)
- \$.25 per hour (Strict Reserve)
- \$1.00 per day per book (Interlibrary Loan)
- **Lost Books** (books that are more than one month overdue): Replacement cost (\$100) plus a processing fee of \$15.00. Books considered “lost” are searched for on the shelf a minimum of three times before a student is charged for the cost of the book. If a book becomes 90 days overdue, the processing fee will not be refunded.

Orientation

During the summer the Office of Orientation presents SOAR (Summer Orientation, Advising and Registration) for all new students. Prior to the start of each semester the Office of Orientation, in cooperation with the administration, faculty, and staff of Pfeiffer University, also presents a mandatory orientation program for all new students. Orientation consists of several activities, programs, and workshops. It is the Office of Orientation’s mission to provide services and assistance that will aid new students in their transition to college life at Pfeiffer University, integrate new students into campus life, expose students to educational opportunities afforded them, both curricular and co-curricular, and provide family members with University resources and areas of support for their student(s).

Packages

UPS, FedEx, DHL, and similar services make deliveries in the Mail/Printing area, located in the Administration building, Room 119, on the basement floor. Students will be sent a notification of a received package through their Pfeiffer email. A valid student identification card and signature are required to receive the package. This office is open 8:00 a.m. to 5:00 p.m. Monday-Friday throughout the academic year.

Payment Policies

All University costs are due and payable on or before the beginning of each semester or summer session and before admission to a residence hall or classes. Information regarding credit, prepayment, installment payment, and refunds is given in the Catalog.

Pfeiffer Journey

The Pfeiffer Journey is a 4-year program that guides the overall student experience at Pfeiffer University. The Journey program is designed to help

undergraduate students connect their past, present and future through annual seminars and mentoring relationships. The Journey begins with self-knowledge, promotes connection and collaboration, encourages critical thinking, and offers guidance for future career planning. Each year of The Pfeiffer Journey includes coursework and mentoring sessions, creating a unique student experience and an environment that fosters success both inside and outside of the classroom.

Posters and Flyers

Signs and posters may be placed on bulletin boards throughout the campus with prior approval from the Student Development Office. They are not to be placed on walls, doors, windows, wood or plaster columns, or any other parts of buildings; they cannot be taped on glass doors. All signs/posters must be in good taste and shall not contain nudity, sexist, racist, or derogatory remarks, or profanity. Sponsoring organizations are also responsible for removing posters after events have taken place.

Post Office

All residential students are strongly encouraged to secure an individual U.S. Post Office box through the Misenheimer Post Office adjacent to campus. Residential students may receive their U.S. mail at this location. Any mail sent to the post office where a student does not have a post office box will run the risk of being returned to sender. Post Office window hours are Monday - Friday 12:00 - 4:00 p.m. Access to mailboxes and stamp vending machines is available 24 hours a day. A variety of packaging products and mailing supplies are available for purchase during window hours.

Publications

The Pfeiffer Falcon is an independent newspaper published by the students of Pfeiffer University. The newspaper seeks to report campus news, offers student opinion on campus topics, and provides a forum for reflection on various facets of student life, university affairs, and events beyond the campus. The print edition is published monthly. The online version can be found at www.pfeifferfalcon.com.

The *Pfeiffer Review* is the University art and literary magazine that is published each year. It serves to recognize and share creative literary and artistic talents from our own Pfeiffer community. A student editorial board and its advisor make selections for the *Pfeiffer Review*.

Refunds

Refunds for overpayment or when withdrawing from school are handled by the Business Office; refund policies are published in the University catalog.

Residence Life

The cornerstone of the Student Life program is the goal of developing a sense of community; this necessitates consideration for others and responsibility for one's actions. The residence halls are designed to be communities that are bound by shared beliefs and ethics but that offer as a core value an appreciation of the diversity of the many individuals living there. A residence hall experience will further your education and personal development and will offer you challenge and support. Resident Directors and Resident Assistants work as a team in fostering positive community life. For students who live on-campus, residence halls offer the opportunity to develop close friendships, develop leadership skills, and participate in activities and programming. Living in a University residence hall is a privilege offered to students and carries with it the responsibility for fulfilling the terms of the Housing Contract. We expect students to become familiar with the policies, to take responsibility for their actions, and to be sensitive and considerate of the community in which they live. The Residence Hall Living section of this handbook offers more specific information about the residential experience.

Student Center

The Stokes Student Center (SSC) houses the Office of Student Development; the Dean of Student's Office; Counseling Services; Health Services; the Learning Center, Residence Life, Student Conduct Affairs, Student Activities, New Student Orientation, Campus Activities Board Office, Career Services, the Center for Outdoor Leadership, and the Francis Center for Servant Leadership. The SSC also houses the cafeteria, the Knapp Sac (Sandel-la's), the University bookstore, the Game Room, and the Student Lounge. Clubs/organizations host meetings and programs in the SSC on a regular basis.

Student Complaints

The University has established avenues for addressing student complaints through processes for grade complaints (see Academic Policies), for Honor Code issues (see Student Honor Code), for conduct concerns (see Code of Conduct), and for Sexual Harassment (see Discrimination, Harassment and Sexual Misconduct Policy Statement). Students' complaints that do not fall into these categories should be channeled to the Vice President for Academic Affairs for issues related to the academic program, and to the Vice President and Dean of Student Development for all other concerns. In keeping with the University's open door tradition, students are welcome to discuss concerns at any time and to seek advice about their redress. However, for a complaint to be made formally and to generate a University response, it must be submitted in writing.

Student Handbook

This Pfeiffer Student Handbook is an official publication of the Department of Student Development. Nothing in this Handbook may be considered as setting forth the terms of a contract between a student or prospective student and Pfeiffer University. This handbook is designed to provide information on cam-

pus resources and services and on the major policies and procedures for students on the Misenheimer campus of Pfeiffer University. Pfeiffer University reserves the right to modify, deviate from, or make exceptions to the provisions of the handbook at any time, and to apply such modifications to any student, without regard to date of admission, application or enrollment. All such modifications will be publicized. The handbook is also available through my.Pfeiffer. Students are expected to read and be aware of all policies covered in the handbook.

Student Organizations and Clubs

All students are encouraged to take part in co-curricular activities. In order to serve the diverse interests and needs of our students, Pfeiffer provides a multitude of clubs and organizations for student participation and recreation. All organizations and clubs on-campus have a faculty/staff advisor and are required to submit the appropriate paperwork each year to the Office of Student Involvement. To remain a registered organization or club, the organization/club must accomplish the following during a school year: host at least one activity during the school year that is available to the student body and faculty/staff, participate in at least one community service project, meet with the Director of Student Involvement once per semester for leadership training and accountability, and attend each Intra-Club Council meeting which is held once a month to discuss the activities and events each organization and club is providing.

Each year the Office of Student Involvement sponsors a Student Life Fair to introduce students to the options available. Some of the registered clubs in the recent years have been:

Student Accounting Society (SAS)
Athletic Ministries at Pfeiffer (AMP)
Campus Activities Board (CAB)
Campus Crusade for Christ (CRU)
Christians Engaged in Faith Formation (CEF)
Computer Information Society
Disc Sports Club
Math Club
Multicultural Club
Nursing Club
Peer Ministries
Phi Beta Lambda (PBL)
Pfeiffer Pro Grads
Pfeiffer Pfury (spirit club)
Ray Harrington Criminal Justice Club
Sports Management Majors Club
Student-Athlete Advisory Committee (SAAC)
School of Education Club
Spectrum (LBGTQ+ and allies)
Student Government Association (SGA)
SWORDS (role-playing game club)
Video Game Society

New Organizations/Clubs Guidelines

Can't find an organization you are interested in? Students who wish to charter a new organization on-campus should first consult with the Director of Student Involvement for information regarding the process. The Student Government Association must approve new organization constitutions initially. Then the Director of Student Involvement makes a recommendation to the Dean of Student Development for final approval. Organizations other than honor societies specific to an academic discipline or residential status must be open to all students. All organizations must be in keeping with the stated and implied purpose of Pfeiffer University.

Student Government Association

The Student Government Association (SGA) of Pfeiffer University is the voice of the student body to the faculty and staff of the University and surrounding community. SGA strives to improve the quality of the student experience by advocating for students interests while guiding and supporting student clubs and organizations. SGA makes a positive impact on the campus by engaging all groups in campus life. The SGA receives an annual budget from the institution; officially recognized and registered clubs and organizations may apply through SGA for allocations.

SGA officers and senators are elected at the end of the SPRING semester and serve during the following academic year. Freshmen senators and other remaining positions are elected upon arrival in the FALL semester. The major components of student government include the following:

Revised May 2017

1. The Executive Board is composed of the SGA President, Vice-President, Treasurer, Secretary, and Inter-Club Coordinator. The student body elects all officers.

2. The Student Senate is composed of two senior senators, two junior senators, two sophomore senators, two freshmen senators, one commuter senator, one non-traditional senator, and one graduate senator. Student Senators serve as the legislative body of the SGA. All legislative power is vested within the student senate.

In November 1969, the Board of Trustees of Pfeiffer University approved a seat for the President of SGA on the Board of Trustees. The President serves with all rights of a trustee except that of voting. The faculty has also authorized the seating of student representatives, recommended by SGA, with the right to vote on several other faculty committees.

Study Abroad

Pfeiffer University supports and encourages students to participate in a study abroad experience. A variety of programs are available from one-week community service projects to semester and year-long academic opportunities. Programs may carry academic and cultural credit. Study abroad programs are available during the regular academic year, semester breaks, and during the summer. Details on costs, application procedures, and credit may be obtained through the Study Abroad Office in the Learning Center.

Transcripts and Records Retention

Files are maintained for enrolled students in the Registrar's Office. These files are maintained for at least ten years after the student leaves Pfeiffer University. After ten years all materials in the files may be destroyed, with the exception of academic transcripts. Academic transcripts are permanently retained and copies are available for a fee from the Registrar's office upon request. Former students may request transcripts, through our agent The National Student Clearinghouse at www.getmytranscript.com. All other materials in the files will be destroyed ten years after the student leaves Pfeiffer University.

Transcripts for students enrolled prior to 1983 are maintained on paper in fireproof files. Backup is provided by microfilm maintained off-campus in a safety deposit box. Transcripts for students enrolled since 1983 are in the computer system managed by the University. Backup is provided by discs maintained at off-campus sites.

The Office of Student Development maintains student conduct records for five years from the date of last enrollment or graduation date, whichever is later, except in cases with uncompleted sanctions, those with legal action pending, or those resulting in suspension or permanent separation, in which case the record is maintained permanently.

Transportation

Many students have cars on-campus. For those who do not, transportation to local businesses is easily arranged through friends. Students are encouraged to arrange their own transportation for non-emergency visits to health care providers. The closest area airports to campus are Charlotte/Douglas International airport (call letters CLT) and Piedmont Triad International airport (GSO) in Greensboro. Greyhound Bus service has a terminal in Salisbury/East Spencer, approximately 18 miles from campus. Amtrak also has service in Salisbury.

Website

The University maintains an Internet website at www.pfeiffer.edu. Information and news from the University can be found on the website.

Work Study

The Federal Work-Study (FWS) program is administered by the Office of Financial Aid. FWS is need based employment where a student is paid for working in a variety of offices or departments within Pfeiffer. Students are notified of their work-study eligibility in the financial aid award letter.

The Top 5 Reasons for a Student to Accept a Work-Study Assignment are:

1. Your FWS position provides you with another support group at Pfeiffer.
2. You will learn some marketable job skills and good work habits.
3. Good job performance will lead to good references for future employment.
4. The monthly paycheck will reduce your dependence on money from home.
5. You might even have some fun!

Students should check with the Financial Aid Office prior to the start of the fall semester for complete information on work-study opportunities or at www.pfeiffer.edu.

CAMPUS STANDARDS AND GUIDELINES

STUDENT HONOR CODE

Pfeiffer University has an obligation to protect the integrity of its educational purpose and to articulate those standards of behavior that it considers essential to its educational mission. In addition, student rights must be safeguarded against capricious academic evaluation. To these ends, Pfeiffer University operates under an Honor Code. Each student at the University is expected to conduct himself/herself honorably at all times.

Revised May 2017

I. Violations of the Honor Code

All cases involving the following behaviors are considered violations of the Honor Code (further detail is available under Academic Policies and Procedures in the Campus Policies section of the handbook):

- A. Cheating in any form in academic matters defined as willful participation in the unauthorized exchange and/or use of information while working on any examination or project designed to evaluate individual performance.
- B. Plagiarism, the appropriation and passing off as one's own the writings or ideas of another.
- C. Attempting to cheat or plagiarize.
- D. Failure to report observed violations.
- E. Lying, stealing, or other conduct violations in relation to academic issues and situations.

NOTE: The Honor Code is understood to apply to all academic requirements of the University, including such activities as the Cultural Program, assessment testing, internships/student teaching, and classroom instruction.

II. Student Responsibilities

- A. To demonstrate adherence to the Honor Code by signing the Honor Pledge. The statement "I have neither given nor received unauthorized help" may be required in writing on all work submitted for academic credit. If a faculty member requires the statement in writing, he/she may refuse to extend credit for work on which it does not appear. On work where the written statement is not required, faculty members still assume the student's compliance with the Honor Code.
- B. To report violations of the Honor Code (any student who witnesses a violation of the Academic Honor Code as defined herein, and does not report the violations, will be subject to action under the Honor Code).
- C. To appear at hearings when charged with a violation or asked to appear as a witness.
- D. To respond fully and truthfully to legitimate questions or requests for information concerning Honor Code matters.

III. Faculty/Staff Responsibilities

- A. To serve as appropriate role models for ethical behavior.
- B. To inform students in their classes of faculty expectations of student behavior as it relates to the Honor Code.
- C. To report all violations of the Honor Code.
- D. To inform students in violation that they have been reported.
- E. To abide by agreements made under Student/Faculty Options or by decisions of the Honor Board or the Academic Leadership Team.

IV. Honor Board

- A. Purpose: The purpose of the Honor Board is to hear cases involving the violation of the University Honor Code. These violations often include, but are not limited to, cases of cheating, plagiarism, falsification of class attendance records, "giving or receiving of unauthorized help", and lying to faculty and staff in issues related to academic responsibilities. Honor offenses often occur in the context of the classroom, but may involve any aspects of a student's academic life at the university. The Honor Board is in keeping with Pfeiffer University's mission to "embrace the Christian values of human dignity and integrity" and its core value of approaching "all that we do with integrity". Through providing an avenue to review possible violations of the university Honor Code, the Code is enforced; academic integrity is promoted and protected throughout the campus community; and the dignity and rights of each student accused are protected. Procedures of the Honor Board are posted in the Pfeiffer Student Handbook and on Campus Web. Complaints are kept on file in the Office of Academic Affairs. All procedures are mandatory.
- B. Membership: In order to provide broad representation, the voting membership of the Honor Board shall consist of the two administrative/staff positions of the Provost/ Vice President of Academic Affairs and the Director of Academic Support Services, two faculty members, and two students. The faculty members are appointed by the Faculty Senate, and the student representatives are selected by the Director of the Honors Program from current student members of the Honors Program. The Director of Academic Support Services serves as the coordinator of the Honor Board.
- C. Duties:
 1. To review and resolve issues related to the violation of the Pfeiffer University Honor Code filed by members of the faculty.
 2. To review and resolve issues related to the violation of the Pfeiffer University Honor Code filed by students/staff.
- D. Procedures:
 1. Any student/staff member wishing to report a violation of the Honor Code should contact the Director of Academic Support Services within 10 days of the event. The Director will instruct the student/staff member to write a letter to the Honor Board outlining the nature of the complaint.
 2. If the complainant is a faculty member, the professor should also contact the Director of Academic Support Services. Upon receipt of a complaint, the Director will instruct the faculty member to contact the office of the Provost to determine if the student in question has ever been previously convicted of a violation of the University Honor Code. If there has been a previous offense, the case must proceed to the Honor Board. However, if the incident is a first offense, the Pfeiffer University Student Handbook allows the faculty member to offer to adjudicate the case if he/she so desires. If the faculty member chooses to adjudicate the case, there are several restrictions:

- (a) The faculty member and student charged must both agree to faculty adjudication.
- (b) The student and faculty must complete an Academic Dishonesty Form in which the student pleads “guilty” to the charge and accepts faculty adjudication.
- (c) The faculty member may only assign an “F” for the course in question if a student pleads guilty to academic dishonesty. If the professor does not wish to assign a grade of “F”, the case should be referred to the Honor Board.

If the behavior represents a second or higher potential violation of the Honor Code, the case must be referred to the Honor Board.

3. The Board is charged with the responsibility of conducting an initial review of the alleged violation of the Honor Code. After receiving a formal letter of complaint or signed Academic Dishonesty Form, the Director of Academic Support Services will collect all relevant materials related to the case and schedule a hearing within 14 days of the receipt of the formal request for review.
 4. The primary parties in question will each be given time to present their perspectives on the alleged honor violation before the Honor Board. Secondary parties (parents, legal counsel, friends, etc.) are not allowed to participate in Honor Board Hearings on the part of the student or faculty member; however, written personal statements and other forms of physical evidence may be submitted by either party. If a faculty member bringing a charge is in the same reporting structure as either of the faculty on the Honor Board, then the member(s) of the board in the same reporting structure must withdraw from the board for the case in question and be replaced by a substitute named by the Chair of the Faculty Senate.
 5. An audio tape will be created for review in the event of an appeal to the Honor Appeals Board of the initial outcome of the Honor Board. In most cases unless the tape is deemed to be defective or inadequate, the appeals process will consist of a review of the taped proceedings from the initial Honor Board hearing.
 6. Following the completion of all testimony and the review of all materials, the Board coordinator will issue an outcome to the primary parties within 48 hours of the conclusion of the hearings. If additional time is necessary to resolve the case, the defendant will be notified within the 48 hour time period of the duration of additional time necessary before an outcome can be rendered.
 7. All verdicts of the Honor Board are subject to review by the Honor Appeals Board. If the student or faculty member wishes to appeal the outcome of the Board, a letter should be sent to the Provost/Vice President of Academic Affairs within 48 hours of their notification of the outcome of the initial grade appeal.
 8. If the student is found innocent of the charges, all physical evidence will be destroyed and no record will remain from the charge. If the student is found guilty, a record of the offense will be filed with the Vice President of Academic Affairs/Provost and relevant university parties will be notified of the outcome (i.e. the Registrar, Vice President for Student Development, etc.)
- E. Confidentiality Policy: All materials, testimony, and outcomes discussed within the Honor Appeals Board sessions are to be held in strictest confidence by the members of the Board.
- F. Dispensations and Appeal
1. Dispensations for Honor Code violations may include any of the following:
 - a. counseling
 - b. reduction of grade
 - c. probation
 - d. deferred or immediate suspension
 - e. dismissal
 - f. any other penalties deemed advisable
 2. Honor Appeals Board
 - a. Purpose: The purpose of the Honor Appeals Board is to provide all students at Pfeiffer University an opportunity to request a formal review of the outcome of an initial Honor Board hearing. The purpose of the board is in keeping with Pfeiffer University’s mission to “embrace the Christian values of human dignity and integrity” and its core value of approaching “all that we do with integrity”. Through providing an avenue of appeal for previous decisions of the Honor Board, the university Honor Code is enforced; academic integrity is promoted and protected throughout the campus community; and the dignity and rights of each student are protected. Procedures of the Honor Appeals Board are posted in the Pfeiffer Student Handbook and on Campus Web. Complaints are kept on file in the Office of Academic Affairs. All procedures are mandatory.
 - b. Membership: The voting membership of the Honor Appeals Board shall consist of four faculty members appointed by the Provost/Vice President of Academic Affairs. The faculty will be selected from the Deans of the Colleges. All voting shall be conducted by secret ballot. The Provost/Vice President for Academic Affairs serves as the chair of the Board. No voting member of the initial hearing conducted by the Honor Board shall serve on the Honor Appeals Board other than the Provost who shall serve without a vote other than in the case of a tie. . In the event that any member of the Honor Appeals Board shall be a part of the case under review, the member shall withdraw herself/himself from the proceedings unless called upon by the Board to provide testimony. A substitute will be appointed by the Provost.
 - c. Duties: To review the process and outcome of a previously conducted Honor Board hearing if requested to do so by the student/s , staff or faculty involved in the initial case, to change the outcome of the initial hearing if due cause is found.
 - d. Procedures
 - i. Step 1: The student/s or faculty taking issue with any matters related to the initial Honor Board hearing outcome must file a request for review with the Provost/Vice President for Academic Affairs within 48 hours of their notification of the out-

- come of the initial hearing. The complainant will be instructed to write a letter to the Provost/Vice President for Academic Affairs who serves as the chair of the Honor Appeals Board outlining her/his concerns.
- ii. Step 2: Within 14 days of the receipt of the complainant's letter, the chair will schedule a meeting of the Board to review the case.
 - iii. Step 3: The Board is charged with the responsibility of conducting a review of the initial Honor Board hearing. The appellate review process will begin with the Board reviewing an audio tape of the initial hearing. If the Board is satisfied that the tape provides adequate information to render a verdict, a verdict of the review will be issued. Only in the event that the tape is missing, damaged, or deemed to be incomplete will additional testimony be rendered. In such an event, the complainant and other relevant parties will be contacted by the Board chair to arrange personal testimony, written statements, and other supporting materials as deemed appropriate. Only those parties deemed appropriate and necessary to the resolution of the complaint will be allowed access to the proceedings.
 - iv. Step 4: Following the completion of all testimony and the review of all materials, the Board chair will issue an outcome to all relevant parties within 48 hours of the conclusion of the hearings. If additional time is necessary to resolve the case, the complainant will be notified within the 48 hour time period of the duration of additional time necessary before an outcome can be rendered.
 - v. Step 5: All verdicts of the Honor Appeals Board are to be considered final in matters related to Honor Code violations. Outcomes will be reported to all relevant parties. If a previous conviction by the Honor Board is overturned, all records of the offense will be destroyed. If a conviction of the Honor Board is upheld, a record of the offense will be created and kept on file in the Provost's office.
- e. Confidentiality Policy: All materials, testimony, and outcomes discussed within the Appellate Review Board sessions are to be held in strictest confidence by the members of the Board.

CODE OF CONDUCT

Pfeiffer University is dedicated to the development of the total person - intellectual, spiritual, social, emotional, vocational and physical. The rules and regulations of the University are formulated to help the individual grow within an environment conducive to that growth and respectful of the rights of others in the community.

Every member of the Pfeiffer University community is expected to conduct himself/herself in a manner which is supportive of and which does not impair the development of any other member of the community. To this end, the University and the Student Government Association have established a student conduct system that includes provisions for disciplinary conferences, a Student Conduct Board, Administrative Hearings, and an Appeals process.

The following are considered violations of the Code of Conduct and will be referred to the appropriate board or individual. The list is not intended to be all-inclusive. For the protection and welfare of each member of the community, the University, through the Vice-President and Dean of Student Development, reserves the right to appeal decisions of the student conduct boards in these matters.

Note: In cases where more than one violation has occurred as a result of an incident, sanctions will likely increase in severity. The sanctions listed are guidelines. However, all cases are treated on an individual basis. The student conduct officers and boards do have authority to determine any sanctions they feel appropriate. Thus, in some instances, sanctions assigned to individuals may vary. Sanctions increase in severity when there are prior violations; all prior violations during the student's enrollment will be taken into consideration for sanctioning. Students should note that these rules and regulations apply to behavior that occurs on or off-campus, except where indicated. Enrolled students may petition, in writing, the Dean of Student Development to expunge their record of minor violations after a one-year period without additional violations. Expunged records will contain the student's letter of request for expungement. Otherwise, records are maintained for five years after the student graduates or leaves Pfeiffer, in accordance with the policy on records retention (see Transcripts and Records Retention). In particularly egregious cases, the Vice President for Student Development reserves the right to impose immediate sanctions. In such instances, the Vice President's decision is final.

CAMPUS-WIDE CODE OF CONDUCT

Alcohol

In accordance with state law, alcoholic beverages are to be consumed only by individuals 21 years of age or older. Alcoholic beverages may be consumed in residence hall rooms only by those individuals 21 years of age or older. Consumption in communal, public, or outdoor areas of the University (including residence hall hallways, stairwells and lounges) is not permitted. All students and/or visitors regardless of age must immediately dispose of any container containing alcohol if being consumed in public areas upon request by University staff or paraprofessional staff as well as Misenheimer Police Department. The Vice President and Dean of Student Development or the President of the University must approve planned events that constitute exceptions to this policy. Use of University funds allocated for student organizations and/or student related activities for the purchase of alcoholic beverages is not permitted.

A. Public Possession and/or Consumption

Students who are 21 years of age or older may possess, in residence hall rooms, and university-approved BYOB events. Possession of open

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and closed containers, as well as cups, in public areas of the University is prohibited.

B. Possession and/or Consumption of Alcoholic Beverages by Students Under 21 Years of Age.

Possession and/or consumption of alcoholic beverages by any student under 21 years of age is against the law. This applies anywhere on University-owned property and at any university-approved BYOB event. Possession includes both open and closed containers, as well as cups.

C. Being Under the Influence of Alcohol

The University supports legal alcohol consumption in a responsible manner. Should a student consume beyond a reasonable amount of alcohol and experiences a loss of the normal use of his/her mental and/or physical faculties, then they may be removed from a University sponsored event and/or face disciplinary actions. Indicators include (but are not limited to) smell of alcohol on the breath, slurred speech, loss of motor coordination, aggression, loss of memory (blackouts), abusive behavior, and behavior which is disruptive or interferes with the rights of others.

D. Provision/Distribution of Alcohol to Minors

It is illegal to provide or distribute alcohol to minors. Any person or organization providing or distributing alcohol to any individual below the age of 21 will face disciplinary action.

E. Sponsorship of an On-Campus Activity Involving the Unauthorized Use of Alcoholic Beverages by Individuals or University-Recognized Organizations

The sponsoring of any activity or event involving the use of alcoholic beverages on-campus or on any property owned or controlled by the University without specific University approval is not permitted. This applies whether a student(s) or organization(s) carries out the activity.

F. Possession of a Keg or Multi-Serving Alcoholic Beverage Container on University-Owned Property

Possession and/or consumption of a beer keg or any alcoholic beverage container of more than 40 fluid ounces, including, but not limited to, party balls and beer bong is prohibited. This includes kegs and multi-serving containers that are empty. As with other alcohol violations, kegs and multi-serving containers are confiscated and will not be returned to the student, and all claims to deposit refunds are forfeited.

G. Driving Under the Influence

Operating a motor vehicle under the influence of alcohol/other drugs is against the law. This includes, but is not limited to, all roads, parking lots, and grass areas on University owned property.

Behavior Which Endangers the Health and Safety of Self and/or Others

Any behavior which creates a risk of danger to self and/or others or to the University community is not permitted. This includes, but is not limited to, engaging in self-injurious behavior, participating in drinking games, propping doors to residence halls, throwing objects from windows, tipping vending machines, disregarding residence hall safety regulations, and housing animals. Students engaged in self-injurious behavior may reside on campus only with approval from the Dean of Student Development or designee after providing proof of a physician or counselor's release.

Destruction or Defacing of Property

Attempted or actual destruction of and/or damage to an individual's personal property or the University's property could result in disciplinary action. This includes, but is not limited to attempted or actual destruction, damage, or defacement of property (personal or real), defacing structures and facilities, parking/driving on grass or sidewalks, littering and tipping or "salting" vending machines.

Drugs

The possession, use (without legal prescription), and/or distribution of controlled or illegal substances (including prescription drugs) by any member of the University community is prohibited. Any individuals who are involved in any drug-related violations are subject to criminal action. It is the duty of the University to report such individuals and violations to the legal authorities. Possession and/or use of controlled or illegal substances, distribution and/or sale of controlled or illegal substances (this includes possession or use of prescribed drugs without a valid medical prescription), possession of drug paraphernalia (including, but not limited to roach clips and bong, hookahs or any material or apparatus containing drug residue, and accessory to drug use, possession or sale is illegal and not permitted on-campus.

Failure to Comply with a Lawful Order of a University Official

Students are expected to comply with a lawful order of a university official. Failing to do so could result in disciplinary action. This includes, but is not limited to, failure to evacuate a building during a fire alarm, failure to identify oneself and/or present an ID upon request, failure to comply with a request to give up possession of alcohol or to open a room door.

Fighting

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person is not permitted.

Fire-Related Offenses

Fire Alarm systems, fire extinguishers, and other fire-fighting equipment are placed in each building for the protection of occupants. Such systems and

devices are required by applicable law and must be in operating condition at all times.

The unlawful use, tampering, destruction or theft of fire alarm and fire-fighting equipment is a serious offense. The University will charge violators with a policy violation and take disciplinary action that may include suspension or expulsion from the University. Any person(s) who intentionally compromises these systems, in any way, will be held accountable, sanctioned and/or arrested and fined. Fire equipment includes, but is not limited to, room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc.

1. Deliberately setting a fire on campus without approval will result in disciplinary action and may result in suspension from the University. Students will be held responsible for restitution of damages.
2. Tampering with fire (fire alarms, bells, fire pull stations, smoke detectors, fire extinguishers, sprinklers, exit signs or other safety equipment) or causing a false alarm (including false use of emergency whistles) is a serious offense and may result in suspension from the University.
3. Failure to evacuate building
4. Grills
5. Fire pit
6. Fireworks
7. Reference Residence Hall Polices

Firearms or Weapons On-Campus

Possession or use, whether open or concealed, of any weapon is prohibited on-campus. This includes but is not limited to guns, rifles, pistols, powerful explosives, paintball guns, BB guns, stun guns, slingshots, bowie knives, crossbow, daggers, switch-blade knives, metallic knuckles, throwing stars, knives of more than six inches when opened, and any other weapon of any kind while on University-owned property. Toy weapons that look like real weapons are similarly prohibited on campus. Possession of a concealed weapons permit does not entitle individuals to carry concealed weapons of any kind on campus.

Laws of Wider Society and University Policies

All students are required to abide by all published University policies and by the laws of the local, state, and national governments and are subject to student conduct action through University processes, as well as possible criminal or civil charges, for violation of any of the laws or policies. The University reserves the right to take action against students for off-campus incidents when behavior off campus affects the University. For further information on laws particularly relevant to students and related to the Code of Conduct, see the Relevant North Carolina State and Federal Laws section of this handbook.

Lying and Fraud

Making of a false statement to any member of the University community (student, faculty, or staff) is prohibited. This includes, providing false information to student staff members (Resident Assistants, Resident Directors, etc.).

Misuse of University Property

The unauthorized use of University property is prohibited. This includes, but is not limited to, the unauthorized use of University keys, duplication of University keys, unauthorized use or misuse of vehicles, unauthorized use or misuse of equipment, computers, information management systems, or unauthorized use or misuse of University spaces.

Noise

Conduct that is offensive or annoying to others or is disruptive of the rights of others is prohibited. This includes, but is not limited to, excessive noises such as loud talk, shouting, loud stereo or television sets, horseplay, practical jokes, hall sports, and general disturbances.

Sexual Misconduct, Hazing and Harassment

See the Discrimination, Harassment and Sexual Misconduct Policy Statement under Campus Policies.

Social Media Use

Wise use of social networking promotes healthy communication. Students may be held accountable for information shared in the public arena that might be in violation of Pfeiffer University's policy, indicate illegal activity, or libelous information regarding a member or policy of Pfeiffer University. Social media posts and other content specifically added by administrators of Pfeiffer's pages are official Pfeiffer University content. Opinions expressed by other social media users do not necessarily reflect the opinion of Pfeiffer University. User provided content is not screened or evaluated during the submission process. Pfeiffer University is not responsible for content posted on individual faculty, staff, and student social media pages. Further, users are expected to abide by applicable laws, regulations, rules, and policies including the Pfeiffer University Student Handbook and Code of Conduct, the Pfeiffer University Faculty/Staff Manual/Handbook, Pfeiffer's sexual harassment policy, and other regulations and policies (i.e. Office of Athletics' social media policy) concerning public communications. Pfeiffer University reserves the right to remove content from its page and encourages users to report content that violates the social media company's code of conduct.

Theft

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The unauthorized attempt or actual taking of property from the possession of another person or the University is not permitted.

Tobacco Use

Pfeiffer University is a tobacco-free campus. This includes, but is not limited to, cigarettes, cigars, cigarillos, pipes, all forms of smokeless tobacco (dip/snuff) and any other smoking devices that use tobacco such as hookahs, or simulate the use of tobacco such as electronic cigarettes and vaporizers (i.e. e-cigarettes).

RESIDENCE HALL CODE OF CONDUCT

Unauthorized Occupancy of a Residence Hall or University Building

Commuter students or non-students are not permitted to stay in the residence halls without proper authorization to do without permission from the Office of Residence Life. This may also apply to an illegal room change of a resident student, and unauthorized occupancy of room during University breaks. Additionally, non-residential students should not sleep or attempt to live in any university building. Commuter students found in violation of this policy may be barred from the residence halls.

Visitation

All residents of a room must agree to the presence of visitors. The rights of the resident of the room usurp the rights of the visitor. Residents should escort their visitors at all times. At no time should visitors be left alone in the residence halls.

TYPES OF SANCTIONS

Alcohol Education Class (AEC)

Students found in violation of the Pfeiffer University Alcohol Policy may be required to attend alcohol education classes. Students found in violation of subsequent alcohol violations may be required to complete a professional assessment (at their own cost), follow recommendations of a local substance abuse specialist, and release information to the University.

Counseling

If, in the opinion of the Student Conduct Officer/Board, a student involved in a disciplinary situation will best be served by counseling, the student may be required to attend counseling sessions with a member of Pfeiffer University counseling staff or another professional on/off campus. The student will be responsible for all fees incurred by contracting the services of an independent professional.

Community Service Hours (CSH)

Community Service Hours are intended to benefit the individual and the campus (such as a volunteer service-related activity).

NOTE: Failure to complete Community Service Hours in the allotted time will result in conversion to a monetary fine at the rate of \$20 per uncompleted hour, to be added to the student's account, after the completion deadline. Any overdue or uncompleted sanctions may result in a referral to a Student Conduct Officer for additional disciplinary consideration.

Disciplinary Probation (DP)

A probationary status imposed for a specific time period during which a student is expected to show a positive change in behavior. Furthermore, if the student does not meet any special stipulation associated with the probationary standing or if he/she is found in violation of any other rule, regulation, or law, he/she will be suspended from the University. If a student is placed on probation, a letter will be sent to his/her parents notifying them of his/her status. A student on probation is not considered to be in good conduct standing.

Disciplinary Suspension (DS)

The removal of a student from the University for a period of time; suspension permits the student to apply for readmission at the end of the sanction imposed. While a student is suspended, he/she is not to return to the campus, grounds, programs, facilities, and activities of the University without written permission from the Vice President/Dean of Student Development. If the student returns to the campus without written permission during the time period for which he/she has been suspended, his/her eligibility to return to Pfeiffer may be threatened. A student who is suspended is not eligible for any financial refund or credit from the University. According to the Catalog, suspended students will receive a WP or WF depending on their level of performance in each class. A student may not transfer any academic credit to Pfeiffer University, which was gained during the period of suspension. Note: Students who accrue an inordinate amount of conduct violations while enrolled at the University may also be eligible for suspension.

- a. Deferred Suspension: a student may be permitted to complete the current semester and be suspended for the next regular academic term or longer.
- b. Immediate Suspension: suspension from the University for the remainder of the semester or longer. The maximum amount of semesters that a student can be suspended is three.

Educational Sanctions (ES)

The student conduct board or officer may choose to assign an educational project or task to be completed. Some examples of these sanctions include web-based modules, papers, written apologies, book reports, and program plans and implementation.

Fines (\$)

Students may be required to pay a reasonable sum of money as a sanction.

General Probation (GP)

A probationary status imposed for a specific time period (at least one calendar year) during which a student is expected to show a positive change in behavior. If the student does not meet any stipulation associated with the general probation or if he/she is found responsible for other or subsequent violations of university policy, regulation or law, he/she will be automatically placed on Disciplinary Probation and may also face suspension from the university depending on the severity of the violation. Further, if a student is placed on General Probation, his or her parents will be notified of his/her status. A student on General Probation is considered to be on marginal conduct standing.

Immediate Interim Suspension

In the event a student's actions demonstrate that his/her continued presence at the University constitutes a danger to property, the student, or to others, the student may be placed on immediate interim suspension, pending a student conduct proceeding, finding, and final sanction.

Loss of Housing Privileges (LH)

A student may lose his/her privilege of residing in University-owned housing as part of an imposed sanction. If a student loses University housing privileges, a letter will be sent to his/her parents (if financially responsible) notifying them of his/her housing status. Students removed from housing will not receive a prorated return based upon date of removal. Student athletes receiving athletic scholarships may also lose support if removed from housing.

Loss of Visitation

When a student loses visitation privileges: the student may not have members of the opposite sex in his/her room, (either as guests or by being in the room when guests of a roommate are present), nor may the student be a guest in rooms of members of the opposite sex. Students may not visit opposite sex residence halls. Students may be present in public areas of a same-sex residence hall (lounge, main hallway) but may not have an opposite sex guest.

Official Reprimand (OR)

The Official Reprimand is a written notification to a student indicating that he/she has been found in violation of a policy, that the behavior was inappropriate, and that any other violations of University regulations for which the student is found in violation will result in a more severe disciplinary action. In addition, if the student does not meet any special stipulations associated with the sanction, further action will be taken, which may include suspension. The Official Reprimand normally remains in effect for one full calendar year. If there are no additional violations during that year, the Official Reprimand will expire.

Parent/Guardian Notification (PN)

The University will inform parents/guardians when students are found to be responsible for designated and/or repeated violations. When a student receives a sanction that affects his/her opportunity to continue being enrolled (e.g. suspension, dismissal, or separation), the student's parent will be notified.

Permanent Separation (PS)

Permanent removal from the University. Conditions related to presence on campus, financial refund, and course withdrawals apply as described under Disciplinary Suspension above.

Residence Hall Relocation

The student may be required to move to another room, residence hall, or residence area because of his/her lack of willingness to live within the rules of his/her present residence hall community. This sanction will be recommended in situations where the Student Conduct Officer/Board feels the individual would benefit from a change of environment in order to conform to acceptable group-living standards.

Restitution

Reimbursement for damage to person or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

Any other sanction appropriate to the violation

SUGGESTED SANCTIONS FOR CODE OF CONDUCT VIOLATIONS

The following penalties are the minimal suggested sanctions for each of the following Code of Conduct violations. Penalties may include, but are not limited to, the suggestions listed below. All prior violations during the student's enrollment will be considered when sanctions are determined, as will the period of time that has elapsed since those violations.

Violation	1st Offense	2nd Offense	3rd Offense
Alcohol: Being Under the Influence	AEC, ES, OR-GP, \$50	Campus Assessment, Counseling, ES, \$100, GP-DP, PN	DP-DS, PN, \$150, Off-Campus Assessment

Alcohol: Driving Under the Influence	Referred to NC Legal System, Loss of Driving Privilege On-Campus	Referred to NC Legal System, DP-DS, PN	Referred to NC Legal System, PS
Alcohol: Possession of Keg or Multi-Serving Container	GP, PN, \$100	DP, PN, \$150	DS
Alcohol: Provision/Distribution to Minors	GP-DP, Counseling, \$150	DP-DS, PN	DS-PS
Alcohol: Public Possession/Consumption	ES, OR-GP, \$50	Counseling, \$50, GP-DP, Assessment	DP-DS, \$100
Alcohol: Sponsorship of an On-Campus Activity (Students)	DP, Counseling, \$150	DS, PN	PS
Alcohol: Sponsorship of an On-Campus Activity (Organizations)	DP, \$150, Probation-Year Suspension for Organization	DS, Revocation of Organization	PS
Alcohol: Underage Possession/Consumption	AEC, ES, GP, \$100, PN	Campus Assessment, Counseling, \$150, DP, PN	DS
Drugs: Accessory to Use/Possession/Sale	CSH/ES, GP-PS, PN, \$200	DP-PS, PN	PS, PN
Drugs: Distribution and/or Sale	PN, PS	PN, PS	PN, PS
Drugs: Possession of Paraphernalia	CSH/ES, GP-DS, PN, \$200	DP-PS, PN	PS
Drugs: Possession/Use	ES, DP-PS, PN, LH, \$200	DS-PS, PN	PS, PN
Behavior Which Endangers the Health and Safety of Others	GP and CSH/ES to DS and Loss of Housing	DP-DS	PS
Candles/Grills/Incense	OR, \$25	ES, \$25	ES, \$50, LH
Destruction or Defacing the Property of an Individual	From \$, ES/CSH, GP-DS and Restitution	DS-PS	PS
Destruction or Defacing the Property of the University	From \$, ES/CSH, GP-DS and Restitution	DS-PS	PS
Failure to Comply	From OR, CSH/ES, GP-DP	DP-DS	DS-PS
Failure to Leave Building During Fire Alarm or When Directed by an Official	\$25, ES	\$50, GP- DP	\$100, DS
Fighting	CSH/ES and DP-DS for one year	DS-PS	PS
Fire-Setting and Arson	DS-PS	PS	PS
Fraud	CSH/ES, GP-DS for one year	DS-PS	PS
Lying	ES, GP-DS	DS-PS	PS

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Misuse of University Property	CSH/ES, GP	DP-DS	PS
Noise	From OR, CSH, ES, GP-DP	DP-DS	DS
Possession of Firearms or Weapon(s) On campus	GP-PS	DP-DS	PS
Possession of Fireworks	DP, CSH, DS	DS-PS	PS
Sexual Misconduct, Harassment, Hazing and Incivility	See Discrimination, Harassment and Sexual Misconduct Policy	See Discrimination, Harassment and Sexual Misconduct Policy	See Discrimination, Harassment and Sexual Misconduct Policy
Tampering with Fire Safety Equipment	DP, \$100 (\$500 when responsible party cannot be determined)	DS-PS	PS
Theft	From DP-DS, \$	PS	PS
Tobacco	OR, \$25	ES, \$50	ES, \$100, GP
Unauthorized Occupancy of a Residence Hall	OR, CSH, \$100	GP -DP, \$150	GP-DS, \$200

*Students are responsible for the cost of required off-campus assessments.

**According to federal law, students who are convicted on drug charges in the criminal courts will also lose federal financial aid awards for the period of their sentence.

***Residence hall fines can be found at the end of the Residence Hall Living section.

NOTE: Consideration of prior violations will include information about Campus Citations the student has received from the Police Department, as well as the length of time that has elapsed since the prior incidents.

THE STUDENT CONDUCT SYSTEM

Process for Handling Complaints

Any member of the University community may file a written complaint of alleged violations with the Student Development Office. The Office reserves the right to gather additional information before proceeding.

The Student Development Office will designate a Student Conduct Officer who will notify all implicated students of possible violations. Students are required to meet with the Student Conduct Officer as quickly as possible after receiving this notification. The purpose of this meeting is to inform the student of the complaint, determine if there is a basis for further action, advise the student of the student conduct process, and explain his or her rights and options. Undue delay or failure to respond will result in further disciplinary action.

If in the judgment of the Student Conduct Officer, the information warrants no further action, the complaint may be filed **For Information Only**. However, if additional information becomes available or a future incident occurs, the Student Conduct Officer may then take further disciplinary action.

Referral to Hearing and Student Rights

Hearings may be conducted either by a student conduct board, comprised of students, faculty, or staff, or as an administrative hearing, with a faculty and staff member. In all cases that go to a hearing, procedural fair play includes the following **student rights**: that the student be informed in writing, usually two days prior to the student conduct proceedings, of the reasons for the proposed student conduct action against him/her, that he/she be given a fair opportunity to hear and raise questions for all witnesses and about the evidence against him/her, that the hearing bodies not be arbitrary in their actions, and that there be provision for appeal of a decision. The decision of the board or administrative hearing is final, subject only to the student's right of appeal.

Decisions of the Board are confidential. The VP/Dean of Student Development reserves the right to release decisions in those cases he/she deems to be in the best interest of the University or student(s) involved and/or as required by law.

Student Conduct Board

This board may be established so that a body of his/her own peers and campus community members may hear a student's case. Hearings may be conducted with no less than two student members and no more than two faculty/staff members plus a chair (e.g., the minimum board is two students and one faculty/staff member). Hearings of the board are closed. If a student wishes to appeal a decision of the board, he/she must do so within three days and in writing to the designated staff member. The designated staff member will be detailed in a letter to the student.

Administrative Hearing Board

An administrative hearing board is comprised of one to no more than three full-time members of the University faculty and staff including the Chairperson. Boards are appointed to hear a specific case by the VP/Dean of Student Development. In circumstances dictated by the seriousness of the violation, the conduct or health status of the defendant(s), or matters of confidentiality or scheduling, the VP/Dean of Student Development may conduct hearings.

Appeals

Grounds for an appeal of a student conduct decision must be based on one of three arguments:

1. A violation of rights occurred as a result of the manner in which the hearing was established and conducted;
2. The sanction assigned is inappropriate for the violation involved;
3. New evidence has surfaced or a witness has come forward that could directly affect the outcome of the hearing.

An appeal is not a rehearing of the complaint based upon a disagreement with the finding of the hearing body. Appeal decisions may uphold the original decision and sanctioning, uphold the decision and revise sanctioning, or overrule the original decision and sanctioning. Students must submit appeals within 3 days (not business days). Students are only granted one appeal.

Hearing Guidelines

1. Hearings shall be conducted in private with only the participants and advisors present.
2. In hearings involving more than one accused student, the Chairperson, at his/her discretion, may permit hearings concerning each student to be conducted separately.
3. The Board, at the discretion of the Chairperson and advisors, may accept pertinent records, exhibits, and written statements as evidence for consideration.
4. A student may bring an advisor of his/her choice to the hearing, provided the advisor is a staff or faculty member of the University. Attorneys may not serve as advisors; attorneys may be present to observe only if a student is charged with a serious crime and is charged off-campus with the same offense. Advisors are not permitted to address any participants in the hearing other than the person whom they are advising in the presentation of his/her case. The Chairperson shall be notified by the accused student (or complainant) at least 24 hours prior to the hearing that the student plans to have an advisor present.
5. A student may present witnesses to testify on his/her behalf. Witnesses must be able to give testimony directly relevant to the specific, alleged violations. Written statements rather than personal testimony may be permitted, and when they are, it is only at the discretion of the Chairperson. It is the responsibility of the respondent student and the complainant to request that any witnesses other than those officially summoned be present at the hearing. The Chairperson shall be notified 24 hours in advance of the hearing of any witnesses requested to be present. Character witnesses must be staff or faculty members of the University.
6. All procedural questions are subject to the final decision of the Chairperson.
7. In the event that the respondent student does not appear for the hearing at the appointed time, the hearing may still be conducted, at the discretion of the Chairperson, and the accused student will be considered to have waived his/her right to be heard.
8. After the hearing, the Board shall determine (by majority vote) whether the student is responsible for violating any section of Code of Conduct.
9. The Board's decision shall be made on the basis of the preponderance of the evidence as it relates to a violation of the Code of Conduct. A preponderance of evidence means that it is more likely than not that a violation occurred. Pfeiffer University's conduct process does not adhere to "beyond a reasonable doubt."
10. If, during the course of the hearing, information is presented which indicates that the respondent is responsible for violations of the Code of Conduct in addition to those with which he/she was charged, the Board may find the student responsible for such violations and sanction the student accordingly. In such a case, the student has the right, through the appeal process, to ask for a full hearing on any such charges so that he/she can appropriately prepare for the hearing.
11. The Boards may discipline a student who in any way seeks to obstruct the internal conduct process, such as refusing to appear at a hearing, lying to the Board, etc.

Order of Events at the Hearing

1. Introduction by the Chairperson of all participants.
2. Review of the respondents' and complainant's basic rights.
3. Reading of complainant's statement and the alleged violation resulting from the statement.
4. The respondent shall indicate that he/she agrees or does not agree that he/she violated the Code of Conduct.
5. The complainant makes an opening statement, adding anything pertinent to the written statement.
6. The respondent makes an opening statement.
7. The Board questions the complainant and/or the respondent. The complainant may raise questions through the Chairperson for the accused student; the respondent may raise questions through the Chairperson for the complainant.
8. Witnesses are brought into the hearing individually to present their statements. First, witnesses requested by the respondent will be heard. The witness shall make his/her statement, and answer questions from the Board, the complainant, and the respondent.

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9. The complainant makes a closing statement.
10. The respondent makes a closing statement.
11. The Board shall have the last opportunity for questions.
12. The Board shall enter closed deliberations for its decision. The respondent and the complainant will be informed when a decision is reached.
13. In the event of a tie among board members, the Chairperson will be the deciding vote.

Completion of Sanctions

Students accepting responsibility for violations and those found in violation through the student conduct system are responsible for completing all sanctions imposed, by the deadlines given. Unless an extension has been granted in writing, failure to complete sanctions will be considered Failure to Comply, and additional charges may result. If a student has been placed on Disciplinary Probation, failure to comply with sanctions will result in Disciplinary Suspension. Fines will be charged to the student account, and uncompleted Community Service Hours will convert to monetary fines at the rate of \$20/uncompleted hour. If a student leaves Pfeiffer before non-monetary sanctions are completed, and later applies for and is granted readmission, sanctions will be reinstated upon the student's return and new deadlines will be given. If a student leaves Pfeiffer with a conduct status sanction in effect (Official Reprimand or other conduct status), the status will be reinstated upon the student's return.

Status of a Student During an Appeal

The sanction imposed as a result of the original hearing shall not be in effect at such time as an appeal is requested and during the time prior to an appeal hearing. However, a student who is suspended or expelled from the residence halls or the University must abide by that sanction, unless granted permission by the VP/Dean of Student Development to remain in the residence halls and/or classes until such time as a decision is reached regarding the appeal. A student who is directed not to have contact with another individual must also abide by that sanction until the appeal is acted on, unless specific permission to the contrary is granted by the VP/Dean of Student Development.

Withdrawal in Lieu of Facing a Hearing

1. Under certain conditions, the VP/Dean of Student Development could agree that a student charged with an offense may withdraw from the University rather than face a student conduct hearing. A student must request such an option in writing (having cleared all outstanding account balances) and must stipulate that the petition is voluntary.
2. A student withdrawing in lieu of facing a student conduct hearing must have the clearance of the VP/Dean of Student Development before he/she may apply for readmission to the University. Charges will be reinstated upon the student's return if he/she is reaccepted to the University.

NOTE: In cases where the respondent simply leaves the University prior to the hearing date, the hearing will be postponed until the student returns to Pfeiffer. Should a student charged with an offense never return to Pfeiffer; the charge will be dismissed when the student file is discarded. In cases involving local, state, or federal laws, the proper authorities will be notified and the information will be provided to them. In cases where the witness or complainant leaves the University prior to the hearing, reasonable effort will be made to inform the witness or complainant of the hearing date and expectations. If the complainant or witness cannot be contacted, or chooses not to testify, the VP/Dean of Student Development will determine whether or not to proceed with the hearing. If no hearing is held, the charge against the respondent will be cleared from the student's record.

RELEVANT NORTH CAROLINA STATE AND FEDERAL LAWS

As stated in the Code of Conduct, students are also responsible for abiding by local, state, and federal laws. The information below is included to more fully inform students of the public laws related to the University Code of Conduct and to explain the possible consequences for individuals convicted of such crimes. Further information is available from the Chief of Misenheimer Police.

Definitions:

Class "A" Misdemeanor:

An act committed or omitted in violation of any common law, duly enacted ordinance, or criminal statute of this state which is not classified as a Class B Misdemeanor and the punishment does not exceed more than six (6) months in jail. If certain crimes are committed more than once the severity of punishment may increase. The presiding judge will determine the fine.

Class "B" Misdemeanor:

An act committed or omitted in violation of any common law, duly enacted ordinance, or criminal statute of this state which is not classified as a Class A Misdemeanor and the punishment does exceed more than six (6) months but not more than two (2) years in jail. If certain crimes are committed more than once the severity of punishment may increase. The presiding judge will determine the fine.

NOTES:

- Any person that is found in violation of a misdemeanor or felony will have a criminal record unless the crime is expunged from your record or you are pardoned by the governor or president.
- Persons being found guilty of any class "B" misdemeanor may not apply to be a law enforcement officer in the state of North Carolina for five (5) years after the conviction of the crime.
- Persons being convicted of a felony may not be a law enforcement officer in the state of North Carolina.

- In general, minimum penalties for the laws listed include court costs and/or fines unless otherwise noted; further details are available from the Police Department.

North Carolina State Law Regarding Alcohol

Note: *The following information was current when the handbook was revised; however, laws may have changed since that time. Current state law supersedes the information printed in this document.*

It is illegal for anyone less than 21 years of age to:

1. Possess, Purchase, or Attempt to Purchase Beer or Unfortified Wine by a person 18 years old § 18B-302(b) (1), Class "A" Misdemeanor
2. Possess or Attempt To Purchase Beer or Unfortified Wine § 18B-302 (i), Infraction. Penalty - If 19 or 20 years of age, and if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, the offense will be an infraction and will carry a fine of \$25.
3. Possess or Attempt to Purchase Fortified Wine, Spirituous Liquor or Mixed Beverage by a Person Under 21 years old § 18B-302(b) (2), Class "B" Misdemeanor
4. Purchasing or attempting to purchase an alcoholic beverage; license may be revoked for one year § 18B-302 (g), Class "A" Misdemeanor
Conviction of the following will result in revocation of your North Carolina driving privilege for one year:
 - a. Fraudulent use of identification to purchase an alcoholic beverage
 - b. Allowing another person to use your ID for the purchase of an alcoholic beverage
 - c. If 18 years of age or less, and if the violation occurred while the person was attempting to purchase an alcoholic beverage, the offense will be a misdemeanor resulting also in court costs and/or fines.
5. A Person Under 21 Aids or Abets Another in Violation In Sale, Purchase, and/or Possession Of Alcohol also by a person under 21 § 18B-302 (c)(1), Class "A" Misdemeanor. Penalty - The offense will be a class "A" misdemeanor punishable by a fine of up to \$500 or imprisonment for not more than six months or both.
6. A Person Over 21 Aids or Abets Another in Violation In Sale, Purchase, and/or Possession Of Alcohol by a person under 21 § 18B-302 (c)(2), Class "B" Misdemeanor. Penalty - This will be punishable by a class "B" Misdemeanor; a fine up to \$2000 or imprisonment for not more than two years, or both, in the discretion of the court.
7. Use Or Attempt To Use In Order To Obtain Alcoholic Beverages When Not Of Lawful Age, A Fraudulent Or Altered Drivers License: Or A Fraudulent Or Altered Identification Document Other Than A Drivers License: Or A Drivers License Issued To Another Person: Or An Identification Document Other Than A Drivers License Issued to Another Person § 18-302 (e), Class "B" Misdemeanor.
Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke defendant's Drivers License for one year.
8. It shall be unlawful for any person of legal age to permit the use of their driver's license or any other identification document of any kind by any person who is under 21 to purchase or attempt to purchase an alcoholic beverage § 18-302 (f), Class "B" Misdemeanor. Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke defendant's Drivers License for one year.
9. Consuming Alcoholic Beverages (fortified wine, spirituous liquor, or mixed beverages) In Any Public Area Including City Streets, Sidewalks, Town-Maintained Buildings, Bus or Municipal Parking Lots, and Town Recreation Areas § 18-B-301(f), Class "B" Misdemeanor
10. Possess/Consume fortified wine, spirituous liquor, or mixed beverages after being prohibited § 18-B-301(f) (4), Class "B" Misdemeanor. Penalty - The fine is \$25.00 plus \$80.00 for the cost of court.
11. Driving While Impaired under the age of 21
If you are under the age of 21 and you are convicted of driving with any amount of alcohol or other drugs in your body, your license will be revoked for one year. Driving while impaired: You are guilty of driving while impaired if your blood alcohol concentration meets or exceeds .08 or you are under the influence of or affected by alcohol and or other drugs.
 1. First Conviction: Revocation of your drivers license for one year; Minimum punishment: fine up to \$100 and not less than 24 hours of community service, or 30 days without limited driving privilege or any combination of these. Maximum Punishment: Fine up to \$2000 and not less than 14 days or more than 24 months imprisonment.
 2. With each consecutive DWI the punishment increases. If you are convicted of more than three DWI's within seven years, the fourth DWI will be considered a Felony.

North Carolina State Law Regarding Controlled Substances

Note: *The following information was current when the handbook was revised; however, laws may have changed since that time. Current state law supersedes the information printed in this document.*

1. Possession - Marijuana - Misdemeanor - § 90-95 (d) (4)
 - a. Possession of less than ½ ounces of marijuana is a class "A" misdemeanor criminal offense.
 - b. Possession of more than ½ of an ounce but not more than 1 1/2 ounces of marijuana is a Class "B" misdemeanor.
 - c. Possession of more than 1 ½ ounces of marijuana is a class I felony.
2. Possession - Cocaine/Crack § 90-95 (d) (2)

- a. Possession of cocaine in any quantity up to 28 grams is Class I felony.
- b. Trafficking of cocaine is possession of more than 28 grams, but less than 200 grams, and is a class G felony.
- 3. Possession - LSD § 90-95 (d) (1)
 - a. Possession of any quantity of LSD up to 100 dosage units is a Class I felony.
 - b. Trafficking of LSD is possession of 100, but less than 500 dosage units, and is a class G felony.
- 4. Possession - Methamphetamine § 90-95 (d) (2)
 - a. Possession of this substance is a class I felony
 - b. Possession of more than 28 grams but less than 200 grams is a Class G felony.
- 5. Inhaling Toxic Fumes § 90-113.10, Class "B" misdemeanor
 Any person that knowingly breathes or inhales any compound, liquid, or chemical containing toluol, hexane, trichloroethane, isopropanol, methyl isobutyl ketone, methyl cellosolve acetate, cyclohexanone or a similar substance to induce intoxication is guilty of a class "B" misdemeanor. (Possession of Toxic Substances § 90-113.11, Sale of Toxic Substance § 90-113.2, Possession of Toxic Substance with Intent to Sell and Deliver § 90-113.12)
- 6. Possession - Drug Paraphernalia § 90-113.21, Class "B" misdemeanor
 The following are examples of drug paraphernalia. This is not totally inclusive:
 scales, homemade pipes, balances, film canisters, sandwich baggies and their corners, bong, roach clips, sifters, carburetor pipes, syringes, pipes using screens, spoons, water pipes, and chamber pipes. Any other equipment, products or materials that can be directly linked to the usage of controlled substances.

Additional Laws Related to the Campus Code of Conduct

Laws Related to Policies Regarding the Safety of the Community

- 1. Arson, Burning Offenses, and Tampering with Fire and Safety Equipment - First Degree Arson § 14-58, Class "D" Felony
 Persons are guilty of this offense if they willfully and maliciously burn the dwelling house of another while someone is present inside the dwelling (see Tampering with Fire and Safety Equipment)
- 2. Giving false fire alarm; molesting fire alarm, fire detection or fire extinguisher system - § 14-286 Class "A" Misdemeanor
- 3. Possession of Firearms or Weapons on Campus § 14-269.2
 No person is authorized to possess any weapon (weapon is defined as defined the possession or use, whether openly or concealed, of any weapon, including but not limited to guns, rifles, pistols, powerful explosives, BB guns, bowie knives, crossbow, daggers, switch-blade knives, metallic knuckles, throwing stars, knives of more than six inches when opened, and any other weapon of any kind) while on University-owned property. This applies to all persons including law enforcement officers (with the exception of Stanly County Sheriff's Department) while not in uniform.
Punishment - If the violator is a **student or employee** the charge is a **class "I" Felony**. If the violator is a non-student or non-employee and the firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack, the charge is a class "B" Misdemeanor.
- 4. Possession of a B.B. Gun, Stun Gun, Air Rifle, Air Pistol, Bowie Knife, Dirk, Dagger, Slingshot, Leaded Cane, Switchblade Knife, Blackjack, Metallic Knuckles, Razors, and Razor Blades on school grounds § 14-269.2(d), Class "B" Misdemeanor
 NOTE: Possession of a concealed weapons permit does not entitle individuals to carry concealed weapons of any kind on campus.
 NOTE: Any illegal weapons, alcohol, narcotics, or paraphernalia found on campus will become the property of the Misenheimer Police Department.

Laws Related to Policies Regarding Respect of Community Members

- 1. Assault (Fighting) Definition: an encounter with blows or other personal violation between two or more persons, including assault and battery: includes individuals in organizations or athletic teams.
- 2. Simple Affray - (Assault, batteries, and affrays, simple and aggravated) § 14-33, Class "A" Misdemeanor
- 3. Assault on a Sporting Official § 14-33(b), Class "B" Misdemeanor
- 4. Assault on a Female § 14-33 (c) (2), Class "B" Misdemeanor
- 5. Assault on a Governmental Officer (Law Enforcement Officer) § 14-33(c) (4), Class "B" Misdemeanor
- 6. Assault with a Firearm or Other Deadly Weapon on Governmental Officers or Employees, or Campus Police Officers §14-34.2, Class "F" Felony.
 Penalty - Upon criminal conviction you are subject to court costs, and/or fines, and/or imprisonment.
- 7. Sex-Related Offenses: Rape, Sexual Assault, Indecent Behavior
 Definition: including, but not limited to, violations of the following: rape, sexual assault (See Sexual Assault in Campus Policies Section), indecent language on a telephone, and indecent exposure.
 - a. First Degree Forcible Rape § 14-27.2, Class "B" Felony
 A person is guilty of Rape in the first degree if the person engages in vaginal intercourse with another person by force and against the will of the other person, and employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon, or inflicts serious injury upon the victim or another person; or the person commits the offense aided by one or more other

persons.

b. Stalking § 14-277.3, Class "B" Misdemeanor

A person is guilty of this offense if he/she willfully and on more than one occasion follows or is in the presence of another without legal purpose with the intent to cause emotional distress by placing that person in reasonable fear of death or bodily injury after reasonable warning or request to desist by or on behalf of the other person and the contact constitutes a pattern of conduct over time that shows a continuity of purpose.

c. Harassing Phone Calls §14-196, Class "B" Misdemeanor

Annoying or harassing communication by repeated telephoning or making false statements, using profane, indecent, or threatening language to any person over telephone or electronic mail.

d. Indecent Exposure - § 14-190.9, Class "A" Misdemeanor

e. Peeping into a room occupied by a Female person § 14-202, Class "B" Misdemeanor

8. Ethnic Intimidation § 14-401.14, Class "B" Misdemeanor

Persons are guilty of this offense if they, because of race, religion, nationality, or country of origin, assault another person, or damage property of another, or deface property of another, or threaten to do any of the previously listed crimes.

9. Communicating Threats § 14-277.1, Class "A" Misdemeanor

Persons are guilty of this offense if they willfully threaten to injure another person or willfully threaten to damage another's property and communicate that threat to the threatened person in a manner to make a reasonable person believe it likely to be carried out, and the threat is believed by the threatened person.

10. Disorderly Conduct § 14-288.4, Class "A" Misdemeanor

Definition: a public disturbance intentionally caused by any person who engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting; or makes or uses utterances, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of peace; or takes possession or exercises control over or seizes any building or facility of any public or private educational institution without the specific authority of the chief administrative officer of the institution or his/her authorized representative; or refuses to vacate any building or facility of any public or private educational institution after being advised to do so by a University official; or disrupts or disturbs the teaching of students or religious service.

11. Prohibited Misuse of Laser Device §14-34.8, Infraction

It is unlawful to intentionally point a laser device at a law enforcement officer, or at the head or face of another person, while the device is emitting a laser beam.

12. Anti-Noise Ordinance - County Ordinance Number: 80-3, §153A-121, Class "A" Misdemeanor

If any person permits acts, omissions, or conditions that are declared to be unreasonably loud, disturbing and unnecessary noises and nuisances which are detrimental to the life, health, safety and welfare of any individual and the peace and dignity of Stanly County, and the same are declared in violation of this ordinance and are hereby prohibited, but such enumeration shall not be deemed to be exclusive.

13. Obstructing and Delaying a Law Enforcement Officer § 14-223, Class "B" Misdemeanor

If any person shall willfully and unlawfully resist, delay or obstruct a public officer in discharging or attempting to discharge a duty of their office.

14. Failure to disperse on command - § 14-288.5, Class "A" Misdemeanor

15. Throwing, dropping, etc., objects at a sporting event - § 14.281.1, Class "A" Misdemeanor.

16. Drunk and Disruptive - § 14-444, Class "A" Misdemeanor.

Laws Related to Policies Regarding Individual Responsibility

Computer-Related Laws

1. Accessing Computers §14-454, Class "G" Felony / "B" Misdemeanor

a. It is unlawful to willfully, directly or indirectly, access or cause to be accessed any computer, computer system, computer network, or any part thereof, for the purpose of:

- 1.) Devising or executing any scheme or artifice to defraud, unless the object of the scheme or artifice is to obtain educational testing material, a false educational testing score, or a false academic or vocational grade, or
- 2.) Obtaining property or services other than educational testing material, a false educational testing score, or a false academic or vocational grade for a person, by means of false or fraudulent pretenses, representations or promises.

b. Any person who willfully and without authorization, directly or indirectly, accesses or causes to be accessed any computer, computer system, or computer network for any purpose other than those set forth in subsection (1) above, is guilty of a Class 1 misdemeanor.

c. For the purpose of this section, the term "accessing or causing to be accessed" includes introducing, directly or indirectly, a computer program (including a self-replicating or a self-propagating computer program) into a computer, computer system, or computer network.

Penalty - A violation of this subsection is a Class G felony if the fraudulent scheme or artifice results in damage of more than one thousand dollars (\$1,000), or if the property or services obtained are worth more than one thousand dollars (\$1,000). Any other violation of this subsection is a misdemeanor.

2. Damaging computers, computer systems, computer networks, and resources §14-455, Class “G” Felony/ “B” Misdemeanor
 - a. It is unlawful to willfully and without authorization alter, damage, or destroy a computer, computer system, computer network, or any part thereof. A violation of this subsection is a Class G felony if the damage caused by the alteration, damage, or destruction is more than one thousand dollars (\$1,000). Any other violation of this subsection is a Class 1 misdemeanor.
 - b. This section applies to alteration, damage, or destruction effectuated by introducing, directly or indirectly, a computer program (including a self-replicating or a self-propagating computer program) into a computer, computer system, or computer network.
3. Denial of computer services to an authorized user Section 14-456.
 - a. Any person who willfully and without authorization denies or causes the denial of computer, computer system, or computer network services to an authorized user of the computer, computer system, or computer network services is guilty of a Class 1 misdemeanor.
 - b. This section also applies to denial of services effectuated by introducing, directly or indirectly, a computer program (including a self-replicating or a self-propagating computer program) into a computer, computer system, or computer network.
4. Extortion Section 14-457.

Any person who verbally or by a written or printed communication, maliciously threatens to commit an act described in G.S. 14-455 with the intent to extort money or any pecuniary advantage, or with the intent to compel any person to do or refrain from doing any act against his will, is guilty of a Class H felony.
5. Solicitation of a child by computer to commit an unlawful sex act. Section 14-202.3.

Definition: A person is guilty of solicitation of a child by a computer if the person is 16 years of age or older and the person knowingly, with the intent to commit an unlawful sex act, entices, advises, coerces, orders, or commands, by means of a computer, a child who is less than 16 years of age and at least 3 years younger than the defendant, to meet with the defendant or any other person for the purpose of committing an unlawful sex act. Punishment: A violation of this section is a Class I felony.

RESIDENCE HALL LIVING

GROUP LIVING EXPECTATIONS

A successful residence hall community requires a shared sense of positive interdependence. Each resident must realize his or her responsibility to every other resident, since individual choices in a residence hall environment have the potential to impact the entire community. Likewise, each resident has an important role to play in establishing and maintaining the standards by which the community will live. Therefore, in instances where the standards are not met by a member or members of the community, it is the responsibility of any member of the community to confront and attempt to rectify such behavior. Any community member who fails to take advantage of any reasonable opportunity to do so therefore assumes a portion of the responsibility as well as consequences for such action.

COMMUNITY BILL OF RIGHTS

The Community Bill of Rights is a reminder to you of your rights as an individual and your responsibility to your fellow community members:

- The right to read and study free from undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of the right.
- The right to sleep without undue disturbance from noise, guests of a roommate, etc.
- The right to expect that one’s roommate and suitemates will respect one’s personal belongings (e.g., clothing, food).
- The right to a clean environment in which to live. This includes room, bathroom, kitchen, and other public areas.
- The right to free access to one’s room and facilities without pressure from a roommate or suitemates.
- The right to privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host and comply with all University policies while on campus.
- The right for redress of grievances. Residence life staff members are available for assistance in settling conflicts and negotiating differences.
- The right to be free from fear of intimidation, physical and/or emotional harm, and racial or sexual harassment.
- The right to expect reasonable cooperation in the use of “room shared” appliances and a commitment to honor agreed upon living standards.
- The right to expect reasonable cooperation in the cleaning of rooms and bathrooms.
- The right to be free from peer pressure or ridicule regarding one’s values, beliefs, interests, and behavior without infringing upon the values and standards of others and the institution.

RESIDENCE LIFE POLICIES AND PROCEDURES

The policies and procedures are set forth in writing in order to give you general notice of expectations and prohibited conduct. The policies should be read broadly and are not intended to define misconduct in exhaustive terms. Students should also review the Housing Contract, which in combination with the policies in this handbook constitutes the legal agreement between the student and the institution with regard to residence hall issues.

Air-Conditioning & Heating

All residence halls are air-conditioned. The buildings do not have separate systems, and heating or cooling cannot be turned on or off by building or for short periods of time (New Hall is air-conditioned but has separate systems). If you have any questions regarding this process, please contact the Director of Facilities or the Director of Residence Life.

The thermostats on the air conditioners in the residence halls are very sensitive. For this reason, do not adjust the thermostat. If there are any problems with temperature, please place a work order with the RD, RA, or the Director of Facilities. The charge for replacing a damaged thermostat is \$150. In many buildings, opening a window while running the air conditioning can upset temperature control for the entire floor. Please keep windows closed when the air conditioning is operating.

Appliances

The following is a list of allowed and prohibited appliances in the residence halls.

New Hall:

- Toaster
- Toaster Oven
- Hot plate/griddle (only glass top-no exposed heating coils)
- Coffee Pot
- George Forman Grill, Quesadilla Maker, Panini Maker, etc.
- Crock Pot
- Blender
- Electric Kettle
- Each Apartment in New Hall comes equipped with a microwave and fridge

For all other halls:

- Coffee Pot
- Blender
- Electric Kettle
- Toaster
- Microwave (700 Watt Limit)
- Mini Fridge (120 Watt and 4.5 Cubic Feet Limit)-Only one per room (Each room in Ervin Hall comes equipped with a micro-fridge. Please do not bring your own)

Not allowed:

- Deep fryers
- Open flames
- Halogen lights
- Ceramic or electric heaters
- Portable A/C units
- Convection ovens

Assignments

Room and hall assignments are made by the Residence Life Office and cannot be changed without permission of that office. Except in unusual circumstances, students may not change rooms or roommates during the first two weeks of each semester. All students involved with a room and/or roommate change must agree with the proposed change. Students interested in changing rooms should contact their Resident Assistant. Unauthorized room changes will result in a fine.

Except for situations specified by the Residence Life Office, students are not allowed to permanently retain their current room assignment. Assignments for returning students are made through a housing selection process based on GPA and Earned Credit Hours, which is held each spring semester for the upcoming academic year. All rising sophomores, juniors, and seniors are eligible to participate if they have paid a housing deposit (which is non-refundable). **It is each student's responsibility to be familiar with all deadlines and to return all required documents to the Office of Residence Life. Students who miss or do not participate in the selection process have last priority for housing choices.**

All rooms assigned or retained during the housing selection process are considered "temporary" assignments until the start of the fall semester. The Office of Residence Life reserves the right to assign open rooms/spaces or make changes in current assignments as needed. Students should expect assignments to be made upon request or need of the Office of Residence Life. Students refusing a move to consolidate will pay the private rate. Students who are away for the spring semester must submit in writing to the Office of Residence Life a request for housing and permission for another student to act on their behalf in the housing selection process.

Athletic Equipment

No athletic equipment (e.g., hockey equipment, skate boards, roller blades, skates, footballs, lacrosse equipment, basketballs, volleyballs, tennis rackets/balls, Frisbees, dart boards, free weights, etc.) may be used in the residence hall or within 20 yards of campus buildings. The South campus volleyball courtyard is restricted to volleyball only (no baseballs, lacrosse balls, etc.). All equipment must be stored in residents' rooms and cannot be left in bathrooms, hallways, stairwells, or outside the building.

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Bathrooms

In the residence halls, students should only use bathrooms designed for their own use. Male students should not use female bathrooms and female students should not use male bathrooms. This insures the privacy and comfort of all residents.

Bicycles

All bicycles must be kept outside at a bicycle rack or inside a student's room. Fire codes make hallways, lounges, stairwells, and porches unacceptable places for storing bicycles. Bicycles found in these areas will be impounded (chain cut off if necessary). All motorcycles and mopeds must be kept in parking lots with other motor vehicles. All other motorized vehicles cannot be stored in a student's room. Any motorcycle or moped found in the above mentioned areas will be towed at owner expense, and the owner will be fined.

Building Security

To help provide security for residents, residence halls are locked seven days a week, twenty-four hours a day. Building residents have keys for their building as well as their room. If the exterior door of a residence hall is found propped, the building residents will each be charged a \$5.00 fine. Individuals found responsible for propping doors or making doors/locks inoperable may also be referred to the institution's internal conduct system.

Campus Safety and Security

The Misenheimer Police Department is contracted to maintain a safe environment for the college community through security, safety and traffic service. Their duties include responding to calls for service, after-hours maintenance emergencies, and crisis situations, as well as making rounds on-campus. They also conduct educational programs, assist with lockouts, and consult on safety concerns. **Misenheimer Police can be contacted at campus extension 3000 or 704-463-3000.**

Candles/Open Flames/Halogen & Lava Lamps

In conjunction with fire safety regulations, open flames of any kind (specifically candles, incense, and oil lamps) are prohibited in your residence hall room in conjunction with fire safety regulations. Decorative candles are allowed but cannot be burned or show any signs of being burned previously. Halogen and lava lamps are also prohibited because they generate excessive heat and are a fire hazard.

Check-In/Check-Out

Anytime a student moves into a room or suite, whether at the initial check-in or sometime during the year, the condition of the room must be noted by his or her RA. The condition of every item will be carefully noted. When a student moves out of his or her living area, all keys are to be returned. At this time, the condition of all items in the room will be compared to the condition originally noted.. Any damage beyond normal wear and tear will be billed to the individual, or to both occupants in the case of roommates. Charges will be assessed for any furniture present at check-in, which is not present at check-out. Residents will be subject to room repainting charges if the use of tape or other adhesives results in damaged surfaces. Charges for damage caused by nails, thumbtacks, and graffiti or stickers on doors, walls, or furniture may also be assessed to residents. Students who do not check-in or check-out properly may be fined. In addition, failure to turn in the same keys issued to you at the beginning of the year will result in a fine.

Closings/Opening

The schedule for residence hall closings and openings is found on My.Pfeiffer. When residence halls are closed, it is expected that all residents will vacate the buildings by the time indicated at the end of fall and spring semesters. Failure to do so may result in charges or fines. Work and travel plans should be made according to this schedule. In preparation for breaks and closing, please do the following before you leave:

- a. Unplug all appliances (including refrigerator).
- b. Remove all perishables from the refrigerator and room; leave refrigerator open.
- c. Close shades.
- d. Empty all trash and all recycling material.
- e. Close tightly and lock windows.
- f. Turn off lights.
- g. Lock room door.
- h. Take home everything you will need over break because no one may enter any hall after closing.
- i. Consider taking all valuable items home.

All rooms will be checked during the break - avoid charges & fines by fulfilling the above requirements.

Common Area Responsibility

All students share responsibility for public areas that are common to all residents, such as lounges, bathrooms, hallways, stairwells, and community rooms. In the event of any damage to or need for excessive cleaning in a common area, or other incident determined to be the result of shared responsibility, all residents living in that area will be charged, with the total cost being divided evenly among the residents, unless the person(s) responsible can be determined. The fairest way to make restitution for damages which disrupt the community is to bill only those responsible, so each resident is encouraged to accept responsibility for his or her own behavior. It is everyone's responsibility to help minimize damages. Residents who witness damage occurring are encouraged to bring this information to the attention of the Office of Residence Life. Every effort will be made to determine who is responsible. Charges for damages are based on repair or replacement costs to restore the room, suite, item of furniture, equipment, or common area property to its original condition (including costs of complete repainting to cover graffiti). Games played in the hallway or near the buildings (soccer, football, basketball, lacrosse, golf, etc.) is a source of hall damage. For this reason, we ask that you refrain from this behavior indoors or near the

buildings. All students will be billed, regardless of whether they were present on the date(s) of the incident.

At any time during the year, but particularly at the end of each semester, students may be billed for the cost of cleaning, repairs, and/or replacement of University property. The billing process begins with Facilities Management generating a bill for damage or vandalism. Facilities Management then directs the bill to the Office of Residence Life. The Director of Residence Life determines responsibility for damage notifies residents and bills student accounts.

Damage Charges and Billing

Actual billing for damages (including keys not returned) occurs monthly with the aid of Facilities Management. Billing for room damages ordinarily appears in the May billing from the Business Office (January for those students who move out in December). See also Check-In/Check-Out section above. For damages in common areas, please see Common Area Responsibility section above.

Decorations

Live Christmas trees or greens are not permitted in the residence halls due to fire hazard. Decorations must be attached in a manner which does not result in damage or residue.

Departure Dates/Times

Residence halls will close promptly for semester break at 10:00 a.m. on the day following the last day of finals (undergrads) or at noon on the day after graduation (seniors only). When the halls close for break; student-building keys will not access the residence hall. With specific permission from the Director of Residence Life, international students and others who cannot leave campus may be housed on-campus over the break.

At the end of fall semester, students must leave campus within 24 hours of their last exam; students not returning must check-out with a residence hall staff member. Students who withdraw during the semester must check-out of the hall within 24 hours of their withdrawal notice. After spring semester, students not participating in commencement must check-out within 24 hours of their last exam. Seniors and others participating in commencement must check-out of residence halls by noon on the day after graduation. Failure to depart by the designated closing time will result in a fine. See the chart at the end of this section for a description of fines. The opening time and day for the fall of the year will be announced in the spring of the preceding year.

Escorts

DON'T WALK ALONE; escorts are provided by the Police Department 24-hours a day year-round. If you wish to request an escort dial either 704-463-3000 or x3000; an officer will respond as soon as possible. Even though escorts are a priority, be sure to leave a phone number so an officer can notify you in case there is an emergency in progress that might delay the officer's response. **We urge community members to use this service, especially in the evening hours.**

Fire Safety/Alarms/Regulations

If there is a fire in any building on-campus, the most important rule to remember is to **remain calm**.

1. If you discover a fire on your floor, or if you see or smell smoke which indicates the presence of a fire, report it immediately by dialing 911.
2. Upon indication that there is a fire in the building, stay calm and exit the building as quickly as possible. If you encounter smoke, crawl on your hands and knees to the closest exit.
3. If you are in your room:
 - a. Check the door to see if it is warm; if it is not:
 - i. Open your shades
 - ii. Exit the room, and close but do not lock your door.
 - b. If the door is hot, perform the following:
 - i. Stuff the base of the door with a towel or garment
 - ii. Open the window and signal for help
 - iii. If you are above the first floor, if at all possible, do not jump from the window - try to wait for help
 - iv. If you must exit the room from the window, tie your sheets together, secure one end, and climb down.
4. If you pass a fire alarm as you exit the building, do your best to activate the alarm.
5. Go to the closest stairwell and get out of the building.
6. Once out of the building, call the fire department and Police immediately.
7. Stay at least 100 feet from the building. Go to your predetermined meeting place and await instructions from your Resident Assistant.
8. Do not re-enter the building until instructed by the Fire Chief or Police Officer.

If a fire extinguisher is used to put out a small fire, the Police should still be notified of the fire and use of the extinguisher. Students should never endanger their safety by attempting to extinguish fires; instead, they should clear the area and call 911 and the Police Department for assistance.

In the event of a fire alarm, all residents are **required** to vacate the building. The Fire Department is not able to clear alarms and allow residents back into the building until all residents have vacated. Even if you are sure the alarm is a false one, you **must** leave the building. Students who refuse to leave or attempt to hide to avoid vacating the building will be held accountable through the student judicial process. Evacuation plans will be reviewed in the first hall meeting and fire plans will be posted on each floor. Be sure to acquaint yourself with emergency escape routes in your building.

Fire Drills

Revised May 2017

Fire drills are conducted each month of the Fall and Spring semester in every hall at various times during the evening, including after midnight. This is in accordance with North Carolina state law, to ensure that all residents are familiar with evacuation procedures and to ensure that all safety equipment is functional. During a fire drill, every student MUST evacuate the building and follow emergency procedures and Police or Residence Life Staff instructions.

Fire Safety Equipment

Fire equipment is placed in the residence halls for students' protection and the protection of property in the event of a fire or emergency. Anyone who causes damage to this equipment or who renders it unusable or ineffective is endangering the safety of all residents. If a student is involved with the misuse or tampering of any fire safety equipment, tampering with smoke detectors, sprinklers, or fire alarm bells, including setting off false fire alarms, the student will be subject to penalties described by State and Federal laws as well as University student conduct action. See chart at the end of this section for penalties and fines.

Furnishings and Furniture Removal

You may arrange your room furniture as desired. Permanently attached items may not be moved. This includes mounted bulletin boards, light fixtures, vents, doors, etc. For additional information, see also Lofts section below.

Many students bring extra furnishings from home to complement the University furniture and to make the room more comfortable; however, the Office of Residence Life reserves the right to restrict any furnishings that it regards as potentially destructive or dangerous to person or property or obtrusive to the academic mission of the University (e.g., waterbeds, bars, fountains). Whereas students are welcome to bring items from home, university owned furnishings may not be removed from residence hall rooms and must remain and/or be stored in the same rooms. Furniture removed without authorization will result in a fine to the student. The University cannot store any furniture originally assigned to your room and students cannot leave personal furniture in the rooms over the summer. Any and all personal furnishings found in rooms upon check-out (including carpeting) will be considered abandoned. Residents will be charged for removal of any such items.

Gender Neutral Housing Policy

The Office of Residence Life prohibits discrimination and provides equal housing opportunities without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, genetic information, gender identity, sex or age. If you are a transgender student who has specific housing needs, please contact the Director of Residence Life. The Office of Residence Life recognizes and respects the gender identity that students have established with the department. Recognizing that students are not all alike, but have different needs and desires, we will address student concerns on a case-by-case basis.

Gender neutral housing, a process that permits students to live with other students of their choice (regardless of sex, gender, gender identity or gender expression), is currently offered in New Hall apartments.

Grills

No personal grills are permitted on campus grounds or in campus buildings, residence halls, etc.

Guests

Students are accountable for the conduct of their guests. Students will be held financially responsible for damages caused by guests and will be charged in any conduct violations with which their guests are involved. Guests must act in a manner consistent with University policies and guidelines, and students are responsible for informing guests about these. In the case of conduct violations, guests may be required to leave the campus immediately. Each student is responsible for making necessary arrangements with roommates when a guest will be present. Guests may be asked to register their presence in designated residence halls.

Guests visiting overnight are limited to 3 consecutive nights on campus and may only stay if all roommates are in agreement. Guests visiting overnight are also limited to 5 nights total per month across all residence halls. For safety and security reasons, Resident Assistants are to be notified when overnight guests are visiting.

Minors

Should residents wish to have minor guests (under the age of 18) stay overnight, they should first obtain permission 48 hours in advance from the Office of Residence Life.

Hoover Boards

Because of fire concerns, the use, possession or storage of hover boards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) is prohibited in university-owned or managed buildings, including residence/dining halls. Residential students should not bring them to campus. They are not permitted in university housing. Like other contraband items, if found, these items will be confiscated.

Housing Contract

By accepting a room assignment, signing a Housing Contract, and living in the residence halls, you are agreeing to abide by all the policies and regulations set forth in this handbook and in the Contract, and to accept decisions and rulings made by the Student Development Office and Pfeiffer University. Failure to do so may result in Code of Conduct charges, fines, and/or sanctions. Sanctions for violations of residence hall policies range according to the severity of the infraction, but may include fines, community service, mandatory program attendance, counseling referrals, eviction from University housing, or suspension from the University. **Residential students should familiarize themselves with this handbook and with the Housing Contract.** The University reserves the right to nullify Housing Contracts of students who create significant disciplinary problems, represent a continuing

disruption to other residents, or have medical or emotional conditions which cannot be reasonably accommodated in the residence hall. Some residence halls have supplemental housing agreements specific to that building; residents should be aware of their responsibilities related to these, as well.

Insurance

The University is not responsible for the loss, damage, or theft of any personal property. Students wishing to protect themselves from the possibility of such losses should cover their belongings with the appropriate insurance. Renters insurance is generally available through the companies that currently carry your car or home insurance. Frequently, existing homeowner's policies carried by parents cover a student's personal property while at school. Check into these policies before you arrive on-campus.

Late Check-In

In exceptional circumstances and upon written request, the Office of Residence Life will hold your housing assignment until the Friday after Financial Registration. It is your responsibility to notify the Office of Residence Life in advance if you are unable to check-in on time. Students who fail to notify the Office of Residence Life will forfeit their reserved space.

Laundry Facilities

Laundry facilities are located in every residence hall on campus at no additional cost to the residents. New Hall has a washer and dryer in each unit for the use of those residents. Problems with equipment should be reported to the Student Development Office or your Resident Assistant.

Lockouts

Students locked out of their rooms may check-out a temporary key from the Residence Life Office (M-F, 8 a.m. – 5 p.m.). The first time that a student is locked out, it will be considered a warning. Any time after, a student will be assessed a \$5 fee. If it is determined that a student has lost his/her keys, appropriate fees will be assessed (\$50 – room key/ \$100 – building key). If the temporary key is not returned within 24 hours, the student will assume responsibility for replacement fees. After 5:00 p.m. or on weekends, contact the Resident Assistant on Call for assistance. The Police Department may also unlock your door for you, with a \$10 service fee.

Lofts

Lofts provide students with the opportunity to personalize their rooms and create a larger living space. The University approves the use of commercial loft units. Self-built lofts can be approved upon inspection. For safety purposes these regulations must be followed for all lofts:

- Lofts must be free standing, must not be attached/bolted to walls, bookshelves, or other furniture in any manner.
- Ladders must be attached to the loft or be capable of being hooked or secured.
- Ladders must also have a non-skid material on the base to prevent the ladder from slipping on tile or carpet.
- Lofts must be constructed of bolts and lag screws. Nails may not be used to fasten major support components of the loft. All wood components must be pressure treated and fire proofed (Commercial loft units meet these specifications.)
- All lofts must be removed by the student at the end of the year or be subject to a charge. Minimum charge is \$75, but could be higher depending on the time and labor required to remove the loft from the room.
- To help insure safety, loft improvements or adjustments may be required by staff members from Student Development or Facilities Management.

Maintenance and Housekeeping

Maintenance and housekeeping in the residence halls are performed by staff members from Plant Operations. The University counts on students to be aware of any damage or situation that warrants their attention, and to communicate that as soon as possible by reporting the problem to a member of the residence hall staff. To have a member of the Plant Operations staff repair something in your room, complete a work order by emailing fixit@pfeiffer.edu, or by calling ext. 3428. If you need assistance submitting a work order, contact your Resident Assistant. Plant Operations will respond as quickly as priorities and materials allow.

NOTE: To enable the Housekeeping staff to work effectively, residents are asked not to leave belongings in the bathrooms or hallways. Housekeeping staff is instructed not to clean public areas (e.g., bathrooms, hallways) if residents' belongings are present.

Emergency Repairs: *On holidays, weekends, and nights, first contact a Resident Director or Resident Assistant. If none is available, call the Police Department at ext. 3000 or 704-463-3000 and describe in detail the nature of the problem.*

Noise/Quiet Hours/Courtesy Hours

In order to create a positive community environment, it is vital that residents be able to study and rest peacefully at any time, regardless of posted quiet hours. "Courtesy Hours" are always in effect and mean that residents should respond to requests from each other, as well as from staff members. In addition to normal courtesy hours, quiet hours have been established to ensure that students are able to sleep and study at reasonable hours. During quiet hours, each resident is responsible for making sure that his or her noise is not at a level to disturb anyone else that may be studying or sleeping. The minimum campus-wide quiet hours for ALL residences are as follows:

Sunday through Thursday: 11:00 p.m. to 10:00 a.m.

Friday and Saturday: 1:00 a.m. to 10:00 a.m.

During Final Exam Weeks: 24-hour quiet hours are in effect

Noise, particularly sustained, must not be readily audible within the private living quarters of other residents. Instruments, subwoofers, or other amplification devices producing excessive volume or bass are prohibited in the residence halls. Sustained, loud noise originating outdoors, but audible within residence halls, will not be allowed. Failure to respond to requests for noise reduction, whether from a member of the residence hall staff or another

resident, will be addressed as a Code of Conduct violation if no compromise or accommodation can be achieved.

If your rights to sleep or study in the room are being violated, you should:

- 1) Speak to the person or persons causing the disturbance and ask them to quiet the noise. If this does not work,
- 2) Contact your residence hall staff member. If this is not effective or possible,
- 3) Contact the Police Department. If unsatisfied with the solution,
- 4) Contact the Director of Residence Life during business hours.

Parlor/Lobby/Public Area Furniture

Furniture in these areas is intended for the use of all students, and individual residents are not allowed to use this furniture in their rooms. Removal of furniture from these areas will be considered theft of University property. If furniture becomes missing from an area, and is not returned promptly upon notification of the area, it will be treated as a common area responsibility, and the total cost will be divided equally among all residents.

Personal Items in Public Areas

Dishes, cooking supplies, athletic equipment, and other personal belongings may not be left in public areas. Items left in public areas are a safety, community health, and cleaning issue. Every effort will be made to inform residents that the items need to be removed. If the items are not removed within 24 hours, they will become property of the University and will be confiscated.

Personal Property

The University assumes no liability for bodily injury or personal property damage or loss. The University urges students to develop the habit of locking their rooms at all times, for property as well as personal protection, and advises that valuable property or large sums of money not be kept in a room. Also, personal property should not at any time be left in any public area (hallways, bathrooms, stairwells, etc.). The University assumes no responsibility for personal items left in such areas. See also Insurance section above.

Pest Control

Since woods and open areas border campus, precautions must be taken to keep the halls free of insects and rodents. Food should be stored in airtight plastic containers or kept in a refrigerator. Dirty dishes should not be left out. Laundry and personal items, especially damp towels, should not be piled on the floor. If you have followed these steps and problems still occur, contact your Resident Director or Resident Assistant for assistance.

Pets

Pfeiffer University believes pets can provide both companionship and a sense of community for students living on campus, and as such allows for pets to be kept and maintained in a specific residential area of campus while the student is enrolled full-time. The Pet Policy provides the guidelines by which this can be accomplished. By bringing a pet to campus, the student has indicated an understanding of the policy and has agreed to the conditions and penalties therein. Every pet owner is encouraged to consider carefully the advantages and disadvantages of the campus environment for his/her individual pet.

What is a pet?

We define pets in two categories:

- Aquarium Pets (already allowed): Fish (under 6 inches in length), tree frogs, pac man frogs, fire belly toads, leopard geckos, anoles, long-tailed lizards, and hermit crabs. Larger pets (more than six inches in length) are restricted to one per 10 gallon tank. Students are restricted to no more than two 10 gallon tanks or one 20 gallon tank.
- Pets through Application: Dogs and Cats.

Restrictions:

Due to insurance policy regulations, the following breeds or mix of dog breeds are not allowed on campus: Akita, American Pit Bull/Staffordshire Terrier, Alaskan Husky/Alaskan Malamute, Bullmastiff, Chow, Doberman Pinscher, German Shepherd, Huskies (all breeds), Presa Canario (Canary Dog), Rottweiler, St. Bernard, Wolf Hybrid.

- Dogs can be no larger than 50 pounds.
- Dogs and cats must be spayed or neutered. Pet Owner (student) must provide proof from a veterinarian.
- Cats are to be from fully domesticated litters and cannot contain any percentage of a feral or wild line.
- Owners are not permitted to breed any pets or domestic animals for food or other purposes.
- Only one pet is permitted unless prior approval is given by the Director of Residence Life.
- Pets are restricted in residence halls only where pets are approved. Pets cannot "visit" halls not designated as "pet friendly."

Space is limited to 30 spots and Plyler Hall has been designated as the Pet Friendly Residence Hall.

Pet Owner Responsibility and Rules of Conduct:

a. Responsibility of Pet Owner. Pfeiffer University expects pet owners of approved pets to be responsible for:

- i. The cleanliness of their room;
- ii. The care of their pet;
- iii. The impact on their community; and
- iv. Quick and civil response to complaints.

b. The Pfeiffer University Pet Council (PUPC) works in conjunction with Residence Life Staff. This Council consists of students, faculty/staff, both pet owners and non-pet owners, who have the task of administering the Pet Policy. The Council also has the power to levy fines and remove problem pets

from campus. The Pet Council, with the approval of the Dean of Students or his/her designee, is responsible for budgeting registration money to make improvements to this policy and procedures dictated by it.

c. Sanctions/Removal: Should pet owners not adhere to expectations, policy or appropriate care of pets, the Residence Life Office and/or PUPC will levy sanctions towards the pet owner. Sanctions can range from a warning to fines to loss of privileges.

d. Rules of Conduct:

- i. Regardless of the circumstances, the pet owner is ultimately responsible for the actions of the pet.
- ii. All student dogs and cats must wear their Pfeiffer University identification tag and a current rabies vaccination tag at all times.
- iii. All pets must live with their owners.
- iv. All dogs and cats must be housebroken before arriving on campus.
- v. Pets are not allowed inside academic and administration buildings or non-pet designated residence halls.
- vi. All pets must be on a leash at all times and must be under vocal command. Under no circumstances are pets allowed to run around outside unsupervised. Pets are not permitted in residence hall bathrooms.
- vii. Owners must clean up after their pets.
- viii. Facilities staff may not enter a room to make repairs or spray for bugs if a pet is inside. Pet owners should call their Resident Assistant/Director to make arrangements in this case.
- ix. Owner negligence or mistreatment of a pet will not be tolerated. The Pet Council may refer the case to the Judicial System for conduct action.
- x. Pets attacking other animals or humans will not be tolerated. The Pet Council may refer the case to the Judicial System for conduct action.
- xi. Failure to remove a pet from campus will result in a \$500 fine and/or conduct action.

Registration, Accountability and Inoculation:

All animals that reside on campus must be registered with the Pet Council. The registration fee will be \$150 per semester (\$300 per year) for all animals. The registration fee may be paid during pet registration or the fee will be charged to the student's account by the Residence Life Office. This fee is charged for each pet. All pets must be registered prior to residing on campus. All pet registrations are valid for one scholastic year.

Pfeiffer University ID tags will be provided to the pet during move in, and it is expected that the pet will wear this ID tag at all times. Certification of all appropriate vaccinations, proof of liability insurance, and a photograph of the pet must be presented when registering. Dogs and cats are required to be treated for fleas and must be spayed or neutered, and certification that this procedure has been performed must be provided when registering. Owners must also present certification from their veterinarian that the dog or cat has been in the family for at least one year.

Discovery of prohibited pets will result in an automatic \$500 fine, even in cases where pets are "just visiting" for a short time; extermination costs may also be charged to residents. Members of the Pet Council will meet with applicants and pets to evaluate for any concerns. During application, students must present the Pet Council with back up plans for short-term and long-term care of their animal during breaks, summers, long trips, etc.

Power Outages

In the event of a power outage on-campus, emergency lights in the halls will come on, but will function only for several hours. Locate a flashlight, and check the batteries. Remember that candles are prohibited in the residence halls. Remain calm and follow any directions from the residence hall staff and the Police Officer present. When the power is out, food service will be open for modified hours. Please remember that if the weather is severe, essential campus personnel, including food service workers and housekeepers, may not be able to reach campus. Your cooperation in maintaining your community space will be essential. Also, when the power is off, the automated switchboard does not function, and calls cannot be transferred on-campus. The emergency phone line into campus is located in the Admissions Office in the Administration Building, and it will be staffed.

Residence Hall Staff – Resident Directors and Resident Assistants

Each residence hall has trained student staff members are responsible for developing community, initiate programming, serve as resources, assist residents, enforce University policy, and respond to emergencies. Resident Assistants (RAs) live on each floor or wing and work directly with residents. Resident Directors live in an apartment and are responsible for one of the three residential areas. Each evening, members of the residence hall staff are on-duty and available on-campus. Contact them at 704-305-9053.

Residential Officer Program

The Residential Officer Program places a Campus Police officer in charge of specific residence halls for crime prevention purposes. Each residential officer will patrol the residence hall, schedule programs, and respond as needed to student concerns. For more information about the Residential Officer Program, contact the Chief of Misenheimer Police at ext. 3001.

Residential Policy/Off-Campus Housing

1. **Students will be required to live on campus** for at least six (6) semesters;
2. After six semesters, **to gain approval to move off campus**, students must:
 - a. Be in good academic standing with a minimum GPA of a 2.75.
 - b. Be in good social standing, no level of probation
3. **Exceptions:**
 - a. The student is 23 years of age or older on the first date of semester classes for the Fall semester;
 - b. The student is married and living with her/his spouse;
 - c. The student is responsible for a dependent child;

- d. The student is a veteran with at least two years of active military service;
 - e. The student resides exclusively with parent(s) or legal guardian(s) in their/her/his primary residence which is within a thirty (30) mile commute of the University;
 - f. The student has a documented medical condition where accommodations cannot be met by the University
4. **Accountability:** Students who violate this residency requirement and are found living off-campus without approval will be charged the on-campus room and board fees. Student housing contracts will be valid for the whole academic year.

**Students who received athletic scholarship will be required to live on campus for as long as they receive that scholarship money. If you wish to void that amount of money to be eligible to live off campus-while meeting the above off campus requirements- please notify the Office of Residence Life in writing of your wish to do so.*

**The housing deposit is non-refundable as long as a student remains enrolled at Pfeiffer.*

**If you previously received approval to live off campus, then you are still granted that approval. All requests for off campus living, from this point and forward, will reflect the above standards.*

Roofs

For safety reasons, all roofs and overhangs are off-limits to students. Any unauthorized access to these areas will result in disciplinary action.

Room Care and Cleaning

Room care and cleanliness are the responsibility of residents. Rooms must be kept clean for health and safety reasons. Please use the following information to preserve the condition of your room:

An all-purpose cleaner can be used on most fixtures except for wood surfaces. On those, use a cleaning product designed to remove dust, film, and dirt from wood. Do not use bleach of any kind to clean room fixtures or general areas in your room. If you have any questions about special cleaning needs, contact the Director of Facilities.

Room Changes

An integral part of the college experience is learning to get along with all types of people, especially your roommate. However, for extenuating circumstances, we have a room change procedure that allows you to move to another room or hall. Room changes must be approved by the Office of Residence Life; please contact your residence hall staff members for assistance. Illegal room changes will be subject to a fine.

Room Condition Guidelines

Alterations to the room are not allowed. If you are unsure about whether something is permissible, check with your Resident Assistant or Resident Director. The following may result in **substantial** damage charges:

- The removal of shelves or furniture, the attempt to rewire any outlets or lighting, sawing doors to accommodate carpeting, etc.
- Painting of walls, doors, woodwork, or furniture.
- The use of colored putty or two-sided tape to hang posters, bulletin boards, etc. The resulting damage creates residue that attracts dirt and necessitates a complete repainting of the wall at significant cost.
- Neglecting to remove personal furniture/carpeting upon check-out.

Room Condition

1. Prior to your arrival, your room was inspected and the condition and inventory was noted.
2. At the time of check-out, we will compare the condition of your room to the previously noted condition. Any damages not attributed to normal wear and tear are the responsibility of you and your roommate.
3. It is in your favor to be very descriptive of the condition of your room and its contents, noting any marks, holes, tears, etc. Any damage noted at check-out, which was not noted at check-in, will be billed to you.
4. At check-out all furniture must be in your room. Otherwise, you will be charged for the replacement cost.

Room Keys

The key policy is as follows:

- Each resident will receive one residence hall room key and one building key upon check-in. Residents of New Hall will receive a building key, a room key and a key card that opens the apartment door.
- University keys may not be duplicated for any reason.
- Lost keys may require that your lock be re-keyed and new keys cut at a \$50 charge for room keys and \$100 charge for building keys.
- The University reserves the right to have emergency access to each room; therefore, residents cannot change locks, and additional locking devices (e.g., chain locks, deadbolts, sliding bolts) cannot be added.
- If keys are returned late after being reported as lost or not turned in at check-out, a fee of \$25/key will be assessed (the remainder of the lost key charge will be reversed).

Revised May 2017

Room Rates

Room rates are set by the Trustees of the University with the assistance of Student Development and the Business Office. Students whose room status (i.e., double/private) changes during the year are subject to pro-rated room charges. In the case of room changes, no pro-rated refunds will be made after midterm. In the event that your roommate moves out, you will then be billed at the private room rate unless you register and work actively with the Office of Residence Life to request a new roommate assignment.

Room and board rates are announced by the Business Office and printed annually in the University catalog.

NOTE: Students who are subject to a room change and/or removed from on-campus housing for disciplinary reasons will be charged for the full contract rate.

Room Searches

Representatives of the University will enter a student's room only during the following situations:

1. Regular maintenance, safety, and health inspections (These times will be announced in advance when possible).
2. With reasonable cause, University officials may search a room of any residential student. The search may include, but is not limited to drawers, closets, personal effects and beds as well as, adjoining bath/suite. Examples of reasonable cause include, but are not limited to, weapon or drug searches as well as other violations of university policies. Odor of marijuana is considered to be reasonable cause to search rooms in the area in which the odor is detected.
3. Emergencies, with no search warrant or notice given, such as:
 - Incident to and following a lawful arrest
 - Searching for and in the pursuit of a fleeing dangerous criminal suspect
 - Under urgent necessity (e.g., persistent loud screaming)
 - Necessary to prevent loss of or destruction of an item to be seized

Only full-time professional staff from the Student Development Office, or other University personnel designated by the Dean of Student Development, will be authorized to search a student's room under normal circumstances. In a crisis/emergency situation, other University staff or Police may enter student rooms.

Please note that residential students are not exempt from legal room searches conducted by local and state law enforcement and can be subject to searches incident to arrest or through a probable cause investigation by said law enforcement if there is evidence of criminal activity.

Sales and Solicitation

No sales campaigns or solicitation for any merchandise, service, etc. is permitted on-campus without permission by the Student Activities Office. Specifically, solicitation in the residence halls for any purpose is prohibited. Exceptions may be granted to student organizations for fund-raising purposes, upon registration and approval by the Student Involvement Office.

Security/Theft

A safe and secure living community for residents is important. Any action on the part of a resident that threatens the safety or security of another resident or his/her property will result in disciplinary action. Potentially dangerous actions include, but are not limited to, providing or allowing entry to non-residents or unauthorized individuals, propping locked doors, lending keys to non-residents, accessing student rooms other than one's own, taking another's property, tampering with locks, and/or removing screens from windows.

Safety in Residence Halls and Apartments:

1. Keep all doors locked when you are out of your room or asleep.
2. Do not remove screens from your windows.
3. If you observe a stranger walking around inside the residence hall without an escort or lingering around outside, call the Police Department immediately.
4. Never attach identification information to your key ring.
5. If you lose your room or building key, notify your Resident Director or Resident Assistant immediately.
6. Do not prop open fire, entrance, or stairwell doors.
7. Never loan your hall or room keys to anyone.
8. Be familiar with all emergency procedures and fire exits.
9. If you return to your room and notice that it has been broken into, do not go into the room. Notify the Police Department immediately.
10. Salespeople are not permitted in the halls. If one comes to your door, contact the Police Department.
11. Never leave anything in the lobby or hallways unattended. It only takes a few seconds for a thief to steal your possessions.
12. When dressing, keep your window shades closed.

Storage

There is no space available on campus for personal storage. No summer storage is permitted in any of the residence halls because of summer conference use. All personal property/furniture left in rooms or residence halls will be considered abandoned and will be removed. A removal fee may be

assessed to the owner or to the area, under the community damages policy. The University is not responsible for any personal property left or stored anywhere on campus.

Television - Cable TV

Basic Cable TV service is provided free to each campus room. Cable cords/extensions are not provided by the University. Tapping the cable to add service outlets will be considered theft of services and will be prosecuted accordingly. If you have television or cable issues you should submit a work order.

Weapons

Weapons are not allowed on-campus. This includes all residence halls. Weapons include, but are not limited to, guns, rifles, pistols, powerful explosives, paintball guns, BB guns, stun guns, slingshots, bowie knives, crossbows, daggers, switch-blades, metallic knuckles, throwing stars, knives of more than six inches when opened. Toy weapons that resemble real weapons are similarly prohibited on-campus.

Weather-Related Emergencies

Although North Carolina is not known for bad weather, there are times when hurricanes and tornadoes have moved through the area. In these cases, it is important that you know what to do for the protection of your health and property. If dangerous conditions are reported, the residence hall staff will be made aware of conditions by the Police. At that time the Resident Assistants will inform students of the building evacuation procedures and/or other safety procedures. It is expected that students will follow the directions given to them by University officials during dangerous weather. In the event that a storm creates strong winds, you may be directed to remain on the first floor hallway of your residence hall. If residence halls must be evacuated, students will be directed by Police. (For additional information on Weather Conditions, see the Weather Cancellation section.)

Windows and Porch Roofs

Throwing any object from windows is a danger to students outside the building and therefore is prohibited. Hanging outside or climbing into or out from windows is also prohibited. Screens must remain in the window at all times. Students may not block/obstruct windows with furniture or other items. Clothing, athletic equipment, towels, etc. may not be hung outside the windows. Students are not permitted on any porch roof at any time.

RESIDENCE HALL FINES	
Damaged Thermostat	\$150
Failure to Check-Out by Designated Deadline	\$50 (per hour), \$100 (per day) (Not to exceed \$200 in a day)
Illegal Pets	\$500.00
Illegal Room Changes	\$100.00
Improper Check-Outs	\$25.00
Lock-Outs	\$5.00 after first time
Loft Removal	\$75.00
Lost Keys-Room Key	\$50.00
Lost Keys-Building Key	\$100.00
Propped Doors	\$5.00 per building resident
Tampering with Fire Safety Equipment/False Alarms	Minimum \$100 fine, If responsible party cannot be determine then \$500 fine will be split amongst all building residents

