

WINGATE UNIVERSITY

Founded in 1896

2023-2024 Undergraduate Student Handbook

Wingate University does not unlawfully discriminate on the basis of race, color, national origin, sex, disability, age, or any other status protected by applicable federal, state, or local law. The following individuals have been designated to handle inquiries regarding the University's non-discrimination policies.

Wingate University is committed to providing and maintaining programs, activities, and an educational and work environment founded on civility and respect, where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity on the basis of gender, sex, sexual orientation, sexual identity, gender identity, or gender expression ("sex discrimination").

For inquiries regarding non-discrimination on the basis of disability:

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Executive Director of the Academic Resource Center
704-233-8366
kwharton@wingate.edu or access@wingate.edu

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Wingate University Mission Statement

Statement of Purpose

The mission of Wingate University is to develop educated, ethical, and productive global citizens. Following its Judeo-Christian heritage, the University seeks to cultivate the following in its students: Knowledge, Faith, and Service.

To see the goals of Wingate University, go [here](#).

Statement of Inclusion

Wingate University cultivates an inclusive and welcoming environment. The University affirms principles of fairness and social justice. We believe a diverse academy supports greater learning outcomes, enhances the campus ethos, prepares students and graduates for a multicultural workforce and society, and contributes to self-reflection and growth. We strive to be an institution that embraces inclusiveness and champions equity.

Academic Support Programs

Disability Support Services

Wingate University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected

to discrimination in university programs or activities due to their disability. The university is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and its amendments and the Rehabilitation Act of 1973 (section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities. Disability support services are available to otherwise qualified students with disabilities to ensure equal access to the university's programs and services. Services may include making academic and/or non-academic accommodations for students. The University's Office of Disability Services is the only designated department authorized to coordinate disability related services. Students should contact the Office of Disability Services when seeking academic and/or non-academic accommodations. The Office is located on the 2nd floor of the Ethel K. Smith Library, in the Academic Resource Center (the ARC), and can be contacted at arc@wingate.edu and 704-233-8366.

Policies regarding the student disability grievance procedure, Confidentiality and Prohibition against Retaliation, Informal Grievance Procedure, formal grievance procedure, Appeal, adjustment of deadlines, interim measures, confidentiality of records, Disability Accommodations, External Complaints, and Disability Harassment can be found in the [University Academic Catalog](#).

The **Service and Assistance Animal Policy and Request Packet** is explained in the student life/Reference Life section of this Handbook. It is also accessible at <https://resources.finalsite.net/images/v1596672991/wingateedu/nlw5vf9lioinvcxftp2h/Fall2020SAanimalpacket.pdf>

Student Success

Withdrawal from the University

Temporary Leave of Absence (TLA)

Wingate University recognizes that situations may arise when a student may want to voluntarily interrupt their academic studies. The University is committed to handling reasonable requests for leave in a responsible manner. A Temporary Leave of Absence (TLA) provides students the opportunity to leave during a semester, or to take up to two semesters away, without having to reapply to the University. The TLA is not designed for individual courses or for students planning to enroll elsewhere while away. The TLA allows the student eligibility to register for the upcoming semester's courses during the designated time. Students on a TLA are considered to be matriculating students and still enrolled. If a TLA is initiated and approved within a semester, the student will be granted grades of "W." Students who do not return to Wingate University by the established deadline will automatically be converted to an unenrolled status into the next semester. Students who are granted a temporary leave of absence are subject to all University refund/repayment policies. Questions about Title IV student loan deferment while on a TLA should be addressed to the Office of Financial Planning.

More information on the TLA process can be found in the “Withdrawal from the University” section of Academic Policies and Procedures of the [University Catalog](#).

Medical Leave and/or Leave Due to Mental Health Crisis

Medical leave is an option available to students who, for physical or psychological reasons, are unable to continue at the university. Appropriate medical and/or mental health evaluation is a required part of this process.

More information on the Medical Leave and/or Leave Due to Mental Health Crisis can be found in the “Withdrawal from the University” section of Academic Policies and Procedures of the [University Catalog](#).

Administrative Withdrawal

The university may administratively withdraw a student if the student does not satisfy minimum expectations of academically-related activity and/or is not compliant with federal or state requirements for class attendance. Examples of student behavior that could result in an administrative withdrawal include, but are not limited to:

- Persistent failure to complete classroom assignments
- Habitual class absences
- Mid-semester grade reports indicating failing grades for all courses
- Failure to provide required documentation to meet federal or state regulations (as an example: medical records providing proof of immunizations)

More information on Administrative Withdrawal can be found in the “Withdrawal from the University” section of Academic Policies and Procedures of the [University Catalog](#).

Voluntary Withdrawal

Any student voluntarily leaving the University before the close of the term must withdraw officially. The voluntary withdrawal process is described in the “Withdrawal from the University” section of Academic Policies and Procedures of the [University Catalog](#).

Student Health

Student Health Insurance

Wingate University requires all students to carry health insurance. Wingate University offers an insurance plan students can enroll in if needed. If students have a private insurance plan, they will need to waive out of the school plan to avoid charges. Deadline to complete is the first day of class.

Immunization Law

Every student, regardless of age, class hours, or time of classes MUST submit an updated physical, proof of immunizations (as required by North Carolina state law), and a completed health history questionnaire to the Health Center. The deadline for submission is prior to the date of move-in for residential students, and by the first day of class for commuters.

The minimum immunization requirements for a student in a North Carolina college or University are as follows:

- Hemoglobin
- Hepatitis B Vaccine—3 doses
- MMR Vaccine (Measles, Mumps, Rubella)—2 doses
- Physical Exam (less than 12 months prior)
- Meningitis Vaccine—at least 1 dose of a meningitis vaccine within the last 5 years
- TB Skin Test (PPD) (Must show date given, date read and result on upload)
- Urinalysis
- Varicella Vaccine—2 doses
- Polio Vaccine—3 doses
- Tetanus-3 doses
- Td/Tdap Vaccine- at least one dose within the last 10 years
- Vision Exam (Does not have to be completed by an eye doctor)

Immunization records that have not been received or are incomplete following 30 days of enrollment will result in dismissal from class until immunization requirements are met.

student life

Involvement

Fraternity and Sorority Life

The Wingate University Fraternity and Sorority Community offers opportunities for leadership development, academic achievement, community service and social interaction.

Recruitment

The Wingate Greek community conducts year-round Recruitment for IFC, NPC and NPHC organizations. In order to receive a bid through the IFC fraternity recruitment process, students must have earned a minimum grade point average of 2.5 (individual chapters may have a higher standard). In order to participate in NPC sorority

recruitment, students must have a minimum grade point average of 2.5 in college or a 3.0 in high school (individual chapters may have a higher standard). NPHC organizations operate under a different system of Recruitment, which is referred to as Intake. Individuals interested in joining must have earned a minimum grade point average of a 2.5 (individual chapters may have a higher standard). NPHC organizations have different Wingate University minimum credit hours needed to be initiated. If you are interested in Fraternity or Sorority Recruitment, please contact the Assistant Director of Campus Involvement.

Social Events

Social Fraternity and Sorority Letter organizations must follow the necessary risk management procedures of their national organizations and the Office of Campus Involvement. In addition, all off campus activities of Greek Letter organizations are financially supported by their national office, and thus are held responsible by their national office for protocol, insurance, etc. In order for an off-campus event to be

approved, all paperwork required by the University and the national office must be completed and filed with the Office of Campus Involvement two weeks prior to the event.

Student Organizations

Registered Student Organization (RSO)

A registered student organization (RSO) is defined as any club or organization that is recognized by the University, and may use the University name and has permission to use University facilities. Active membership in a recognized student organization shall be open to students and employees of Wingate University.

Official Recognition for a New Organization

Wingate encourages students to form organizations in an effort to develop co-curricular experiences and to expand on learning opportunities available outside the classroom. RSO's strengthen social connections, provide leadership opportunities and enhance the college experience.

A potential student organization must meet with the Assistant Director of Campus Involvement to discuss the steps to create a new RSO. For more information on creating a new RSO please read the RSO Handbook on WUSync.

Organizing Social Events and Organization Activities

All activities sponsored by approved student organizations must be conducted in a manner that abides by the rules and regulations of Wingate University. All organizations are responsible for maintaining and abiding by the rules, regulations and policies of Wingate University and the state of North Carolina.

All event requests must be approved on WUSync. Once approved, the event will be listed on the WUSync page and the CORQ app. All events are strongly encouraged to use the "Event Pass" feature on the CORQ app for attendance.

Advertising an Event

- RSOs, university offices and university events should get event approval in WUSync. All approved events will be listed on the WUSync website as well as the CORQ app..
- Signs, fliers, posters and banners are not permitted on painted walls or on windows, including doors. Advertisements placed on painted surfaces will be removed. Typically, postings are only allowed on bulletin boards. Please see the appropriate contact in each building for particular building guidelines.
- Postings may not be placed on the Stegall bridge or building rooftops.
- Sidewalk chalk is only permissible when student organizations have gained appropriate approval. Further, sidewalk chalk must wash away in rain and is only allowed thirty feet from campus buildings. Chalk is not permitted on any buildings.
- All postings must be appropriate and may not be derogatory in any form.

Residence Life

Identification Cards

ID cards should remain in a student's possession at all times throughout their academic career at Wingate. It is required for entrance into buildings, checking out library books, using dining membership, attending lyceum and athletic events, etc. The card may also be used to add Bulldog Bucks which can be used in all dining facilities and Wingate Outfitters. The student's first ID card is free. There is a \$25 replacement fee for any additional card needed. Lost cards can be replaced in the Office of Residence Life. Any student withdrawing from the University must turn in their ID card along with room keys. It is the student's responsibility to retain this card until graduation.

Guests and Visitation

Overnight guests staying with students, in their rooms or apartments overnight may only stay three nights in a two-week period. Guests must abide by all University regulations. Student hosts are responsible for the conduct of their guests. Student hosts are expected to have a discussion with their roommate(s) and/or suitemate(s) about hosting guests prior to their arrival.

Visitation hours for residence halls and apartments exist as a privilege for students in order to enhance student life. Students are urged to accept the responsibility of visitation hours in a mature manner. The following visitation hours apply to University housing:

Cannon/ JM Smith/ Alumni/ Northeast Hall

Sunday – Thursday

9:00 am – 12:00 a.m. (*midnight*)

Friday & Saturday

9:00 a.m. – 2:00a.m.

All Apartments and Helms

Each Day

9:00 am – 2:00 a.m.

Other visitation policies:

- All students and their guests are required to be familiar with these hours and to respect them.
- The receiving of guests should be acceptable to all occupants of the room.
- All visitors must be escorted by their host to and from the residential areas during visitation hours. All residents are expected to follow the visitation hours on their honor.
- Cannon North and South Halls, Alumni Hall, JM Smith Hall, Northeast Hall, Wilson East, and Wilson West will be locked 24 hours a day and can only be accessed by residents who reside in the building or by students who have been granted access.

Quiet Hours

- 24-hour courtesy hours are always in effect.
- Quiet hours, during which time radios, televisions, stereos and other similar devices may not be played at a volume that permits them to be heard outside the room in which they are located, will be observed for all residences after 11 p.m.-9a.m. on weekdays and 2 a.m.-10 a.m. on weekends. Violations are forwarded to the Office of Community Standards.
- Residents are responsible for what happens in their assigned spaces. As such, residential spaces that are the subject of multiple complaints within a semester will be documented through the Community Standards system.
- During final exam week each semester, 24-hour quiet hours exist starting on Reading Day.

Apartment/Residence Hall Living

- The use of tobacco products is prohibited on campus.
- The use of vapes (e-cigarettes, e-juice, mods, etc.) is prohibited on campus.
- Students are prohibited from propping doors open to residential areas. Residence Hall outer doors, as well as doors to each floor, are locked for safety purposes. Only Residence Life staff will be permitted to prop doors if necessary. If found propping an exterior door to a building or tower it could result in a \$75 fine.
- Appropriate decorum should be maintained on campus and in residential areas. Items that are offensive and/or lack taste are prohibited. This includes but is not limited to pornographic material.
- Due to fire safety precautions, each room may have up to 50% of the room's walls covered in appropriate decorum.
- Each student is responsible for activities occurring in their room and shared living space regardless of the student being present or not. Wingate University is not responsible for and does not provide insurance to cover the personal belongings of a student in a residence hall or apartment complex, or in parking lots. It is recommended that the student and/or the student's family arrange for such commercial or renter's insurance coverage as desired.
- Students are expected to keep their rooms, suites, halls and apartments clean and neat at all times. The accumulation of litter, including food, on the floor of a room, hall, suite or apartment is prohibited.
- University furniture may not be removed from rooms or common areas.
- Grills or any appliance with an open flame are strictly prohibited.
- Personal refrigerators should not exceed 4.0 cu. ft. in capacity and microwaves should not exceed 1.0 cubic foot.
- Students are prohibited to have unapproved animals (pets) in the residential facilities, except for fish in aquariums not to exceed 5 gallons. Violations are forwarded to the Office of Community Standards. Students may be charged \$200 per day for keeping a prohibited animal in their space.
- Students are prohibited from bringing Internet wireless (wi-fi) routers or wireless printers to campus. Personal printers must be directly cabled to a

computer or laptop and the wireless settings if equipped must be disabled before using.

- No private businesses shall be established or operated on the premises of any university-owned housing.
- Residence Life staff may conduct monthly Health and Safety Checks in all residential spaces to educate residents on said expectations for residential living.
- The University reserves the right to allow authorized officials, including Campus Safety or Residence Life staff, or an authorized representative, to enter students' rooms without prior notice or the consent of the resident.

Room and Common Area Damages

Students are responsible for and shall pay for damages to their assigned rooms and common areas during the time of their occupancy. Residents of an on-campus residence hall or apartment complex also share the expense of repair or replacement of damaged property in common areas of their area if the individual(s) responsible for the damage cannot be determined. As a University community, we recognize that we have a responsibility to each other, and as members of the community must hold each other accountable to the University Honor Code and Code of Community Standards. Accordingly, any financial damages that are unclaimed or unresolved by the community will be shared equally among its members. Students should feel comfortable confronting behavior that affects the well-being of the entire community, including willful destruction of University property.

Hall Sports

Any type of sport historically associated with athletic gear including, but not limited to, water fights and mud throwing, or which involve the use of scalding water, water balloons, and/or rocks are not allowed in or near the apartments or residence halls. Footballs, kickballs, tennis balls, or any type of ball or gear should not be thrown inside. Additionally, instigation and/or participation in such activities could result in disciplinary action and/or billing of damages.

Checking In and Checking Out of the Halls

- Each student living on campus must have a signed housing contract on file with the Office of Residence Life.
- Each student receives a Room Condition Report (RCR) upon checking into and out of the assigned room. If there are any discrepancies between the actual condition of the room and the report, the student has 48 hours to report discrepancies on the RCR. Students are responsible for damages to the space at the time of check-out if the damage was not previously reported on their RCR.

- Students are issued a room key(s) upon their arrival, corresponding to their housing assignment. Students are responsible for this key and will need to return each key to the University. Replacement of a key or a lock change may be requested in the Office of Residence Life at a cost of \$350 for residential facilities (plus additional charges for additional keys). Core replacement is at the description of the university, students are responsible for the \$350 re-core fee. Students locked out of a room (the key is not lost) will be charged \$25 per lockout. Students will be required to show ID.
- Students are required to vacate their rooms at all designated closing times for the residence halls and apartments. Exceptions to this policy must be requested in writing to the Office of Residence Life at least two weeks prior to the designated closing time. Students who do not vacate in the time approved will be charged the daily occupancy rate.
- At the end of each term, students are required to vacate their rooms within 24 hours of the completion of their last exam. Exceptions must be in writing and be approved by the Director of Residence Life or Assistant Director of Residence Life for Housing Operations. A daily room rental fee may be charged to any student remaining in their room beyond the 24-hour period following their last exam. Additionally, students will be responsible for any moving, storage, and/or boxing expenses related to the management of personal belongings.
- Students staying during times when the residential facilities are closed may be charged a rental fee, as determined by the University Business Office.
- Students leaving prior to the end of each semester must vacate their rooms within 24 hours of the notice of withdrawal or dismissal.
Students not planning to return or ineligible to return to the University at the end of each semester may not reserve a room or live in residence halls for the following semester.
- Personal property may not be left on campus after residents have departed campus. Wingate University is not responsible for the storage of personal property or items left behind. Items may be removed and discarded or provided to a philanthropic organization.
- When the University is not in session, students may be permitted to stay in University housing for the approved daily, or weekly rate, as stipulated by the Office of Residence Life. This includes students who request to return prior to their required fall move-in date. Early move-in dates are provided by the Office of Residence Life and could include a charge associated with it. Students needing to arrive earlier must receive written confirmation from the Office of Residence Life prior to making travel arrangements.

Fire Regulations

- The use of hot plates, grills, sunlamps, halogen lamps, lava lamps, and toaster ovens are prohibited. The electrical and electronic devices in any room may not draw more than 15 amps when all such devices are in use simultaneously. Hot plates and appliances with an open coil are permitted in apartment style residential living spaces with a kitchen. Appliances such as Instant Pots and Air Fryers are only permitted in a kitchen space.
- Candles with a wick (for decoration or burning), incense and open flames are not permitted.
- Grills (propane or charcoal) are not allowed on campus. This includes charcoal, propane tanks, lighter fluid or other combustibles. Residential students are permitted to use the university outdoor grills located in the Northeast and Helms residential areas. Grills supplies, such as charcoal or gas, are additionally not allowed to be stored in any residential space on campus.
- Trash should not be allowed to accumulate in rooms, hallways, balconies, or on other areas of residential facilities. Fire hazards and/or pest issues will be noted in room inspections. Corrective measures should be taken immediately.
- Fire extinguishers are placed in various locations in all buildings and checked monthly by the Campus Services staff.
- Students will not tamper with fire safety equipment, including but not limited to, fire alarms, pull stations, smoke detectors, etc. or make, or cause to be made, a false alarm. Any tampering or unnecessary use of fire equipment will result in a Community Standards violation.
- In buildings equipped with fire alarms, students should follow evacuation procedures. In other buildings these procedures should be followed at first indication of fire.

Fire Drills

Periodic drills will be held on the campus within the residence halls and apartments. For the safety of the residents, students will conduct these drills in an orderly fashion. Residence hall staff will provide fire drill instructions, in addition to the fire safety instructions posted on interior room doors. Participation is mandatory.

Insurance (Property)

Wingate University cannot provide insurance to cover the personal belongings of a student in residence at the University nor vehicles parked on campus. The University highly recommends that the student and/or the student's family arrange for personal insurance coverage. The University is not responsible for the loss or damage of personal belongings.

Housing Eligibility

- Undergraduate students wishing to reside in on-campus housing, encompassing both residence halls and apartments, must be at least 17 years of age and not exceed 23 years of age before the first day of classes for the semester in which they intend to enroll. The Office of Residence Life, at their discretion, may make exceptions to this policy on an individual basis upon a showing by the student of special circumstances. Undergraduate students over the age of 24 are eligible for graduate housing, space permitting.
- Students who are deemed as failing academic course work by virtue of their lack of class attendance are eligible for removal from campus housing. Determination of class attendance and ability to gain academic credit will be provided by each individual faculty member.
- The policy of the Board of Trustees of Wingate University states that students who are at least 23 years old (on or before the first day of classes), 9th semester seniors, or living in the principal residence of their parent(s)/guardian(s) have the option of living off campus and must complete the application process. Unless living in the principal residence of a parent/guardian, all scholarship student-athletes are required to live on campus. This housing policy applies to all students, including those who in prior years were granted an exception because of special circumstances. Age and hour standards must be met by the first day of class of the semester for which the appeal is submitted.
- Those living on campus must participate in a University meal plan. In addition, students living in University housing must maintain a full-time academic load (12 credit hours – undergraduate student). Any requests for exceptions or exemptions should be made in writing to The Office of Residence Life and can be supported by documentation approved by the Office of Disability Support Services (see below). Priority for housing is offered to continuing or undergraduate students first, followed by graduate students as space is available.
 - Those having special needs/disabilities impacting housing or the meal plan should contact the Office of Disability Support Services at access@wingate.edu, 704-233-8271, or by visiting <https://www.wingate.edu/academics/student-support/disability-support-services> to submit a request form.
- The University reserves the right to terminate a student's housing assignment under any of the following conditions: the student is no longer registered as a full-time student carrying twelve (12) credit hours, the student's health renders group living unwise, there is evidence of disruptive student behavior that is detrimental to the group living environment, or the student violates University regulations (full payment of the semester charges will remain in effect).

Room Assignments and Room Changes

Room sign-up occurs in the spring semester. Assignments are based on availability and rank order, via the housing sign-up process. During this process, students can choose their designated roommate(s) and then during the assigned sign-up time the student can choose their housing based on what is available. Students who do not designate a roommate will be placed at the end of the process in available spaces. If a designated roommate withdraws or does not return to the University, students may be asked to consolidate. Students must also be registered for class to guarantee a spot in housing.

Designated times for room changes are advertised through the Office of Residence Life each semester. If students experience issues with a roommate that is irresolvable during other times of the year, students will need to contact their Resident Assistant (RA)/Community Assistant (CA), Residence Director (RD), or Assistant Director. The following procedures are in place and must be followed regarding all room changes:

- If an RA/CA or RD is unable to resolve the issue, the student will be referred to a Professional Staff member in the Residence Life Office.
- If the situation persists and the Assistant Director of Residence Life determines that a room change is necessary, the student will be given the available alternative housing options.
- Once the room change has been approved by the Assistant Director of Residence Life, the student will be issued a new key as well as a room condition form to be completed for the new residence. When the student receives the new key, 24 hours are allotted to complete the move, check out of the original room with a member of the Residence Life staff, and return the original issued key.
- Failure to complete the room change process within 24 hours or moving without contacting the Office of Residence Life will result in an improper checkout fee of \$100.
- The University also reserves the right to make changes in residence hall assignments when deemed necessary to maintain a positive living-learning atmosphere.

Consolidation Policy

The Office of Residence Life reserves the right to consolidate students who do not have roommates. If a student has a vacancy in their room, they must choose one of the following options:

- Consolidate with another student who is also without a roommate. With this option, it is the decision of the individuals as to who moves.

- Remain in the room with the clear understanding that the Office of Residence Life may move a student into the vacancy at any time, if necessary.
- Any resident who is the only occupant of a double occupancy room must be prepared to receive a roommate at any time. All original University property must be present in the room and all space (closet, bed, dresser and desk) must remain available.
- Inappropriate use of vacant space will be addressed by the Residence Life staff and will be documented through the Community Standards system. The resident can be charged \$75 for occupying both sides of the room.
- A resident must not discourage another student from moving into the vacancy. If a resident makes a student feel unwelcome or coerces him or her into living somewhere else, the resident will be documented through the Community Standards system for failing to comply with the consolidation policy. This may include being automatically charged a single occupancy rate prorated from the date of notification.
- In some instances, the student may not be notified in advance if the situation warrants an immediate move. This type of situation is unusual but may occur.
- If there is an empty room in any residence hall or apartment, it will remain locked until it is assigned. Students requesting a room change must fill any existing vacancies before a completely empty room will be assigned.

Service and Assistance Animal Policy

The Service and Assistance Animal Policy is available at

<https://resources.finalsite.net/images/v1686598045/wingateedu/cctkr4o6okeif3yz7bi7/SAanimalpacket2023fillable.pdf>

Students should:

1. Read the policy. If they believe they qualify for an assistance animal in university housing, students should complete the online Residential Living Accommodation Request form located on the Office of Disability Support Services webpage.
2. Complete and submit required documentation/paperwork:
 - a. Complete Assistance Animal Verification form then submit the form to their healthcare provider(s) to complete the rest of the form. Neither the student or a family member may complete the documentation form. That form may be faxed to 704-233- 8268 or scanned to access@wingate.edu with the name of the student in the heading.

- b. Student should be able to provide up-to-date veterinary records showing the animal is in good health. Animal must be at least six months old or old enough to have a rabies shot, be spayed or neutered, and be reliably housebroken.
 - c. Acknowledgement and Release of Information Consent Form- Allows the Disability Support Services office to share information that an Assistance Animal is living on the premises with the appropriate offices.
 - d. Permission for Release of Information- Grants the medical provider permission to share information with the appropriate Wingate University offices.
3. Students are required to schedule an intake interview to discuss the accommodation request and documentation with a member of the Disability Support Services staff. Assistance animal requests will be evaluated thirty days before the beginning of the semester. The student will be provided with a written decision.
4. All requests made are for the upcoming semester. The Office of Disability Support Services should receive all requests at least **30 days prior to the start of the semester**. If a student misses the request deadline, the Office of Disability Support Services will review each submitted request on a rolling basis. Students should be aware that such requests may take up to 4 weeks to be reviewed once submitted completely.
5. If approved, students will need to contact Residence Life. The purpose of this conversation is to talk about the responsibilities, policies and procedures for having an animal on-campus before moving the animal into an apartment or residence hall. Students who bring unapproved animals onto campus are subject to \$200/per day fine through the Residence Life office.

Service and Assistance Animal Policy for Students:

It is the policy of Wingate University that individuals are generally prohibited from bringing animals onto University property (other than fish in aquariums not to exceed five gallons, which are permitted in University Housing). However, Wingate welcomes the presence of trained Service Animals assisting people on its campus in areas open to the public consistent with the provisions of this policy and applicable law. Wingate is also pleased to allow Assistance Animals that are necessary to provide individuals with disabilities an equal opportunity to use and enjoy University Housing consistent with the provisions of this policy and applicable law. Therefore, individuals with disabilities are permitted to bring Service Animals and Assistance Animals onto University property as provided below.

I. Definitions

A Service Animal as defined by the Americans with Disabilities Act is any dog* that has been individually trained** to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed must be directly related to the individual's disability. The potential crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not

constitute work or tasks for the purposes of this definition.

*Note, in limited circumstances miniature horses may qualify as Service Animals.

**Also note: A service animal being trained has the same rights as a fully trained Service Animal when accompanied by a trainer and the animal wears a collar and leash, harness, or cape that identifies the animal as a service animal in training. Trainers must also adhere to the responsibilities outlined in this policy.

An Assistance Animal as defined by the U.S. Department of Housing and Urban Development is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability, in order for the person to have an equal opportunity to use and enjoy the University's housing facilities. Assistance Animals perform many disability-related functions, including but not limited to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, providing emotional support to persons with disabilities who have a disability-related need for such support.

II. Places of Access

Service Animals are permitted to accompany students with disabilities in all areas of the Wingate University Campus, including University Housing, where members of the public, students, faculty, staff, and invitees, as applicable, are allowed to go.

However, the University may prohibit the use of Service Animals in certain locations where health or safety restrictions prevent their presence, where Service Animals may be in danger, or where the use of Service Animals may cause health issues, for example: research laboratories, mechanical rooms, or areas where protective clothing is necessary. Service Animals may be granted access to restricted areas on a case-by-case basis. Disability Support Services staff and other appropriate individuals will be consulted when determining if the presence of the Service Animal can be allowed. If the animal cannot be present, every effort will be made to provide reasonable accommodations to help the student have equal access to the required tasks.

Approved Assistance Animals are permitted to accompany students with disabilities in (and only in) University Housing. Specifically, Assistance Animals may access only the student's personal residence unit; the common areas of the student's specific residence facility; the hallways, elevators, stairwells, and entryways necessary for the animal's entrance and exit to the student's residence unit; and certain designated outdoor areas appropriate for the animal's natural relief. Approved Assistance Animals are prohibited from all other University property without prior authorization from Disability Services.

III. Documentation Requirements and Approval

Process Service Animals:

In most cases, no request to bring a Service Animal on campus is required, and no documentation supporting the need for a Service Animal is required.

When the need for a Service Animal is not readily obvious, Wingate University staff may make the following two inquiries of the student:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

Students who wish to bring Service Animals to campus are encouraged to voluntarily make that known to the Offices of Residence Life (in the case of residential students) and Disability Support Services. Advance notice can allow for effective communication with University staff and more flexibility in meeting a student's specific needs in University Housing. They may do this by reaching out to the Disability Support Services office.

A Service Animal will not be permitted if it behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or is not under the control of the student (or, if applicable, the handler).

Assistance Animals:

Students must request the use of Assistance Animals through the University's Office of Disability Support Services by completing and submitting (a) a Housing Accommodation Request Form (accessible from the websites of the Disability Support Services and the Residence Life offices), (b) an Assistance Animal Verification Form (accessible from the websites of the Disability Support Services and the Residence Life offices), and (c) an Acknowledgement and Release of Information Consent Form and Permission for Release Forms (appended to the end of this policy). Veterinary documents will also need to be able to be provided upon request demonstrating the good health of the animal, up-to-date vaccinations, and the age to be six months or older. Students should complete such forms at least 30 days prior to the desired move-in date (or, if the need for the Assistance Animal arises after the student's move-in date, then as soon as possible after the need arises) so that Wingate can best accommodate the student and the animal. The Office of Disability Support Services will review requests that are sent during the semester only once per month.

Students must present documentation demonstrating that:

- The student has a disability. (Emotional discomfort resulting from living in University Housing without one's pet or by one's self for the first time does not qualify as a disability. Please see the Assistance Animal Verification Form for further information.

- The Assistance Animal is necessary for the student to have an equal opportunity to use and enjoy, or to participate in, University Housing.
- There is a relationship or nexus between the student's disability and the assistance the animal provides.

The University will evaluate all requests, on a case-by-case basis and in accordance with applicable laws and regulations, to determine whether the use of an Assistance Animal is a reasonable accommodation. In doing so, Wingate must balance the needs of the student with the impact of animals on other campus patrons. As part of the accommodation review process, the requesting student and the Office of Disability Support Services may engage in further discussions.

The University will consider the following criteria in determining whether the use of an Assistance Animal is a reasonable accommodation:

- The size of the animal in relation to available assigned housing space;
- Whether the animal's presence would force another individual from individual housing (due to, e.g., serious allergies);
- Whether the animal's presence violates other individuals' right to peace and quiet enjoyment;
- Whether the animal's vaccinations are up to date;
- Whether the animal is able to live with other individuals in a reasonable manner.

The use of an Assistance Animal is not reasonable and therefore will not be permitted (irrespective of the consideration of the above-listed factors):

- If allowing the Assistance Animal would impose an undue financial or administrative burden on the University or fundamentally alter the nature of University Housing;
- If the specific animal in question poses a direct threat to the health and safety of others that cannot be reduced or eliminated by another reasonable accommodation;
- If the specific animal in question has caused substantial physical damage to the property of others (beyond reasonable wear and tear) that cannot be reduced or eliminated by another reasonable accommodation.

The University will make a determination regarding the accommodation request as soon as is reasonably practicable following receipt of the request, documentation, and completion of the intake conversation. All requests made are for the upcoming semester. The Office of Disability Support Services should receive all requests at least 30 days prior to the beginning of the semester. If received after that date, assistance animal requests will only be reviewed once per month (during the first week of the month), while the semester is in progress.

Approval for an assistance animal is for one academic year. Students will need to submit updated documentation each academic year to be able to continue to have the animal as an accommodation. If an approved Assistance Animal is no longer needed

(or no longer in residence), the student must notify the Office of Disability Support Services.

IV. Rules and Responsibilities Regarding Service and Assistance Animals

All students are responsible for complying with the University's policies, procedures, and Honor Code.

Service Animals:

1. Responsibility for the Animal

The student is fully responsible for:

- the care and supervision of the animal (including toileting, feeding, grooming, veterinary care, and cleaning up after the animal and including any associated costs),
- the well-being of the animal, and
- any damage or injury caused by the animal.

Evidence of mistreatment or abuse may result in immediate removal of the Service Animal and/or discipline for the student.

For the avoidance of doubt, University personnel are not required to provide food or care for a Service Animal, including but not limited to, removing the animal during emergency evacuation events.

2. Animal Health and Hygiene

- Animals must be current on all state and local vaccination requirements.
- Animals must be housebroken (i.e., trained so that, absent illness or accident, the animal controls its waste elimination).

3. Control over the Animal

The student (or, if applicable, a handler) must be in full control of the animal at all times; the animal may not be left unattended at any time, except for animals left in the student's (or, if applicable, the handler's) University residence by the handler, which may be for no longer than a reasonable period of time.

A Service Animal must have a harness, leash, or other tether, unless either the student (or, if applicable, the handler) is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the Service Animal's safe, effective performance of work or tasks, in which case the Service Animal must be otherwise under the student's (or, if applicable, the handler's) control (e.g., voice control, signals, or other effective means).

4. Identification

It is recommended, but not required, that the animal wear some type of commonly recognized identification symbol indicating the animal is a working animal.

5. Notice to Others

If the animal resides with the student on campus, it may be necessary for Residence Life staff to provide notice to certain members of the campus community living and working in close proximity to the animal (such as potential and/or actual roommate(s)/neighbor(s)). The information shared will be limited to notice about the animal's presence and will not include information about the student's disability or the specific reason that the animal is required.

6. Removal of the Animal

A Service Animal may be removed from campus if it is out of control (e.g. uncontrolled barking, wandering, displaying aggressive behavior) and the student (or, if applicable, a handler) does not take effective action to control it; if it poses a direct threat to the health or safety of others; or if it is not housebroken.

Assistance Animals:

Responsibility for the Animal

The student is fully responsible for:

- the care and supervision of the animal (including toileting, feeding, grooming, veterinary care, and cleaning up after the animal and including any associated costs),
- the well-being of the animal,
- any damage or injury caused by the animal,
- providing a crate or space for the animal to safely and comfortably stay that will not damage university property or create a burden for others in housing when the animal and student are not together,
- cooperating with University personnel in meeting the terms of this policy and developing procedures for the care of the animal (e.g., cleaning the animal, feeding/watering the animal, disposing of feces, designating an outdoor relief area, etc.), and
- filing up-to-date veterinary shot records in the DSS office annually.

Evidence of mistreatment or abuse may result in immediate removal of the Assistance Animal and/or discipline for the student.

For the avoidance of doubt, University personnel are not required to provide food or care for an Assistance Animal, including but not limited to, removing the animal during emergency evacuation events.

1. Animal Health and Hygiene

- Animals must be current on all state and local vaccination requirements.
- Animals must be housebroken (i.e., trained so that, absent illness or accident, the animal controls its waste elimination).

Control over the Animal

- The student must be in full control of the animal at all times. The animal may not be left unattended at any time, except for animals left in the student's University residence while the student is attending classes or other activities, which may be for no longer than a reasonable period of time. For the avoidance of doubt, a student may not

leave an Assistance Animal overnight in University Housing to be cared for by any individual other than the student.

- When an Assistance Animal is outside the student's personal residence unit, it must be in an animal carrier or controlled by a leash or a harness.
- An Assistance Animal may be removed from campus if it is allowed to run loose or if it is out of control (e.g. uncontrolled barking, wandering, displaying aggressive behavior) and the student does not take effective action to control it.

2. Identification:

It is recommended, but not required, that the animal wear some type of commonly recognized identification symbol indicating the animal is a working animal.

3. Notice to Others:

It may be necessary for Residence Life staff to provide notice to certain members of the campus community living in close proximity to the animal (such as potential and/or actual roommate(s)/neighbor(s)). The information shared will be limited to notice about the animal's presence and will not include information about the student's disability or the specific reason that the animal is required.

4. Removal of the Animal

An Assistance Animal may be removed from campus if the animal's presence results in a fundamental alteration of the nature of University Housing; if the specific animal in question poses a direct threat to the health and safety of others that cannot be reduced or eliminated by another reasonable accommodation; if the specific animal in question has caused substantial physical damage to the property of others (beyond reasonable wear and tear) that cannot be reduced or eliminated by another reasonable accommodation; if the student does not comply with his or her obligations under this policy; or if the animal or its presence creates an unmanageable disturbance or interference with the University community. Should the Assistance Animal be removed from the premises for any reason, the student is expected to fulfill his or her housing obligations for the remainder of the housing contract.

V. Conflicts

Individuals who come into contact with a Service Animal or Assistance Animal regularly and who experience reactions to the animal (for example, as a result of allergies or a fear of dogs) should request accommodations through the Office of Disability Support Services.

VI. Appeals and Grievances

Students dissatisfied by a decision made in accordance with this policy may appeal through the University's Grievance Procedure for Students with Disabilities.

Institutional Integrity: Sexual Harassment Policy

In the case of allegations of Sexual Harassment, unless otherwise stated, the Sexual Harassment Policy posted on the Title IX website supersedes and applies in lieu of all other procedures and policies regarding and references to, sexual misconduct set forth in any other document containing University policies and/or procedures.

Wingate University (“Wingate” or the “University”) is committed to providing and maintaining programs, activities and an educational and work environment founded on civility and respect, where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity on the basis of gender, sex, sexual orientation, sexual identity, gender identity, or gender expression (“sex discrimination”).

Sexual Harassment, as defined by the Sexual Harassment Policy and which includes gender-based and sexual harassment and sexual violence, is a form of sex discrimination that may deny or limit an individual’s ability to participate in or benefit from University programs or activities.

Sexual Harassment is antithetical to the values and standards of the University community, is incompatible with the safe, healthy environment that the University community expects and deserves, and will not be tolerated. Sexual Harassment and Retaliation, as defined in the Policy, are prohibited. Violations of the Policy may result in the imposition of sanctions up to and including termination, dismissal, or expulsion.

It is the policy of the University to provide educational, preventive and training programs regarding Sexual Harassment; to encourage reporting of incidents of Sexual Harassment; to take appropriate action to prevent incidents of Sexual Harassment from denying or limiting an individual’s ability to participate in or benefit from the University’s programs; to make available timely services for those who have been affected by Sexual Harassment and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

The University is committed to fostering a community that promotes timely and fair resolution of Sexual Harassment cases.

However, not all unwelcome conduct of a sexual nature rises to the level of warranting adjudication and/or discipline pursuant to the Policy. Although the University will engage in inquiry about all allegations of Sexual Harassment and other forms of sexual misconduct, the University will investigate all signed or filed Formal Complaints alleging Sexual Harassment, as defined in Exhibit B, to identify those acts of Sexual Harassment that do warrant adjudication under, and discipline pursuant to, the Policy. Other forms of sexual misconduct may be addressed through the Code of Community Standards, processes administered by Human Resources, or through the court system.

Wingate’s Title IX Coordinator is Dr. April C. Smith. Dr. Smith may be contacted during business hours (8:30 a.m. to 5:00 p.m., Monday through Friday) by phone at 704-233-8649 or anytime by email at titleix@wingate.edu or a.smith@wingate.edu.

For more information or to access the WU Sexual Harassment Policy, please visit: <https://www.wingate.edu/title-ix>

Institutional Integrity: Community Standards

Procedures for Violations of the Code of Community Standards

Allegations of violations of community standards may be brought by any individual. All reports shall be referred to the Office of Community Standards. Any allegations of disability-related harassment or discrimination should be reported in accordance with, and will be investigated in accordance with, the University's Student Disability Grievance Procedure. Resident Assistants, Community Assistants, Resident Directors, faculty and staff, or members of the WU community will refer all incident reports to the Office of Community Standards. These reports will comprehensively detail the nature of the event.

The Wingate University Honor Code and Code of Community Standards, as well as the violations, procedures, and sanctions within it or associated with it, applies to both organizations and undergraduate students. Pending an investigation, the Associate Vice President of Institutional Integrity or designee is permitted to temporarily suspend an individual from participating in an organization or temporarily suspend the organization from operating. The Associate Vice President of Institutional Integrity or designee reserves the right to sanction individuals within an organization or organizations as a whole, based on the findings of an investigation.

Any team associated with WU is also considered an organization.

Wingate University Honor Code and Code of Community Standards

Wingate University undergraduate students are responsible for knowing the information, policies, and procedures outlined in this section. Wingate University reserves the right to make changes to the University Honor Code and Code of Community Standards as necessary and once those changes have been posted online, they are in effect. Undergraduate students are encouraged to check online [www.wingate.edu/mygate/students/our-community-standards] for the updated versions of all policies and procedures.

Wingate University Community Expectations and Office of Community Standards Philosophy

The Wingate University community is conducive to academic inquiry and intellectual growth, as well as co-curricular learning and a student life that encourages students to thrive. The Office of Community Standards is committed to an educational and developmental process that considers the interests of individual students as well as those of the Wingate University campus community.

Wingate University is a voluntary association of students, faculty, and staff gathered together for the purpose of teaching and learning. Membership in the Wingate

University community exists on the basis of shared values and principles between students, faculty, and staff. At Wingate University, student members of the community are expected to uphold and abide by high standards of performance and conduct that form the basis of the University Honor Code and the Code of Community Standards. These standards are embodied within a set of core values that include community, inclusion, integrity, respect, and responsibility.

Each member of the Wingate University community bears responsibility for their behavior and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these values by engaging in violation of the expectations below, the community standards process is used to uphold the University Honor Code and Code of Community Standards as well as put personal responsibility and integrity into action. The Office of Community Standards strives to resolve allegations of misconduct in a fundamentally fair, timely, and equitable manner, considering the needs of the individual and the University community.

The Community Standards Process at Wingate University is not intended to punish students; rather, it exists to acknowledge the shared values and expectations of our community. Sanctions are intended to help students turn incidents of misconduct into purposeful opportunities for growth and accountability. If a student is unwilling to participate in the community standards process, or its outcome(s), and/or continuously fails to meet the expectations of Wingate University community members, the community standards process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the Community Standards Process is quite different from criminal and civil court proceedings. The Community Standards Process is conducted in a fundamentally fair, timely and equitable manner, but does not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures students the rights listed below. No student will be found in violation of Wingate University policy without information showing that it is more likely than not that a policy violation occurred, and any sanctions will be proportionate to the severity of the violation and to the cumulative community standards history of the student.

Rights & Responsibilities of Students as well as Organizations

- The right to a written statement of the alleged policy violations.
- The right to a written notice of the date, time and place of their Educational Conference, hearing, or conflict resolution meeting.
- The right to speak on their own behalf or provide information relative to the incident.
- The right to at least one support person to be present for support at hearings. This includes faculty, staff, administrators or a fellow student. External entities, including but not limited to parents/guardians and/or legal representation are allowed to be present during conflict resolution/hearings, but all parties are required to sign a FERPA release waiver/FERPA waiver before the hearing begins. The support person serves as an observer only, unless a question is directed to them by the hearing officer.
- The responsibility to know their rights and the rules and regulations of the University.
- The responsibility to respect the rights of every other student.
- The responsibility to support the right of Wingate University to establish institutional standards designed to achieve its purpose and goals.

University Honor Code and Code of Community Standards Pledge

Membership in the Wingate University community is a privilege conferred by demonstrated merit and sustained by a continuing commitment to high standards of performance and conduct. The University expects that all members of the community will conduct themselves in a manner reflecting respect for all other members of the community. It is the responsibility of all Wingate University students to report any suspected violations of the University Honor Code and Code of Community Standards.

Wingate University students do not lie, cheat, steal, or plagiarize, nor do they tolerate in their company the presence of one who does. Effective writing, analysis, and idea curation are critical to college coursework and therefore must be completed by the student themselves. The use of artificial intelligence (AI) to write a paper or complete an assignment will be treated as plagiarism, unless the professor clearly states that use of AI is permitted on that assignment, project, or paper. Even then, proper and complete attribution of AI sources is required.

Wingate University students conduct themselves at all times in a manner that is conducive to the maintenance of a strong environment for study and learning.

Wingate University students respect the rules and regulations of the University as outlined in the student handbook.

Wingate University students are expected to abide by the following:

I pledge on my honor I have neither given nor received unauthorized aid on this work, and I am unaware of any violation of the Honor Code by others. I understand that the policies and procedures of Wingate University have been developed to ensure the safety and well-being of the Wingate University community. I pledge on my honor I will acknowledge and abide by the policies and procedures of Wingate University.

Scope and Applicability of the University Honor Code and Code of Community Standards

Undergraduate students at Wingate University are provided a copy of the Wingate University Undergraduate Student Handbook annually in the form of a link on the University website. Students are responsible for having read and abiding by the provisions of the Wingate University Honor Code and Code of Community Standards.

Unless superseded by other University policy, any questions of interpretation regarding process and proceedings of the Wingate University Honor Code and Code of Community Standards are referred to the Associate Vice President for Institutional Integrity, whose determination is final.

The Wingate University Honor Code and Code of Community Standards, as well as the community standards process, applies to the conduct of individual undergraduate students and all registered student organizations, including athletic teams. For the purposes of the Office of Community Standards, the University considers an individual to be an undergraduate student when an admitted individual begins a course or course of study and for as long as the student has a continuing undergraduate educational interest in the University, has not graduated and has enrolled for classes.

The University retains community standards jurisdiction over undergraduate students who choose to take a leave of absence, withdraw, or have graduated for any

misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility.

The Wingate University Honor Code and Code of Community Standards applies to behaviors that take place on University property (on-campus, in University-sponsored housing, etc.) as well as off of University property, if the behavior is related to the University's academic, educational, athletic, or extracurricular programs or activities. The Wingate University Honor Code and Code of Community Standards may also apply off-campus when the Associate Vice President for Institutional Integrity or Associate Vice President for Student Life determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others; and/or
- Any situation that is detrimental to the educational mission and/or interests of Wingate University.

The Wingate University Honor Code and Code of Community Standards applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of the University may seek resolution of violations of the Wingate University Honor Code and Code of Community Standards committed against them by members of the Wingate University community.

There is no time limit on reporting violations of the Wingate University Honor Code and Code of Community Standards; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Community Standards and/or to Campus Safety.

The University reserves the right to enforce other University policies, procedures or protocols not enumerated in this handbook.

Violations of Federal, State, and Local Law

Alleged violations of federal, state and local laws may be investigated and addressed under the Wingate University Honor Code and Code of Community Standards. When an offense occurs over which the University has jurisdiction, the Community Standards process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

University Honor Code

Statement of Academic Integrity

Wingate University is an academic community where people pursue a life of scholarly inquiry and intellectual growth. The foundation of this community is a spirit of personal honesty and mutual trust. To maintain trust between members of the University community, faculty and students must adhere to certain basic ethical principles. Academic dishonesty in any form is a fundamental offense against the integrity of the entire academic community and is always a threat to the standards of the University and to the standing of every student. Students are expected to perform with honor when completing any type of work that could include taking tests and examinations, doing homework, completing laboratory work, writing papers, and other assignments. Wingate University students do not lie or cheat, nor do they tolerate in their company the presence of one who does. Academic integrity includes a commitment to not plagiarize, which includes claiming credit for another person's work product or the work product of artificial intelligence (AI). Submitted work must be original, and proper citing of all sources is required to avoid any instances or appearances of plagiarism.

Honesty within our academic community is not simply a matter of rules and procedures; it is an opportunity to put personal responsibility and integrity into action. When students accept the implicit bonds of trust within an academic community, they liberate themselves to pursue their academic goals in an atmosphere of mutual confidence and respect.

Authority

Under a policy established by the Board of Trustees, the President of the University holds final authority in the administration of this Honor Code. Administrative authority is delegated by the President to the Associate Vice President for Institutional Integrity.

Any member of the University community may report violations against any student for academic violations of the Honor Code. Violations of the Honor Code should be reported in writing as soon as possible after the event takes place and directed to the Office of Community Standards, utilizing the Academic Honor Code Incident Report or general reporting form on the Office of Community Standards webpage.

Procedures for Alleged Violations of the Undergraduate Student Academic Honor Code

Step 1: Alleged violation is reported.

- a. If a Wingate University community member suspects that an academic violation

of the Honor Code has taken place, they report that belief to the faculty member in connection with whose course the violation is believed to have occurred and provides that faculty member all supporting evidence of the allegation.

- b. If a faculty member suspects that an academic violation of the Honor Code occurred in connection with a course they teach, that faculty member sets up a meeting with the student to discuss the alleged violation and proposed sanction, gathers evidence relating to the incident, and completes the Academic Honor Code Incident Report Form.
- c. If any member of the Wingate University community believes that an academic violation of the Honor Code has taken place, but a course cannot be specified, that staff member, student, or faculty member shall report that belief to the Office of Community Standards and shall provide all supporting evidence. If, after a preliminary assessment, the Associate Vice President of Institutional Integrity determines that further investigation is warranted, they will request a private meeting with the alleged student(s).

Step 2: Responsibility is assessed.

- a. During the meeting with the faculty member or the Associate Vice President of Institutional Integrity, the Academic Honor Code Incident Report Form (which includes a written statement of alleged policy violation(s) and the proposed sanction) is presented to the alleged student(s). The purpose of this meeting is to make sure the alleged student(s) understands the reason for the allegations, the student's rights and responsibilities in the process, and possible sanctions if found responsible.
- b. The student signs the Academic Honor Code Incident Report Form, which includes the alleged policy violations and proposed sanction, and indicates whether they accept or deny responsibility for the policy violations and sanction, or the policy violation only. For avoidance of doubt, denying responsibility is not a separate or independent violation of the Honor Code.
- c. If the student accepts responsibility and the proposed sanction, the process continues to step 3.

- d. If the student denies responsibility or does not accept the proposed sanction, the process skips to step 4. The process continues through the remaining steps or until the case is closed.

Step 3: Student accepts responsibility and proposed sanctions.

- a. If the student accepts responsibility and the proposed sanction, the faculty member assigns sanctions related to the assignment and/or course. Following the meeting, the faculty member submits Academic Honor Code Incident Report Form to the Office of Community Standards Office. If the student has prior academic violations of the Honor Code, the Office of Community Standards will meet with the student to determine, in their sole discretion, whether to impose additional sanctions, including, but not limited to, those listed in the “Sanctions for Academic Violations of the Honor Code” section below.

If a student accepts responsibility for the course violation and the sanction, the sanction cannot be appealed.

- b. If the student accepts responsibility for non-course related violations, the Associate Vice President of Institutional Integrity determines which sanctions to impose.

Step 4: Student denies responsibility or student accepts responsibility but not the proposed sanction.

- a) If the student (1) denies responsibility for the alleged policy violation and the Associate Vice President of Institutional Integrity determines that there is sufficient evidence to merit a University Honor Council hearing or (2) accepts responsibility but does not agree to the proposed sanction, a University Honor Council hearing will be convened pursuant to the procedures set forth in Wingate University Student Handbook. (See “Procedures” under “Honor Council” for more information about this process.)
- b) In a case where the student accepts responsibility but does not agree to the proposed sanction, the Honor Council will weigh aggravating factors and mitigating factors in recommending a sanction, if any. In considering recommended sanctions, if any, the Honor Council shall consider the acceptance of responsibility to be a mitigating circumstance. The Honor

Council shall prepare and submit to the Associate Vice President of Institutional Integrity a report of their findings with recommended sanctions. In addition, the University Honor Council will forward to the Associate Vice President of Institutional Integrity the sanction that was proposed originally by the faculty member.

- c) If the Associate Vice President of Institutional Integrity finds that there is not sufficient evidence to merit the convening of a University Honor Council hearing, the case is closed and no sanctions are assigned.
- d) Should the circumstances justify an administrative hearing, the Associate Vice President of Institutional Integrity or designee reserves the right to adjudicate the case. The Associate Vice President of Institutional Integrity or designee reserves the right to require appropriate parties to meet (which may be individually or as a group as determined by the hearing officer) in order to determine responsibility.

Step 5: Sanctions are assigned and incidents are recorded.

- a) The Associate Vice President for Institutional Integrity reserves the right to accept, reject, or modify the University Honor Council's recommended sanctions and will notify the student and the faculty member of these sanctions through written communication. The sanction applied by the Associate Vice President of Institutional Integrity may differ from the sanction specified in the course syllabus. A copy of the written notification is placed in the student's community standards record.
- b) If the student has prior academic violations of the Honor Code, the Associate Vice President of Institutional Integrity or designee will meet with the student to determine, in their sole discretion, whether to impose additional sanctions, including, but not limited to, those listed in the "Sanctions for Academic Violations of the Honor Code" section below.

Step 6: Student appeals sanctions given by the Associate Vice President of Institutional Integrity.

- a) The student has the right to submit a written appeal to the Vice Provost of Academic Affairs or designee within 5 business days of the decision and the sanctions imposed. In the event of a timely appeal, the underlying sanction shall be stayed pending the outcome of the appeal. Grounds for appeals include:

- Presentation of new information that was not reasonably available at the time of the hearing and would likely alter the determination of responsibility and/or sanction(s);
 - The sanction(s) imposed are substantially disproportionate to the policy violation(s); or
 - The existence of one or more procedural errors so substantial that it greatly impacted the determination of responsibility and/or sanction(s).
- b) The Associate Vice President for Institutional Integrity or designee conducts an independent review of the case and determines whether to uphold both the decision of responsibility and sanctions. The student and faculty member will be notified through written communication of the final decision. If the decision and/or sanctions are upheld, a copy of the letter will be placed in the student's community standards record. If the decision is overturned and/or sanctions are altered, the student will be notified in writing and documentation will be adjusted accordingly, if needed.
- c) The decision of the Vice President or designee is final.

The University has discretion regarding the form and breadth of documentation related to any official hearing(s) contemplated herein.

Academic Violations of the University Honor Code

The following misconduct is specifically prohibited. All examples of violations are meant to be illustrative rather than exhaustive.

Cheating

Definition: Using or attempting to use means other than those allowed by an instructor to complete an assignment.

Examples:

- Securing or attempting to secure any unauthorized copy of any test or examination, whether for their own use or for the use of another, prior to the scheduled administration of such test or examination.

- Copying from another student's paper, project or test, or receiving any unauthorized assistance on an assignment or examination.

Plagiarism

Definition: Representing someone else's work, words, images, or ideas, as your own without including original thought as well as failing to cite someone else's work correctly.

Examples:

- Directly quoting a source without proper punctuation and citation;
- Using undocumented paraphrase or summary;
- Using unacknowledged photographs or art work;
- Citing sources that have been fabricated; representing as your own a paper, a laboratory exercise, a computer program, a work of art, any part of which was created by someone other than yourself;
- Quoting materials from the Internet without proper documentation.

Providing False Information

Definition: Any oral or written statement misrepresenting the truth.

Examples:

- Lying to or otherwise providing false or misleading information to a University official;
- Attempting to secure credit toward meeting any graduation requirement, including Lyceum, without actual completion of the work or activity required;
- Attempting to alter or causing to be altered any University record, including academic records.

Misuse of Electronic Information

Definition: Using computer accounts, computer software, or computer files improperly and/or without authorization and in order to receive or gain academic credit for yourself or someone else, to interfere with someone else's receiving academic credit, or to alter academic records.

Examples:

- Unauthorized entry into a file to use, read, or change the contents;
- Unauthorized transfer of a file;

- Use of computing facilities to interfere with the work of another student, faculty member, or University official;
- Downloading part of or an entire paper from the Internet to be used for academic credit.

Facilitating Academic Dishonesty

Definition: Assisting another student with a violation of academic integrity

Examples:

- Unauthorized collaboration of work;
- Permitting another student to copy from a test paper or assignment;
- Writing a paper for another student;
- Collaborating on home assignments or exams without permission or when prohibited.

Failure to Report an Academic Violation

Definition: Failure of a student who knows of an academic violation of the Honor Code to report such an instance

Examples:

- Witnessing a student cheating during a test and failing to report that observed behavior to the instructor;
- Witnessing a student download a paper from the Internet for the purpose of receiving academic credit and failing to report that observed behavior to the instructor for whom the paper is intended or the Office of Community Standards;
- Witnessing a student fabricate sources for a paper and failing to report that observed behavior to the appropriate instructor or Office of Community Standards.

Sanctions for Academic Violations of the University Honor Code for Undergraduate Students

Sanctions imposed for academic violations of this code are those that, in the judgment of the Associate Vice President of Institutional Integrity or designee, most

appropriately correspond to the nature and severity of the violation. One or more of the following sanctions may be imposed by the Associate Vice President of Institutional Integrity or designee upon any student for any single violation of the Wingate University Honor Code. All sanctions are noted in the student's community standards record.

In all cases, the University reserves the right (except as limited by law) to notify the parents or legal guardians of any student found responsible for violating the Honor Code of such violation(s) and the sanctions imposed.

The University reserves the right to place a “hold” on student records until the Community Standards process is complete, including investigation and a finding of responsibility as well as completion of sanctions. This hold may include withholding of academic transcripts and/or grades, and preventing a student from registering for classes.

- **Warning:** An official oral or written notice that the student has violated the Wingate University Honor Code. Continuation or repetition of specified policy violations, as well as involvement in other violations may be cause for additional sanctions.
- **Loss of Privileges:** Temporary or permanent loss of specific privileges. The parameters of the restriction, including limitations of exceptions, will be specified by the Associate Vice President of Institutional Integrity or designee and may include:
 - Ineligibility to participate in a University-affiliated organization, including teams, or hold a student leadership role or elected or appointed office at the University; or
 - Ineligibility to represent the University to anyone outside the University community, including participating in W'International, W'Engage, or Alternative Breaks, attending conferences, or representing the University at an official function
- **Behavioral Requirement:** Requirement to attend, participate in, and/or reflect upon activities related to the violation; including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- **Educational Assignment:** Requirement to attend, participate in, or complete a program or assignment related to the violation; including, but not limited to,

completing online courses, writing a reflection or research paper, sponsoring or assisting with an educational opportunity for others on campus, attending a workshop or educational program, etc.

- **Failing Grade:** Faculty may assign failing grades for the assignment and/or course in question if a student, in a consultation with the faculty member and prior to any University Honor Council proceedings, takes responsibility for a policy violation and accepts said sanctions in writing. If a student admits responsibility for a violation and accepts the sanction of a failing grade for the assignment and/or course in question, the sanction cannot be appealed. The Associate Vice President for Institutional Integrity or designee can also assign failing grades if a student is found responsible for an academic honor code policy violation.
- **Probation:** An official reprimand for a student or organization. Note that any subsequent violation(s) of University policies or expectations could result in separation from the University, either by suspension or by expulsion. Probation, either for academic or other conduct offenses, will be noted in the student's disciplinary record.
- **Suspension:** Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from University property, functions, events and activities without prior written approval from the Associate Vice President of Institutional Integrity, or their designee. In the event that students are suspended or expelled from housing or the University, for Community Standards purposes, financial refunds will not be provided.
- **Expulsion:** Permanent separation from the University. The student is banned from University property and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. In the event that students are suspended or expelled from housing or the University, for Community Standards purposes, financial refunds will not be provided.

The following sanctions may be imposed upon groups or organizations found to have violated the University Honor Code and Code of Community Standards:

1. One of more of the sanctions listed above
2. De-activation, de-recognition, loss of all privileges (including status as a University- affiliated organization), for a specified period of time

Code of Community Standards

Authority

Under a policy established by the Board of Trustees, the President of the University holds final authority in the administration of this Code of Community Standards. Administrative authority is delegated by the President to the Associate Vice President for Institutional Integrity. The Associate Vice President for Institutional Integrity or designee will interpret procedures and apply them. The decision of the Associate Vice President for Institutional Integrity is final.

Any member of the University community may report violations against any student for violations of the Code of Community Standards. Violations of the Code of Community Standards should be reported in writing as soon as possible after the event takes place and directed to the Office of Community Standards, utilizing an office specific reporting form or general reporting form on the Office of Community Standards webpage.

Interim Action

Under the Wingate University Honor Code and Code of Community Standards, the Associate Vice President for Institutional Integrity and/or the Associate Vice President of Student Life or designee may impose restrictions and/or separate a student from the community pending the scheduling of a hearing on alleged violation(s) of the Wingate University Honor Code and Code of Community Standards when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University.

Interim actions can include separation from the institution or restrictions on participation in the community pending the scheduling of a campus hearing on alleged violation(s) of the Wingate University Honor Code and Code of Community Standards. During an interim suspension, a student may be denied access to University property. As determined appropriate by the Associate Vice President for Student Life or designee, the Associate Vice President for Institutional Integrity, or designee, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Associate Vice President for Student Life, or designee, the VPPI, or designee and with the approval of, and in collaboration with, the appropriate university officials, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

Procedures for Violations of the Code of Community Standards

- The Office of Community Standards or a designee may conduct an investigation to determine whether the alleged policy violations have merit and/or whether they can be disposed of administratively by mutual consent of the parties involved on an acceptable basis. Such disposition, when approved by the Associate Vice President of Institutional Integrity, is final and there are no subsequent proceedings.
- The Office of Community Standards or designee will review documentation of the event and assign policy violations as appropriate. The Office of Community Standards reserves the right to forward any incident to the University Honor Council for adjudication (protocol for University Honor Council proceeding shall be followed as listed in the section – University Honor Council Procedures).
- If necessary to further clarify information, Hearing Officers (such as staff members within the Office of Community Standards or Office of Residence Life) may be asked to investigate allegations and turn the findings over to the Office of Community Standards.
- The Office of Community Standards reserves the right to contact students directly to dialogue about the incident and thereby determine appropriate policy violations.
- The Office of Community Standards reserves the right to require appropriate parties to meet (which may be individually or as a group as determined by the hearing officer) in order to determine responsibility. Once a decision is rendered, written notification will be issued.
- Once responsibility for policy violations has been determined, the student shall receive notification of the policy violations and consequent sanction(s).
- Any student who contests the decision and/or sanctions, assigned by Associate Vice President of Institutional Integrity or designee, may appeal the decision to the Associate Vice President for Student Life or their designee within 5 business days of receipt of notification of the outcome. It is understood that after 5 business days the student accepts the charges and sanctions and the decision becomes final. The decision of the Associate Vice President for Student Life or their designee is final. Grounds for appeals include:
 - Presentation of new information that would likely alter the determination of responsibility and/or sanction(s) (as new information, this information was not reasonably available at the time of the Educational Conference or hearing);
 - The sanction(s) imposed are substantially disproportionate to the policy violation(s);
 - Or the existence of procedural errors so substantial that it greatly impacted the determination of responsibility and/or sanction(s).

Violations of the Code of Community Standards

The following misconduct is specifically prohibited. All examples of violations are meant to be illustrative rather than exhaustive.

Abuse of the Community Standards System:

Definition: Disrupting the processes involved in the Community Standards system.

Examples:

- Failure to obey the summons of an Honor Council or University official;
- Falsification, distortion, or misrepresentation of information before an Honor Council;
- Disruption or interference with the orderly conduct of an Honor Council proceeding;
- Attempting to discourage an individual's proper participation in or use of the community standards;
- Attempting to influence the impartiality of a member of an Honor Council prior to and/or during the course of an Honor Council;
- Harassment (verbal or physical) and/or intimidation of a member of an Honor Council prior to, during and/or after a proceeding;
- Failure to comply with any sanctions imposed under this Code of Community Standards;
- Influencing or attempting to influence another person to commit an abuse of the community standards system.

Alcohol Misuse:

*Definition: Students are expected to follow local, state and federal laws regarding the use, possession and distribution of alcohol. The University defines **alcohol misuse** as any use which adversely impacts a student's health or leads to inappropriate, disorderly, disruptive, disrespectful, or unsafe behaviors.*

Examples:

- Underage use or possession of alcohol;
- Possession of excessive amounts of alcohol, even for those of legal age;
- Possession and use of games and paraphernalia that promote reckless alcohol consumption;
- The public display or public consumption of alcohol is prohibited (unless otherwise posted);
- Disorderly intoxication and/or loss of control;
- Distribution of alcohol to minors.

Disorderly Conduct or Disruptive Behavior:

Definition: Conduct that is inappropriate, disorderly, disruptive, disrespectful, or unsafe.

Examples:

- Conduct which is disorderly, lewd, or indecent on University premises or at functions sponsored by, or participated in by the University;
- Verbal abuse of students or of University personnel;

- Persistent or substantial acts of willful disobedience or defiance toward University policy or personnel;
- Use of sound amplification equipment (e.g., televisions, radios, or CD players) in a manner that disturbs the privacy of other individuals or the instructional programs of the University;
- Unreasonable noise that causes a nuisance to other community members;
- Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
- Obstruction of the free flow of pedestrian or vehicular traffic on University premises, at University-sponsored or supervised functions, or on the public streets immediately adjacent to University premises;
- Disruption or obstruction of the teaching, research, administration, disciplinary proceedings, or other University activities, whether conducted on or off campus, or authorized non-University activities conducted on campus;
- Persistent behavior that unreasonably interferes or restricts other students access to a safe or healthy educational environment;
- Vandalizing residence halls, apartments, classroom buildings, or other University facilities or property; and
- Face coverings utilized on university property that display vulgar, offensive or harassing language, art or symbols.

Endangerment:

Definition: Endangering the health, safety or well-being of oneself or others.

Examples:

- Driving under the influence of alcohol or illegal substance;
- Assaulting another individual – physical altercations, verbal or written comments which are threatening, disruptive or inappropriate;
- Arson.

Failure to Comply with the Order of a University Official or Law Enforcement

Officer: *Definition: Failure to comply with the directions of University officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.*

Examples:

- Providing false information to a University official;
- Failing to provide identification to a University official when requested;
- Using or attempting to use false identification;
- Failure to follow procedures or instructions given by a University official or law enforcement officers.

Failure to Report a Probable Community Standards Violation:

Definition: Failure of a student who knows of a probable non-academic violation of the Honor Code to report such probable violation.

Examples:

- Witnessing a student vandalizing the residence halls and failing to report that observed behavior to a Residence Life staff member;
- Witnessing another student stealing a book from the library and failing to report that observed behavior to the librarian.

General Policies – Other University Policies:

Definition: Violation of other published University policies, procedures, or expectations

Examples:

- Policies concerning University operations

General Statutes - Laws of the Wider Society:

Definition: Violation of federal, state and local laws on or off University premises.

Examples:

- DUI/DWI – Driving while intoxicated;
- Theft / burglary / larceny;
- Possession, manufacturing, dealing illegal substances.

Harassment:

Definition: Conduct that creates an intimidating or offensive environment (not sexual).

Examples:

- Threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person;
- Offensive behavior may be communicated via verbal, written or electronic communication, or physical contact.

Hazing:

Definition: Engaging in or enabling an act, activity, or situation that subjects another person, or members of an organization, to the risk of 1) mental/emotional/physical harm or 2) violating University policy or local, state, or federal law, regardless of the person's willingness to participate.

Examples:

- Forced or coerced action or participation (e.g. forced activities to prove worth);
- Depriving someone of sleep beyond reasonable bounds;
- Forcing someone to drink alcohol or use illegal substances;
- Physically assaulting someone (e.g. paddling, beatings);
- Humiliation or isolation of new or potential members;
- Requirements for new or potential members to do things established members do

not have to do.

Misuse of Computing Facilities, Technology and Equipment:

Definition: Using computers, computer accounts, computer software, or computer files inappropriately, improperly and/or without authorization.

Examples:

- Stealing or abusing computer time for any purpose;
- Unauthorized use of another individual's identification and password;
- Use of computing facilities or provided technology to send obscene, abusive, or harassing messages (including instant messenger, emails and on-line communities such as Facebook.com or Twitter); and
- Use of computing facilities or providing technology to interfere with normal operation of the University computing system.

Misuse of University Property:

Definition: Using University property improperly and/or without authorization.

Examples:

- Possessing, duplicating, or using keys to any University premises without authorization;
- Entering or using University premises without authorization;
- Using someone else's ID to check out library materials or to use for meals/dining purposes; and
- Using pool facilities during non-operational times.

Possession, Consumption/Use, and Trafficking of Illegal Substances or Paraphernalia:

Definition: Any use, possession, or trafficking of illegal substances or paraphernalia.

Examples:

- Use, possession, distribution, sale, manufacture or transfer of illegal drugs or narcotics is prohibited. Illegal drugs are those defined as illegal under local, state, or federal laws; illegal drugs include, but are not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and stimulants other than those prescribed for current personal treatment by a licensed physician;
- Possession or use of prescription drugs that are not prescribed to the holder; and
- Possession of unlawful paraphernalia associated with the use or manufacture of illegal substances, prescription drugs, or any controlled substance for any purpose.

Possession and/or Use of Weapons:

Definition: Possession of firearms, explosives, knives, or other lethal weapons on University property as well as any object, instrument, or substance used, attempted to be used, or capable of inflicting a wound, causing serious injury, or incapacitating an individual. Examples include, but are not limited to:

Examples:

- Keeping firearms (including pellet, BB/air rifles, airsoft guns, paintball guns, sling shots, stun guns, switchblade knives, bowie knives) or other weapons in any University facility or in a vehicle parked on University premises;
- Possessing or using dangerous chemicals including, but not limited to, “mace” or tear gas on University premises illegally or without authorization**;
- Possessing or igniting fireworks of any type or any other explosive materials.

** Possession of pepper spray is allowed but its inappropriate use may be considered a use of a weapon.

Possession of Prohibited Projectiles:

Definition: Non-lethal weapons designed as toys that may cause harm such as water guns, orbit guns, lawn darts.

Sexual Misconduct:

Definition: Sexual misconduct includes sexual harassment, sexual exploitation, sexual intimidation and sexual violence. Sexual harassment is defined within and governed by the University's Sexual Harassment Policy (www.wingate.edu/title-ix) while all other forms of sexual misconduct fall under the University's Codes of Conduct.

Examples:

- Causing or attempting to cause another person to be incapacitated in order to gain a sexual advantage over such person;
- Conduct which is lewd or indecent on University premises or at functions sponsored by, or participated in by the University;
- Sexual assault or any actual, attempted, or threatened sexual act with another person without that person's consent and that is not otherwise under the jurisdiction of Title IX;
- Stalking or cyber-stalking behaviors directed at a specific person that would cause a reasonable person to fear for her or his safety or the safety of others or suffer substantial emotional distress and where such course of stalking behavior is outside the jurisdiction of Title IX;
- Dating violence (or the threat of violence) which is otherwise not under the jurisdiction of Title IX;
- Non-consensual videotaping, photographing, or audio-taping of sexual activity and/or distribution of these materials via media such as, but not limited to, the internet;
- Indecent exposure with the intention of alarming, distressing, and/or offending others;
- Sending sexually explicit material to members of the university community.

Stealing:

Definition: Attempted or actual theft of and/or damage to University property or property of a member of the University community or other personal or public property.

Examples:

- Taking furniture out of residence hall lobbies without permission;
- Taking clothes out of the washer or dryer in the residence hall without permission;
- Taking books out of the library without checking them out; and
- Taking someone else's food out of communal kitchen refrigerators.

Campus Disciplinary Policy

In adherence to the Clery Act, effective August 14, 2009, Wingate University will disclose (upon written request) the results of a Community Standards hearing against an alleged student perpetrator to the alleged victim of a crime of violence or non-forcible sex offense.

Sanctions for Violations of the Code of Community Standards

Sanctions imposed for policy violations of this code are those that, in the judgment of The Office of Community Standards or their designee, most appropriately correspond to the nature and severity of the violation. One or more of the following sanctions may be imposed upon any student for any single violation of the Code of Community Standards. All sanctions are noted in the student's community standards record.

In all cases, the University reserves the right (except as limited by law) to notify the parents or legal guardians of any student found responsible for violating the Code of Community Standards of such violation(s) and the sanctions imposed.

The University reserves the right to place a "hold" on student records until the Community Standards process is complete, including investigation and a finding of responsibility as well as completion of sanctions. This hold may include withholding of academic transcripts and/or grades, and preventing a student from registering for classes.

- Warning: An official oral or written notice that the student has violated the Code of Community Standards. Continuation or repetition of specified policy violations, as well as involvement in other violations may be cause for additional sanctions.
- Restitution: Compensation for damage to property, whether that of Wingate University or of any member of the University community or of any guest on campus in the amount equal to the full cost of replacement per a University estimate. This could include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine, but rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- Administrative Assessment: Reasonable administrative assessment, or fines, may be imposed. A maximum administrative assessment of \$100 may be imposed at a time, per incident. Acceptable payment may be in the form of dollars, checks, money orders, or applied directly to the student's or

organization's Wingate University account.

- Work/Community Service: Up to 50 hours of service or work may be required. Depending on the context, the Community/Work Service location may be assigned based on the policy violation or location may be up to the student; however, the service or work must be supervised.
- Loss of Privileges: Temporary or permanent loss of specific privileges. The parameters of the restriction, including limitations of exceptions, will be specified by the Office of Community Standards and may include:
 - Ineligibility to participate in a University-affiliated organization, including teams, or hold a student leadership role or elected or appointed office at the University; or
- Ineligibility to represent the University to anyone outside the University community, including participating in W'International, W'Engage, or Alternative Breaks, attending conferences, or representing the University at an official function.
- Confiscation of Prohibited Property: Items whose presence is in violation, or suspected violation, of Wingate University policy will be confiscated and will become property of Wingate University. Prohibited items may be returned to the owner at the discretion of the Office of Community Standards and Chief of Campus Safety.
- Behavioral Requirement: Requirement to attend, participate in, and/or reflect upon activities related to the violation; including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- Educational Assignment: Requirement to attend, participate in, or complete a program or assignment related to the violation; including, but not limited to, completing online courses, writing a reflection or research paper, sponsor or assisting with an educational opportunity for others on campus, etc.
- University Housing Reassignment: Reassignment to another Wingate University housing facility (residence hall or apartment building). Based on the parameters of the restriction, the student will work with Residence Life staff to move spaces.
- University Housing Suspension: Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing will be specified. This sanction may include restrictions to visitation to specified buildings or all University housing during the suspension. In the event that students are suspended or expelled from housing or the University, for Community Standards purposes, financial refunds will not be provided.
- University Housing Expulsion: Permanent removal from University housing. The student's privilege to live in or visit any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary. In the event that students are suspended or expelled from housing or the University, for Community Standards purposes, financial refunds will not be

provided.

- **Probation**: An official reprimand for a student or organization. Note that any subsequent violation(s) of University policies or expectations could result in separation from the University, either by suspension or by expulsion.
- **Disciplinary Withdrawal**: Voluntary separation of a student from the University for a specified period of time. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the disciplinary withdrawal period, the student is banned from University property, functions, events and activities without prior written approval from the Associate Vice President of Institutional Integrity, or their designee. A disciplinary withdrawal is permitted by the Associate Vice President of Institutional Integrity or their designee, at their discretion in place of a suspension.
- **Suspension**: Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from University property, functions, events and activities without prior written approval from the Associate Vice President of Institutional Integrity, Associate Vice President of Student Life, or their designee. This sanction may be enforced with a trespass action if deemed necessary. In the event that students are suspended or expelled from housing or the University, for Community Standards purposes, financial refunds will not be provided.
- **Expulsion**: Permanent separation from the University. The student is banned from University property and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. In the event that students are suspended or expelled from housing or the University, for Community Standards purposes, financial refunds will not be provided.
- The following sanctions may be imposed upon groups or organizations found to have violated the University Honor Code and Code of Community Standards:
 - One of more of the sanctions listed above
 - De-activation, de-recognition, loss of all privileges (including status as a University- affiliated organization), for a specified period of time

University Honor Council (UHC)

Composition of University Honor Council

University Honor Council (UHC) hearings are convened by the Associate Vice President of Institutional Integrity or their designee to resolve cases as prescribed by the University Honor Code and Code of Community Standards. The UHC Co-Chairs, two students selected to work with the Office of Community Standards and lead the

UHC student membership, serve as a non-voting hearing participant by facilitating UHC hearings or serving as the Student Ombudsman. The UHC Hearing Panels are composed of 3-5 members, and include students, faculty and/or staff. A non-voting University representative will be present in all Honor Council hearings. The Student Ombudsman may also be present at UHC hearings.

Students wishing to serve on the University Honor Council (UHC), as a Co-Chair or general member, must submit an application on WUSync through the Office of Community Standards during the appropriate application times. The UHC Co-Chairs, in consultation with Office of Community Standards professional staff, will review the general member applicants and choose the most appropriate candidates to serve as members of the UHC. Office of Community Standards staff members will review applicants for UHC Co-Chair positions and choose the most appropriate candidate.

University Honor Council student members may serve until graduation so long as they maintain continuous enrollment during the academic year, fulfill expectations of the role, and are not removed for cause by the Associate Vice President of Institutional Integrity. The Associate Vice President of Institutional Integrity may remove a member for any violation of the Honor Code. This decision is final.

University Honor Council Hearing Procedures

The purpose of this process is to determine responsibility for alleged policy violations of the University Honor Code and Code of Community Standards. All meetings of Honor Council are conducted according to the following procedures:

- All policy violations shall be presented to the alleged student in writing. A time shall be set for the University Honor Council meeting, preferably not less than two nor more than fifteen calendar days after the alleged student has been notified. These time limits may be extended by the Associate Vice President for Institutional Integrity or designee at their discretion for good and sufficient reason.
- Prior to the formal University Honor Council hearing, the Associate Vice President for Institutional Integrity, or the designated representative, meets with the Honor Council to discuss and clarify procedural issues.
- In University Honor Council hearings involving more than one alleged student, the Associate Vice President for Institutional Integrity or designee may permit separate hearings.
- The alleged student and reporting party may call witnesses. However, a witness must go through an approval process. This process requires presentation of a legitimate need for the witness in writing to the Office of Community Standards in advance of the hearing. The University Honor Council, at the discretion of the UHC Co-Chairs and Associate Vice President of Institutional Integrity, may accept pertinent records, exhibits and written statements as information for consideration.
- University Honor Council hearings will follow proceedings as outlined. All questions should be directed to the appropriate person, asked in a respectful

manner, and asked if necessary to the outcome of the hearing.

- The University Honor Council hearing panel will discuss the evidence and determine its findings. There is a single verbatim record, such as an audio or video recording, of all University Honor Council hearings. The record is the property of the University. A verbatim record is not required to be kept of the deliberations in executive session. The University Honor Council hearing panel has the right to request either party involved to repeat or provide further statements. A verbatim record is kept of such further discussion.
- The University Honor Council's determination is made on the basis of whether it is more likely than not that the alleged student violated the University Honor Code or the Code of Community Standards. Additional sanctions may not be applied to a student who failed to appear before a University Honor Council hearing panel (the case will be heard in the student's absence). In all cases, the evidence in support of the policy violation is presented and considered (even in the student's absence). The determination of the University Honor Council is made by majority vote.
- Upon completion of the University Honor Council hearing, the UHC Co-Chairs report findings and sanction recommendations to the Associate Vice President for Institutional Integrity (for academic cases).
 - Sanctions for Honor Code Violations will be determined by the Associate Vice President for Institutional Integrity or designee. The Associate Vice President for Institutional Integrity reserves the right to accept, reject, or modify the University Honor Council's recommended sanctions. The Associate Vice President for Institutional Integrity or designee officially informs the alleged student in writing of the findings of the University Honor Council hearing panel and the sanction, if any, to be imposed.
- The student has the right to submit a written appeal to the Office of the Provost (for academic cases) within 5 business days of the decision and the sanctions imposed. Grounds for appeals include:
 - Presentation of new information that would likely alter the determination of responsibility and/or sanction(s) (as new information, this information was not reasonably available at the time of the Educational Conference or hearing);
 - The sanction(s) imposed are substantially disproportionate to the policy violation(s);
 - Or the existence of procedural errors so substantial that it greatly impacted the determination of responsibility and/or sanction(s).

The Office of the Provost conducts an independent review of the case and determines whether to uphold the decision of responsibility and sanctions. Students (and, if relevant, the faculty member) will be notified through written communication of the final decision.

If the decision and/or sanctions are upheld, a copy of the letter will be placed in the student's community standards record. If the decision is overturned and/or sanctions are altered, the student will be notified in writing and documentation will be adjusted accordingly, if needed. The decision of the Provost's office is final.

The University has discretion regarding the form and breadth of documentation related to any official hearing(s), including but not limited to conflict resolution meetings, Educational Conferences, administrative hearings, or University Honor Council hearings.

Campus Safety at Wingate

The Wingate University Department of Campus Safety is committed to providing a safe educational and work environment for our family of students, faculty and staff. Our Campus Safety Department is a 24 hour, 7 days a week, 365 days a year operation. We recommend that students save the Campus Safety phone number (704-233-8999) to reach an officer at any time. Other Campus Safety policies, including the Annual Campus Safety and Fire Safety Report can be found [here](#).

Security Precautions

- Students are encouraged to keep room, suite, house and apartment doors locked and to observe all safety and security precautions. Residence Life staff and/or Campus Safety should be notified immediately for emergency situations. The University cannot guarantee students' safety. Each student must be conscious of and concerned about their own security and safety, and that of fellow students. Campus Safety may be reached by dialing 704-233-8999 for non-emergency situations, and the Police or Emergencies Services may be contacted by dialing 911 in emergency situations.
- Parking lots and streets are not to be used for lingering or social gathering. Improper or illegal conduct is not permitted on campus or on campus streets, parking lots, etc., at any time.

Important Contact Information

24-HOUR Campus Safety Phone Numbers

- 8999 from a campus phone
- 704-233-8999 from off-campus phones

Emergency Phone Numbers

- 9-911 from a campus phone
- 911 from off-campus phones

Blue light help-phones are located throughout campus (these serve as a direct link to an emergency dispatcher). Individuals always have access to 911 emergency assistance. Do not hesitate to contact emergency personnel if the situation warrants urgent attention.

Crisis Management Plan

Wingate University's Crisis Management Plan and other campus safety resources may be accessed and downloaded through the following link:

<https://www.wingate.edu/campus-safety>

Inclement Weather Policy

The University maintains the regular schedule of classes throughout the semester. Classes are not normally canceled due to inclement weather (i.e., snow, sleet) and students are responsible for all the work of any class meeting missed for any reason. Students are encouraged to monitor Wingate email and check the University website for specific up-to-date information.

Tornado or Hurricane Emergency Policy

During a tornado or hurricane alert the following procedures should apply:

- Stay calm and remain inside
- Stay away from doors and windows
- Go to interior hallway, bathroom or closet and close door (take pillow, blanket and flashlight)
- Use a flashlight in case of a power failure
- DO NOT USE CANDLES (Candles are extremely hazardous in wind storms)
- Stay away from back roads; they may be flooded.

Motor Vehicle Regulations

General

- Parking permits are required on all vehicles parked in Wingate University parking lots.
- Parking regulations are in effect 24 hours a day, seven days a week.
- Vehicle operators must comply with federal, state, local and University parking regulations, policies, and procedures.
- Vehicle operators must obtain a parking permit from Campus Safety at the beginning of the academic year.
- Permits must be clearly visible and placed on the back left corner of the vehicle's rear window. Vehicles must be parked in the lot that corresponds with the permit. Permits must correspond to the current term to be valid. If a permit becomes damaged or lost, visit the Department of Campus Safety to request another permit.

Parking Violations/Fines

- Violations of the following University parking regulations may result in a citation, fine, loss of campus parking privileges, or vehicle may be towed at the owner's expense.
 - Parking at the University without a current permit displayed - \$50
 - Parking in a Fire Lane/Tow Away Zone - \$50
 - Parking in a Handicap space without proper handicap tag or placard - \$50
 - Parked in a Reserved/Restricted Area - \$25
 - Line Straddling - \$25
 - Parked in an Improper Area for Permit - \$50
 - Blocking Traffic/Crosswalk/Access - \$50
 - Parking on grass/landscape/sidewalks on University Property - \$25
 - Improper display of Permit - \$25
- Parked in a Non-Parking Zone - \$25
- Anyone with more than four (4) parking violations during the school year will be considered persistent offenders and are subject to being towed if found parked illegally on campus.

Town of Wingate Parking Violations

- Most parking violations in the Town of Wingate are associated with a fine. Failure to pay may result in criminal or civil sanctions. Questions regarding the procedure for appealing a ticket issued by the Wingate Police Department should be directed to the Chief of Police.

Towable Offenses

- All tows are done at the owner's expense. Violations that may warrant towing include but are not limited to:
 - Parking in Marked Handicapped Space
 - Blocking Traffic/Crosswalk/Access
 - Tow Away Zones/Fire Lanes
 - Parking on Grass or Landscape
 - Abandoned Vehicles
 - Restricted Parking

Student Parking Appeals

- Tickets should be paid at the Wingate University Business Office.
- Student appeals should be sent via their WUSync account and search under the forms tab "Parking Appeals" within 48 hours of receiving the ticket and all

appeals are considered on a monthly basis. All final decisions will be communicated in writing via WUSync to the student's email. The Parking Appeal Form is [here](#).

Permit Designations

- Faculty/Staff (Purple Striped F/S) Permit
- Commuter Student (Green Striped C) Permit
- Residential (Orange Striped R) Permit
- Levine College of Health Sciences (Blue Striped L) Permit
- Visitor/Temporary Parking Permits (Neon Yellow hang tags)

Overnight/Short Term Parking

- Anyone who is going to leave their vehicle overnight or for any length of time must notify the Department of Campus Safety why they are leaving the vehicle and for how long. Any vehicles that are left on campus must have a current parking permit, or it can be subject to immediate tow.
- Guests or students without an approved parking decal leaving a vehicle overnight on Wingate University property need to obtain a temporary parking pass from the Campus Safety Department which can be done 24 hours a day and 7 days a week.

Storage of Vehicles

- University parking facilities may not be used for long term storage.

Use of Multiple Vehicles

- All vehicles parked on University property must have a valid parking permit on display. Multiple cars will require each vehicle to be registered with the Department of Campus Safety, but only one vehicle at a time is permitted on campus.

Lot Maintenance/Special Event Parking/Inclement Weather

- The University reserves the right to close and/or restrict parking areas for special events, lot maintenance and inclement weather conditions.

Damage to Your Vehicle

- Wingate University is not responsible for loss, theft, or damage to any vehicle, or its contents, while parked on a University lot.

Emergency Parking Situations

- In the event of vehicular breakdowns, call the Department of Campus Safety at 704-233-8999 and report the vehicle.

Public Safety Services

- Non-Emergency: If you need to contact the Department of Campus Safety, you can call 704-233-8999 from off campus or x8999 on a campus phone.
- Emergency: Call 911.

Do not know where to park? Call 704-233-8999 and speak to the Department of Campus Safety.

Transportation Assistance

In the event of any security or safety concern, contact the Office of Campus Safety for assistance at (704) 233-8999.

Student Travel

Wingate University recognizes the educational value the community at large offers students. During a student's tenure at the University, they might travel to a University related event (including co-curricular, curricular, domestic travel, international travel, recreation, or athletics.) The University believes that the student should understand that traveling and the environment at the destination may expose them to possible risks which could result in personal injury, illness, death and/or damage to property. By participating in any event, the student agrees to accept and assume all responsibility for risks of personal injury, illness, death and/or damage to property. It is always the student's responsibility to remove themselves from any environment in which they are not comfortable.

All students will be asked once an academic year to complete an Assumption of Risk, Covenant Not to Sue, Agreement to Indemnify, and Release and Waiver of Liability for activities involving off-campus travel via WU Sync.

Searches on University Property

All University property, facilities and equipment are subject to search at any time by authorized University personnel. In addition, personal property located on Wingate University premises may be searched at any time by authorized University personnel or by other persons authorized by the University. Refusal to submit to such searches is a violation of the non-academic violations of the Honor Code.

University Lake Policy

The same rules and regulations apply to the University Lake and recreational areas that apply to the other areas of the campus (i.e. the possession of alcohol at the University Lake and recreational areas are strictly prohibited, etc.). The lake and the surrounding

area are governed according to the rules and regulations of the North Carolina Wildlife Resources Commission. Agents of the commission or Wingate University Campus Safety will patrol the facility. Students, faculty and staff members are allowed to use the lake during their time at the University with the proper ID. Anyone attempting to use the facilities without authorization by Wingate University will be subject to substantial fees enforced by the General Statutes Chapter 113, Article 21A, (i.e., fishing without a license and authorization). To request the use of the lake you can contact the Campus Safety at 704-233-8999. The lake operational hours are from sun up to sun down.

Online Resources, Acceptable Use Policy for Wingate University

Wingate University uses its facilities and information technology resources to support the education process. They enhance research and instruction and inform the faculty, staff and students.

This document outlines the obligations accepted by each user with the assignment of an account. Every person assigned an account must accept its terms. They must also accept the boundaries imposed by the Wingate University Honor Code and local, state and federal laws.

Wingate University's yGate site serves as a menu of relevant campus resources.

More information about the campus network and computer accounts can be found on [Bulldog Central](#).

Only faculty, staff, students, and members of the Board of Trustees may be assigned email and campus network accounts through Wingate University. Internet access is available from all academic and administrative buildings and from University residence halls and apartments.

Acceptable Use Policy

- A user may not without prior written consent from the director of marketing and communication, use the name, the University seal, or any graphic symbol used by or associated with Wingate University as part of an email address, a "home" or a second domain name for any online network. Unauthorized use can result in legal action. This includes non-authorized sports team pages, club pages (including fraternities and sororities) and other personal pages.
- Academic use of the system takes priority over other uses.
- All users must respect copyright and other intellectual-property rights. When citing Internet material in a paper or project, give proper citation to the writer of the material. Ask at the library's reference desk for help in proper citation. Plagiarism from the Internet is not tolerated.
- Do not share accounts or passwords. Users are held responsible for any activity taking place within their own account. If you discover that your account has

been used by another person, please notify Information Technology immediately.

- Email, messaging, and electronic posts are not to be used to communicate any form of unwelcome, unwanted, threatening, or abusive messages. Intimidation, threatening language or personal attacks is prohibited.
- Wingate University reserves the right to inspect any computer on its network, including personal computers and laptops, on which it either has discovered via network monitoring or a complaint to be using an excessive amount of bandwidth. This includes, but is not limited to file sharing software, excessive downloads, streaming media or gaming. The University reserves the right to require that users of these computers mitigate this condition or have their computers removed from the campus network.
- If users violate the above guidelines, they are subject to having their email account and their Internet usage suspended by the network administrators. Multiple violations will be reported to the Office of Community Standards for further disciplinary action..
- © Students may create personal webpages on their Google sites.wingate.edu accounts. The standard of appropriate content that applies to emails applies to sites.wingate.edu. No student may create and store a personal webpage on the servers or workstations of the Wingate University Campus Network, unless authorized by the appropriate Dean or supervisor under the general direction of the Chief Information Officer and the Director of Communication. All web pages created for Wingate University and its member departments, organizations, or individual faculty members are considered an official representation of this school and therefore must be approved by the appropriate Dean or supervisor and the network administrators.
- Students may not bring, install or utilize personal wireless routers on campus as it disrupts other internet connections.
- Tampering with the password system, attempting to gain access to another's account or trying to degrade the system is prohibited. Any person violating this rule will lose computer privileges and will be subject to further discipline by the university.
- The university reserves the right to purge files should those files exceed the user's quota on said drives. For students this would be 35 GB for Google Workspace (e-mail, Drive, and Photos). If a user consumes an unusually large amount of storage space, that user will be asked to reduce files. Failure to do so will result in disciplinary action. The system administrator has the right to purge files and/or close accounts of users violating this rule. Viewing or disseminating inappropriate content that violates existing laws or the University's code of conduct will be subject to disciplinary action.
- Users may use only those accounts for which they have authorization as granted by the university. All Information on Wingate University owned or managed servers is presumed to be private unless an authorized university official has a reasonable suspicion that the user's use of online resources violates any policy of the university. Information stored on computers or servers owned or managed by Wingate University is considered the property of Wingate

University. Using the files of others without their permission is unethical and illegal. Personal data should be kept on accounts (e.g., e-mail) other than those maintained by Wingate University.

- Wingate University has taken steps to reduce vulnerabilities due to computer viruses, spyware and spam. This includes installing antivirus software on computers owned by the university. All students who bring laptops onto the campus' wireless network are expected to have installed antivirus software. They are expected to have the virus definitions to that software kept up-to-date. Wingate University reserves the right to inspect any computer on its network on which it either has discovered via network monitoring or a complaint that would indicate that it has been infected. The university reserves the right to have the user take steps to disinfect the computer or to have it removed from the campus network until the issue is resolved.
- Wingate University maintains its own system of generalized announcements to all students via email. Students who wish to send a general announcement to the student body are asked to make a request to the Associate Vice President for Student Life. Students may also avail themselves to the [groups](#) feature of Wingate University's G Suite to create opt-in mailing lists. Any attempt to generate mass emails to the student body is prohibited.

Copyright Compliance

- Copyright protection extends to original works of authorship, including literary, dramatic, musical, and artistic works, such as books, poetry, novels, movies, songs, photos, computer software, and architecture (as well as text, graphics, and logos). Copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, displayed, or made into a derivative work without the permission of the copyright owner.
- Wingate complies with United States copyright law as set forth in Title 17 of the United States Code, Section 106. In the peer-to-peer file-sharing context, unauthorized downloading or uploading substantial parts of a copyrighted work, such as music, videos, books, games, software or other files, constitutes an infringement. All network users are responsible for using electronic materials in accordance with copyright and licensing restrictions. The use of university resources that violates copyright laws, including downloading or sharing copyright-protected works, is strictly prohibited.
- Copyright infringement, including unauthorized peer-to-peer file sharing, may subject you to civil and/or criminal liabilities, as well as personal sanctions imposed by Wingate University.

COPYRIGHT INFRINGEMENT

- Damages for copyright infringement are not limited to actual damages or lost profits. Courts can award statutory damages of up to \$30,000 per infringement or up to \$150,000 per infringement if the infringement was willful (in addition to attorneys' fees).

In addition to penalties imposed by the court, Wingate University can (1) add disciplinary sanctions for violating the Wingate Honor Code as defined in the student handbook, (2) suspend Internet access, and/or (3) suspend user accounts.

- If you'd like more information, we invite you to review the copyright section in the Wingate University Student Handbook or visit the United States Copyright Office website. The [FAQ page](#) is especially helpful.

Student Rights in Intellectual Property

A. Intellectual Property Ownership

1. As used herein, "Intellectual Property" shall mean all copyright rights, patent rights, trademark rights, and trade secret rights, as well as inventions, writings, content, works of authorship, discoveries, other innovations, and technology, including tangible or intangible inventions whether or not patentable or copyrightable.
2. General Statement of Ownership. Except as set forth below, all Intellectual Property (including lab notebooks, cell lines, software, human samples and other tangible research property) shall be owned by the University if (i) the work was created in the scope of employment, (ii) some or all of the cost thereof is paid from University funds or from funds under the control of or administered by the University or (iii) if it is created pursuant to a research project funded through corporate, federal, or other external sponsors pursuant to a contract that requires that the Intellectual Property be owned by, or assigned to, the University. Creators will provide, upon request by the University, assignments or other documents necessary to perfect the University's ownership rights. Generally, creators and research investigators will retain custody of tangible research property while at the university.
3. Exceptions to the General Statement of Ownership. Students shall retain ownership of the following:
 - (a) Intellectual Property developed without use of University funding or University resources;
 - (b) Intellectual Property developed as part of course work or course research;
 - (c) All rights in artistic, literary and scholarly intellectual property, such as scholarly books, articles, and other publications (including those in electronic form), works of art, literature and music recordings are owned by their creators despite the use of university resources so long as such works are neither created using University funding, nor developed in the performance of a sponsored research or other third party agreement that requires the assignment of the Intellectual Property to the University; and

- (d) All copyright in papers, theses, and dissertations written, or in software (including source code) written as a student to earn credit in university courses or otherwise to satisfy university degree requirements.

D. Procedures - A disclosure of any invention or discovery made by a student of the University under Section A(2) above shall be submitted promptly by such inventor or discoverer to the program director, Dean, Provost or other designated administrative officer. Such officer shall append thereto a statement setting forth their opinion concerning the scientific, technical, and economic merit of such invention or discovery, the likelihood and desirability of obtaining a patent, and an estimate of the commercial possibilities of such a patent and transmit such statement to the individual responsible for inventions and discoveries.

Electronic Postings and On-line Communities

Students utilizing the Internet for electronic communities or social media and messaging should take security precautions to protect themselves from predators and others by not posting personally identifiable or contact information and implementing the appropriate privacy settings. Students should also be careful of their communication and postings related to the Wingate University Honor Code for academic and non-academic violations. The University reserves the right to contact students regarding information posted on the Internet, such as things that violate a Wingate University policy or procedure or inappropriate behavior to ensure that the individual and the University are represented in a positive manner.

Media Release

Wingate University regularly uses photographs and voice interviews of students for internal and external promotion and/or informational purposes. Students should understand that the photographs and videos may be published on the Internet, in various print media or on television/radio at the sole discretion of Wingate University. By participating, students waive any and all present or future compensation rights to the use of promotional and informational materials. If you desire not to be photographed, interviewed or have material in your likeness published, please contact the Director of Marketing and Communications.

Student Communication

Students are responsible for all University correspondence through email (@wingate.edu), voicemail, text, campus mail and/or home mailings. **Students are required to use the Wingate.edu email account.** Students are expected to regularly check for University communication and respond appropriately in a timely manner (within two business days). Failure to do so may result in Community Standards violation(s).

Other University Policies

Voter Registration

The University assists students in obtaining a desired voting status by providing on campus opportunities for student registration.

Reporting Unethical, Improper and Illegal Behavior

Any member of the Wingate University community may in good faith report the occurrence of and refuse to engage in any activity or situation they reasonably believe to be unethical, improper, or illegal without fear of dismissal or retaliation of any kind. For purposes of this policy, members of the Wingate University community include current students and members of the Board of Trustees, administration, faculty and staff.

If any student has observed conduct or activities engaged in by any trustee or any member of the administration, faculty, or staff that they reasonably believe to be unethical, improper, or illegal, that student should ordinarily report such conduct or activity to the appropriate Department Chair or, alternatively, to the office of Student Life. Wingate employees should ordinarily report any observed unethical, improper, or illegal behavior in accordance with the University's grievance procedure.

It is anticipated that the vast majority of reports regarding misconduct can be appropriately and quickly addressed through the channels described above. However, if a student or employee believes that the grievance procedure has not adequately addressed or is incapable of adequately addressing their concern, they may report the concern directly to the University's legal counsel. A special telephone number, designated exclusively for this purpose, has been established at (704) 714-2800. This number will direct callers to leave a recording detailing their concerns. No person other than the University's legal counsel will have access to the recording.

All reports made under this policy shall be investigated promptly and treated confidentially to the extent practicable under the circumstances and in accordance with the University's legal obligations. Students and employees are expected to cooperate in any investigations of misconduct conducted by the University. At the conclusion of an investigation, remedial action will be taken where the allegations are substantiated.

If you are unable to resolve a complaint through the institution's grievance procedures, please submit a complaint to:

North Carolina Department of Justice
Consumer Protection Division
9001 Mail Service Center
Raleigh, NC 27699-9001
Phone number: 1-877- 566-7226

An online complaint form is available at: www.ncdoj.gov/complaint

Campus Conduct Hotline

The Campus Conduct Hotline is a service provided by the university to provide an easy, comfortable way to report activity or behavior you may observe or experience on campus that is harmful, unethical, questionable, or causes you or someone else personal injury. This service is independent and confidential. One phone call from you can alert the institution administration of problems that may affect the entire campus community. You should call the Campus Conduct Hotline if you experience or observe any of the following:

- Fraud or crime
- Sexual Harassment
- Discrimination
- Safety or facility risk issues
- Security and Internet policy abuses
- Code of Conduct violations
- Workplace hostility
- Unethical grading practices
- Fraudulent financial or business practices
- Any other questionable behavior

CAMPUS CONDUCT HOTLINE: 866-943-5787

What to expect if you call the hotline?

When you call, you will speak to a trained specialist who will guide you through the details of your concern. You will be given a case number for your reference, so your call will be completely anonymous. No information will be taken about you, so you will never be identified.

Your concerns will be submitted to the campus administration for investigation. Using your case number, you can call Campus Conduct Hotline at any time to check on the status of the investigation and learn of any actions that have been taken – thanks to your phone call.

Grievance Procedures

Despite best efforts, conflict at times leads to a grievance or formal complaint. This could involve other students, faculty or staff. A formal complaint requires written documentation outlining the area(s) of concern.

An attempt should be made to resolve the conflict individually; however, if that is not possible or presents an uncomfortable, unsafe, or hostile atmosphere, with the exception of matters involving allegations of disability-related harassment or discrimination, which are handled under the Student Disability Grievance Procedure, the following procedures should be followed:

Student to Student:

Students who are unable to resolve concerns with other students should submit a written document to the Office of Community Standards. A Residence Life director or their designee will make every effort to resolve the conflict. If the problem is not adequately addressed a formal appeal may be sent to the Associate Vice President of Student Life. The Associate Vice President for Student Life will evaluate the complaint and notify the appropriate individuals of a plan of resolution. Decisions of the Associate Vice President for Student Life are final.

Student to Faculty:

Students should attempt to address the faculty member directly. If an adequate resolution cannot be reached, the student should submit to the Dean of the school a written statement of the conflict. Deans will attempt to mediate the conflict. If this attempt goes without being resolved, the student may submit a letter of appeal to the Provost for resolution. The outcome and decision of the Provost is final.

Student to Staff:

The student should attempt to address the staff member directly. If an adequate resolution cannot be reached, the student should submit a written statement of the conflict to the individual's direct supervisor. The supervisor should review and make attempts to resolve the issue.

If the conflict cannot be resolved, the student may contact the Human Resources office for assistance by submitting a written request.

If you are unable to resolve a complaint through the institution's grievance procedures, please submit a complaint to:

North Carolina Department of Justice

Consumer Protection Division

9001 Mail Service Center

Raleigh, NC 27699-9001

Phone number: 1-877- 566-7226

An online complaint form is available at: www.ncdoj.gov/complaint

Bias Incident Reporting

A bias incident is an incident in which an individual or group of individuals demonstrate hate and/or prejudicial behaviors toward another individual or group of individuals based on the following protected categories: race, ethnicity, national origin, religion, age, gender, sexual orientation, gender identity or expression, disability, and/or veteran status. If you believe you have witnessed or experienced a bias incident, you may submit the bias incident form found at

https://cm.maxient.com/reportingform.php?WingateUniv&layout_id=11

For additional information on the process of reporting a bias incident on campus, go to <https://www.wingate.edu/mygate/students/our-community-standards>.

Student Rights Concerning Educational Records and Information

The Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, was passed and put into effect in January 1975. The law regulates the use and disclosure of personal information in educational records and permits a student to know what material is maintained in those records. More information about the Family Educational Rights and Privacy Act of 1974 (FERPA) can be found online at: <https://www.wingate.edu/student-services/the-registrar/ferpa-your-student-rights/>.

Tobacco Policy

Wingate University is committed to providing its employees and students a safe and healthy environment. Because we recognize the health hazards caused by exposure to environmental tobacco smoke and use of tobacco products, it shall be the policy of Wingate University to provide a tobacco-free environment for all employees, students and visitors. For the purposes of this policy, tobacco products are defined as both combustible and non-combustible products derived from tobacco or nicotine and intended for human consumption, including, but not limited to, cigarettes, pipe tobacco, tobacco substitutes (e.g., clove cigarettes), chewing tobacco, snuff, cigars, e-cigarettes, and heated tobacco products. This definition excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product. Use of tobacco products by Wingate University students should be reported to the Office of Community Standards.

- Smoking and the use of tobacco products, including e-cigarettes, is prohibited by students, staff, faculty, or visitors in all buildings and vehicles and on all outdoor grounds owned, leased, or operated by the University. This prohibition extends to circumstances when the above places are being used for private events.
- The sale or free distribution of tobacco products or tobacco product-related merchandise is prohibited on campus and at school events.

- Student organizations are prohibited from accepting money or gifts from tobacco product companies, including food, beverages, or merchandise.
- Tobacco product advertisements are prohibited in college-run publications and in buildings or on grounds, including athletic facilities, owned or used by the University.

Alcohol and Controlled Substance Abuse Policy

The misuse of alcohol or the use of illegal drugs represents a threat to the well-being and security of University students and could jeopardize student health and risk the safety of others.

Thus, the University shall maintain and enforce a policy which prohibits the use, possession, manufacture and sale of controlled substances (i.e., illegal drugs or narcotics) by any person.

Students are expected to behave in a manner that does not jeopardize the health or safety of others or themselves.

- Students are expected to follow local, state and federal laws regarding the use, possession and distribution of alcohol.
- The University defines *alcohol misuse* as any use which adversely impacts a student's health or leads to inappropriate or unsafe behaviors.
- Disruptive or disrespectful alcohol-related behavior will not be tolerated.
- Disorderly intoxication and/or loss of control will not be tolerated.
- Public display of alcohol is prohibited.
- Provision of alcohol to underage individuals is prohibited.
- Promotion of reckless consumption is prohibited- such behavior includes gaming around alcohol (cards, beer pong, etc.), kegs or large coolers of alcohol, and beer funnels, bongs, or borgs. Items that promote reckless consumption may be confiscated by Residence Life or Campus Safety staff.

Good Samaritan and Medical Amnesty Policy

The Office of Residence Life and the Office of Community Standards seek to eliminate any barrier that discourages students from helping, or contacting emergency services, in the event that a student or guest requires medical assistance for any reason, including as a result of alcohol poisoning or drug impairment. Any student who calls emergency services on behalf of a student in need of medical attention may not be charged with a formal violation of University policy. The student in need of medical attention may also not be formally charged. However, the University may require the students involved to complete educational programs and meet with University staff members. It is the expectation that all members of the community work to ensure the health and safety of the entire community, and are expected to act accordingly. Students who fail to complete the educational programs required of the Good Samaritan policy, or who demonstrate reckless behavior or a habitual disregard for University policy, their own safety, or the safety of the community may be charged with a formal policy violation. This will be determined on a case by case basis.

Parental Collaboration

The University reserves the right to notify the parents or legal guardians of any issue which may jeopardize the curricular or co-curricular success of students. The University will encourage student decision-making, participation and leadership within their experience in an effort to promote individual growth and development. However, in some instances parental involvement may be necessary. The decision to contact parents will be made on a case by case basis at the sole discretion of the University and in a manner consistent with applicable law.

Legal Consequences of Substance Abuse In NC

Alcohol

Under North Carolina General Statute 18B-302, it is a Class 1 Misdemeanor to aid, abet, sell or give alcoholic beverages to anyone under the age of 21, or to attempt to purchase alcohol under the age of 21. Fines and community service sentences starting at \$250 and 25 hours respectively may be imposed for violations of this statute. North Carolina laws allow civil damages of up to \$500,000.00 per occurrence for cases resulting in serious injury or death. Felony penalties may also apply depending upon the nature of the violation. More information regarding violation of this statute can be found at:

https://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_18b/gs_18b-302.html

Controlled Substances

Legal sanctions for the illegal possession or sale of controlled substances vary depending on the amount of the controlled substance. Information regarding Federal penalties for drug trafficking may be found at:

<http://www.justice.gov/dea/agency/penalties.htm> North Carolina has structured sentencing for the illegal possession or sale of controlled substances, with judges permitted to impose a sentence within a prescribed range, depending on the class of the offense, the number of prior convictions for the individual defendant, and whether there were aggravating or mitigating factors in the circumstances of the offense. Similar to the Federal Controlled Substance Act (1970), the North Carolina Controlled Substances Act (G.S. 90-86) defines controlled substances and places them into one of six categories called "schedules." The placement of a controlled substance into a schedule is determined by a set of defined criteria that evaluate the substance's potential for abuse, medical use, and safety or dependence liabilities. Minimum punishments for violations may also be found in the Act. The Schedules, Controlled Substances and Penalties for Possession chart below describes the schedule system, gives examples of drugs in each schedule and outlines the minimum punishment for possession of any amount of the substance. The punishments for illegally trafficking controlled substances are much more severe than those for possession.

Illegal Trafficking Penalties

The chart below will describe the minimum amount of controlled substance that one must possess to be charged with trafficking. The North Carolina Controlled Substances Act (G.S. 90-86) may be found at:

The North Carolina Felony Punishment Chart & Minimum/Maximum Tables may be found at:

<https://benchbook.sog.unc.edu/criminal/sentencing-charts>

Refund/Repayment Policy and Title IV Funds

Policies governing University refunds and repayment, the Return of Title IV funds, the institutional and student responsibility in regard to the return of Title IV funds can be found in the [University Catalog](#).

Satisfactory Academic Progress (SAP) Guidelines

As mandated by the HEA, institutions of higher education must establish minimum standards of SAP. WU makes these standards applicable to all Federal, State and Institutional financial aid programs. The intent of this policy is to ensure that students receiving financial aid are making progress towards completion of their declared major. A student's SAP status is determined based on all credit hours, including transfer credits, and all periods of attendance at Wingate University, including periods in which the student did not utilize financial aid. Students must meet the standards outlined below to remain in good SAP standing and maintain their eligibility for financial aid.

Cumulative GPA

A student must achieve and maintain a cumulative GPA as defined for their program of study below.

Degree Program	Earned Hours	Minimum Cumulative GPA
Undergraduate	0-23	1.6
Undergraduate	24-56	1.8
Undergraduate	57 or more	2.0
Doctor of Pharmacy	All students	2.0
All Other Graduate/Professional Degrees	All students	3.0

Completion Rate

All students must pass (earn) at least 67% of their credits attempted. Multiple attempts of the same course will be counted (each attempt) for financial aid purposes. Standard rounding applies when calculating completion rate.

Maximum Time Frame

Students must complete their degree requirements within 150% of the published length of their academic program to remain eligible for Title IV aid. This is the maximum allowable time for receipt of financial aid regardless of whether the student did or did not receive financial aid during any period of his/her enrollment.

Evaluation Period

SAP will be calculated annually at the conclusion of the Spring term for all students. Students who do not meet SAP standards will be placed on Financial Aid Suspension (FAS) and ineligible to receive financial aid for future term(s). The student will receive an email notification detailing the loss of financial aid and options for an appeal. Students are placed on FAS if any of the following are true:

- Failure to meet minimum GPA requirement
- Failure to meet minimum completion rate requirement
- Attempted hours \geq 150% of published program length

Students are notified of their SAP standing by email during the annual review period. Students are responsible for staying informed of WU's SAP standards, to monitor their own progress, and to review their University email account frequently for updates.

Appeals

Students placed on FAS who have extenuating circumstances are eligible to appeal to the FPO Committee. Students are subject to the following maximum approved appeal limits during their academic career:

- Undergraduate: maximum of 2 appeals during their enrollment at WU. A second appeal will not be granted for the same circumstance and must be well documented.
- Graduate/Professional: maximum of 2 appeals during their enrollment at WU. A second appeal will not be granted for the same circumstance and must be well documented.
- Maximum Time Frame: maximum of 1 appeal during their enrollment at WU

Academic Plans

Students who appeal, and subsequently have their appeals approved, will be placed on an Academic Plan. Once the Academic Plan is finalized and signed, the student will regain eligibility and be placed on Financial Aid Probation. Academic Plans are available for up to four semesters, and students placed on an Academic Plan must continually meet the terms of the plan (each semester) as outlined. If a student fails to meet the terms of the Academic Plan for any given period, the student loses financial aid eligibility and will be placed on FAS. Academic Plans must be signed and received by the Financial Planning Office by the last day of the semester Drop/Add period for which the appeal is approved.

Regaining Eligibility

If a student has lost financial aid eligibility due to not meeting the established SAP standards, the student may regain financial aid eligibility for a subsequent term if they meet SAP standards on

their own prior to the start of any given term. Students regaining SAP in this manner must request a review at the end of the term once final grades are reported. There is no official SAP check for any term other than the annual Spring checkpoint.

Special Considerations

Student athletes must satisfy the eligibility requirements established by WU and by the NCAA to be eligible for athletically related financial aid.

Programs administered by outside agencies, or states other than North Carolina, may have their own academic standards for students (the student may be eligible if the outside agency does not require the student to meet SAP guidelines). Students are responsible for reviewing the requirements with the agency that is providing funding.

Select Grades & Courses

Withdrawn Courses: Courses the student has withdrawn from and has been given a grade of “W” will count as attempted but not earned credit hours and are not included in the GPA calculation.

Incomplete Courses: Courses the student has not completed and has been given a grade of “I” will count as attempted but not earned credit hours. These courses are counted as a grade of “F” in the cumulative GPA calculation.

Failed Courses: Courses the student failed and has been given a grade of “F” will count as attempted but not earned credit hours. These courses are included in the cumulative GPA calculation.

Passed Courses: Courses that the student has passed and has been given a grade of “P” will count as earned and attempted credit hours. These courses will be calculated as a “C” in the cumulative GPA calculation.

Audit Courses: Courses that the student has audited are not considered in the cumulative GPA or completion rate calculation. Students are not eligible to receive financial aid for courses that are audited.

Repeated Courses: All repeated courses are considered in the cumulative GPA and completion rate calculation. Students are eligible to receive financial aid for a completed course one time after receiving a passing grade (D or higher).

Transfer Credits: Credit hours from another institution that are accepted toward a student’s educational program must count as both attempted and earned hours. Attempted / earned hours also include credits earned through Advanced Placement (AP), College Level Examination Program (CLEP), or other similar testing programs.

Academic Bankruptcy: Credit hours dismissed through academic bankruptcy will be considered as attempted credit hours in the completion rate calculation.

Additional Considerations

- Students required to restart their degree program will have all prior SAP components calculated in their cumulative totals.
- Students who change their major are responsible for maintaining SAP in accordance with the procedures as outlined (all hours attempted and earned at WU will be counted in the SAP calculations).
- Students who are readmitted to WU following a period of non-enrollment must meet WU's SAP policy in order to regain eligibility for financial aid. The SAP status will be calculated at the time of re-entry.
- A student may change from one degree to another during attendance at WU. Students who change from one major to another are required to maintain SAP and complete the coursework within the maximum timeframe. All attempted hours from a previous major are included in the total attempted hours.
- Students seeking a second degree and students with a double major may reach the maximum time frame standard at an accelerated pace. A student becomes ineligible for federal aid when they complete the degree requirements for their declared major (regardless if the student applies for graduation or accepts the degree at that time).

WINGATE UNIVERSITY

Founded in 1896

The Undergraduate Student Handbook is subject to ongoing update. For a current and complete copy of the Wingate University Undergraduate Student Handbook go to the Wingate University website at www.wingate.edu

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