WINGATE

2026-2027

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:
Disability Support Services
704-233-8366
access@wingate.edu

For inquiries regarding non-discrimination on the basis of age, race, color, national origin, or any other status protected by applicable federal, state, or local law:
Human Resources
704-233-8718
hr@wingate.edu

For inquiries regarding non-discrimination on the basis of sex:
Title IX Coordinator
704-233-8023
titleix@wingate.edu

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*Information about academics, financial aid, or academic support can be found in the University Academic Catalog.

Note: Revisions and updates are italicized throughout the document.

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.

For more information about the Mission of Wingate University, use this link.

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 access@wingate.edu and 704-233-8271.

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 Service and Assistance Animal Policy.

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.

Students requesting a TLA should contact Carol Whitley in the Student Success Office at cwhitley@wingate.edu or 704-233-8036.

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, and/or if continued enrollment is not in the best interest of the student or the university community. 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)
- Failing to comply with university requirements or policies
- Other conduct or circumstances impacting the student's ability to continue successfully or safely in the academic environment

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. The deadline to complete is the first day of class. Insurance fees cannot be credited after the deadline.

Immunization Law

Every student 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:

- Hepatitis B Vaccine—3 doses
- MMR Vaccine (Measles, Mumps, Rubella)—2 doses
- Physical Exam (less than 12 months prior)
- Meningitis Vaccine—2 doses
- TB Skin Test (PPD) or blood test (within the last 12 months) **health science students may be required to have a two-step PPD
- Varicella Vaccine—2 doses
- Polio Vaccine—3 doses (if age <18)
- Tetanus-3 doses
- Td/Tdap Booster Vaccine- at least one dose within the last 10 years

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 Rights

Family Educational Rights and Privacy Act (FERPA)

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/academics/the-registrar/ferpa

Title IX

What is Title IX?

Title IX of the Education Amendments of 1972 exists to make certain that the women and men of U.S. universities are treated equally. To put it simply, Title IX says that you cannot "be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" based on your sex. As a recipient of federal funding, Wingate University is required to operate in a nondiscriminatory manner.

In accordance with federal mandates, you can read the entire Wingate University Sexual Harassment Policy here.

At Wingate University, our goal is to protect everyone, including students, faculty, staff and visitors, from any form of sex discrimination, sexual harassment, sexual misconduct or violence.

What is Covered by Title IX?

The programs and activities that are protected by Title IX are:

- Academic programs
- Athletics
- Benefits and leave
- Employee hiring and retention
- Financial aid and scholarships
- Housing
- Pregnancy
- Recruitment and admissions

Title VI

What is Title VI?

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities that receive federal financial assistance.

At Wingate University, this includes, but is not limited to:

- Admissions and recruitment
- Academic programs
- Financial aid
- Housing and residence life
- Student organizations and activities
- Athletics
- Student services
- Student conduct processes

Wingate University is committed to fostering a learning, living, and working environment that is inclusive, respectful, and free from unlawful discrimination. In accordance with **Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.)**, the University prohibits discrimination on the basis of **race, color, or national origin** in any program or activity receiving federal financial assistance.

The University is committed to responding promptly and appropriately to reports of discrimination and taking appropriate action to prevent its recurrence.

Identification Cards and Mobile Credentials

Mobile ID credentials should be maintained on a student's mobile device (iPhone, Apple Watch, Samsung, or Samsung Watch) throughout their academic career at Wingate. These credentials are essential for accessing buildings, checking out library books, utilizing dining services, McGee Center access and attending lyceum and athletic events. They can also be used to add Bulldog Bucks, which are accepted at all dining facilities and Wingate Outfitters.

Students whose devices are not compatible with mobile credentials must complete an opt-out form through the Office of Residence Life. Once the opt-out is approved, a physical ID card will be issued. The initial physical ID card is provided at no charge. If a student moves from mobile credential to an ID card, then there is a $25 charge for the card. A $25 fee applies for replacing any lost or damaged credentials. Replacement of lost credentials will be processed at the Office of Residence Life.

Students are permitted to use either a mobile or physical ID credential, but not both. Credentials must not be shared with others due to security concerns. If found using other students credentials or sharing their own credentials with others, students will be held accountable through the Community Standards process. Students withdrawing from the University are required to deactivate their Mobile ID credentials and return any associated access items. It is the student's responsibility to manage and secure their credentials until graduation. ID credentials access will be removed for students who leave or have been removed from the university.

Student Life

Campus Involvement

Student Organizations and Events

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. A potential student organization must meet with the Assistant Director of Campus Involvement to discuss the steps to create a new RSO. All policies regarding RSOs can be found in the RSO Handbook which can be provided upon request of the Director of Campus Involvement or by visiting the MyGate Student Organizations page.

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 25Live and WULife. Once approved, the event will be listed on the WULife page and the Involve app. All events are required to use the the Involve app for attendance.

Bulldog Activities Resource Committee (BARC)

Events that are sponsored by Wingate's Student Activities Board (BARC) are open to all students. BARC's goal is to create a sense of belonging on campus through structured events and activities that engage and entertain. All Wingate policies must be followed at these events. Students can apply to work for BARC as well, developing event planning and logistics skills. More information about BARC can be provided upon request from the Assistant Director of Campus Involvement or by visiting the MyGate BARC page.

Student Government Association

Wingate University's Student Government Association (SGA) is a devoted student-empowered organization that aims to represent the student's voice and opinions. By reflecting the standards, values and visions of Wingate University, SGA seeks to implement and combine both students and administrations goals for the enhancement of the institution. In addition, SGA strives to serve as an organization that creates unity and pride in the Wingate community. SGA accomplishes these goals through the cultivation of open communication between administration and students.

Executive Board members are elected annually in the spring semester, with committee applications being open towards the end and beginning of each academic year. More information about SGA, including policies and procedures can be found in the SGA Constitution, located on WULife, upon request of the Director of Campus Involvement, or on the MyGate SGA page.

Fraternity and Sorority Life

The Wingate University Fraternity and Sorority Community offers opportunities for leadership development, academic achievement, community service and social interaction. Greek organizations are considered to be Registered Student Organizations. More information beyond recruitment/intake policies can be provided upon request by theOffice of Campus Involvement as well as found in the RSO Handbook or by visiting the MyGate Greek Life page.

Recruitment/Intake

The Wingate Greek community conducts year-round Recruitment and Intake for IFC, NPC, MGC and NPHC organizations. In order to receive a bid through the recruitment/intake process, students must have earned a minimum grade point average of 2.5 college GPA or a 3.0 in high school GPA if they are a first semester student (individual chapters may have a higher standard). Certain organizations hold stricter recruitment/intake requirements which are provided by the organizations themselves.

Advertising an Event

- RSOs, university offices and university events should get event approval in WULife after

having an approved 25Live location request. All approved events will be listed on the WULife website as well as the Involve app.

- Signs, fliers, posters and banners are not permitted on painted walls or on windows, including doors. Avoid covering any glass windows that would prevent accessibility into a location. 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. RSOs do have a three strike policy regarding flyers, and more information can be found in the RSO Handbook.
- All flyers, signs and advertising materials must have the sponsoring organization's name displayed visibly on all promotional materials.
- 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.
- For more information on advertising events and happenings to students, be sure to contact someone from Campus Involvement.

Residence Life

Housing Eligibility

Undergraduate students are required to reside in on-campus housing. Students must be at least 17 years of age and not exceed 23 years of age before the first day of class of the semester.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.

- Exceptions include but are not limited to,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). An exception is made for a senior in their last semester. Any and all 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.
- 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.

- 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 for accommodations.
- 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).

Guests and Visitation

Overnight guests must be at least 16 years of age if staying with students in their living space. A resident should consult with and gain approval from their roommate or suite/apartmentmate(s) before inviting a visitor to their space. Overnight guests may only stay 3 nights in a two-week period and no more than 6 nights a semester. 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 suitemate(s) about hosting guests prior to their arrival. A resident's rights to privacy, sleep, and study take precedence over the rights of a host to have a guest. Guests are never permitted to be left without a host anywhere on campus.

Cohabitation is not permitted in the residence halls, apartments and suites. Cohabitation is defined as a guest residing with a resident for more than seven (7) nights in a calendar month. Guests may not give the impression of living in a space by having food, drawer space, closet/wardrobe space, belongings in the bathroom or possession of a room key. Any resident found having an individual (other than a roommate/suitemate assigned by the Office of Housing and Residence Life living with them is subject to disciplinary action.

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/ Helms Hall
Sunday – Thursday
9:00 am – 12:00 a.m. *(midnight)*
Friday & Saturday
9:00 a.m. – 2:00a.m.

Upperclass Areas

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 reception 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 at all times. All residents are expected to follow the visitation hours on their honor.
- Cannon North, Cannon South, Alumni Hall, JM Smith Hall, Tucker Hall, Wilson East, and Cooper 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.
- Sound equipment is not permitted to be outdoors after 11pm per Wingate town ordinance. Violations could result in equipment being confiscated.
- 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 or the day prior to exams starting.

Apartment/Residence Hall Living

- The use and possession of tobacco products is prohibited on campus. This includes chewing tobacco, nicotine products, and non-cessation products (such as Zyn). If found in use it will be confiscated and disposed of, and there will be a $25 fine assessed for the first offense. Subsequent offenses will result in a $50 fine
- The use of vapes (e-cigarettes, e-juice, mods, etc.) is prohibited on campus. If found, Residence Life or Campus Safety staff will confiscate and hold until the end of the semester or academic year. There will be a $25 fine assessed for the first offense. Subsequent offenses will result in a $50 fine.
- 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 decor 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 and decor depicting or promoting illegal drugs or drug use.

- Decorations are only permitted inside your approved residential space and can not cover windows or entry points. Balcony areas, landing areas, and Helms foyers are not permitted to have personal belongings. The only exception is a welcome mat.
- Banners and/or signs are not permitted to be hung on balconies.
- Due to fire safety precautions, no more than 50% of any wall may be covered with appropriate décor. Items may not be hung from or attached to the ceiling, and the ceiling may not be covered in any way.
- *String lights and LED strip lights are not permitted in or around residential housing facilities.*
- Live Christmas trees are prohibited.
- The student is responsible for removal of all command strips upon check-out of the space. Any damage caused during removal will be charged to the student during room inspections.
- Personal belongings and furniture may not block air conditioning units or air vents. A minimum of three (3) feet of clear space must be maintained in front of all air conditioning units to ensure proper airflow and safe operation.
- Alcohol is not permitted in the common area of apartments unless every resident living in the space is 21 years of age or older.
- 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. Trash should be taken to trash cans immediately and can not stay outside of the door, floor, landing, stairwell, or balcony. Trash found abandoned will be charged $80 a bag.
- University furniture may not be removed from rooms or common areas. This includes putting university furniture in foyers or balconies.
- Grills or any appliance with an open flame are strictly prohibited in residential facilities. Students must receive prior permission to have any type of grill for events outside of residential facilities and areas. If a grill or grill accessories such as propane, charcoal, or lighter fluid are found in residential facilities or areas it will be confiscated immediately and not returned. There will be a $50 fine for confiscated items.
- Personal refrigerators should not exceed 4.0 cu. ft. in capacity and microwaves should not exceed 1.0 cubic feet. Only 1 personal refrigerator is permitted in bedroom spaces. Personal refrigerators are not permitted to be stored in apartment/suite common areas. Deep freezers are not permitted in residential facilities.
- Students are prohibited to have unapproved animals (pets) in the residential facilities, except for one fish in one aquarium to not to exceed 5 gallons.
- Violations are forwarded to the Office of Community Standards. Students may be charged $200 <u>per day</u> 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 will conduct Health and Safety Checks twice a semester in all residential spaces to educate residents on said expectations for residential living.
- The University reserves the right to allow authorized officials, including Campus Services, Campus Safety or Residence Life staff, or an authorized representative, to enter students' rooms without prior notice or the consent of the resident. University staff will lock all doors within the space entered upon exiting.
- Students are expected to carry their room or apartment keys with them at all times. Room and apartment doors should be locked whenever students leave their living space, and students should have their keys with them to reenter upon their return.
- Anything found in a residential space that is not permitted will be confiscated and not be given back to the student until the end of the academic semester when the student is vacating the campus. Anything left at the end of each semester will be disposed of. Anything found that is deemed illegal or a weapon will not be returned to the student.

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 and reporting behavior that affects the well-being of the entire community, including willful destruction of University property.

Athletic Equipment and Activity

- Athletic equipment including balls, pads, helmets, etc. should only be stored in the student's personal space. Hallways and walkways are not to be used for storage of these items.
- Playing sports or physical activities in hallways and lobbies are prohibited. Do not throw balls, rocks etc. in or near any apartment or residence hall. Any participation or damage will result in disciplinary action and any associated charges
- Bikes and scooters are not allowed to be ridden or stored in the hallways.
- Bikes and scooters may be stored at a bike rack or within the student's personal space.

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 the assigned room. If there are any discrepancies between the actual condition of the room and the report, the student has allotted time 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 discretion 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 their 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 an Assistant Director of Residence Life. 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.
- 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 University Business Office. 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.
- 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 are 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 checked out or vacated campus at the end of the academic year. 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.

Fire Regulations

- The use of hot plates, grills, sunlamps, halogen lamps, lava lamps, wax melts, candle warmers, 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 only 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.

  - Students found with an appliance in their room that isn't approved will have it confiscated by Residence Life or Campus Safety staff. The first time found will result in a $25 fine per candle. Subsequent offenses will result in a $50 fine per candle. If confiscated twice the item will not be returned.
  - Appliances found in areas where they are not permitted will not be given back to students until the end of the academic semester when the student is vacating the campus. Unclaimed appliances will be disposed of.

- Candles, incense, or anything with an open flame is not permitted.
  - Students found with a candle in their room will have it confiscated and disposed of, by Residence Life or Campus Safety staff. The first candle found will result in a $25 fine. Subsequent offenses will result in a $50 fine.
  - Grills (propane or charcoal) are not allowed on campus. This includes charcoal, propane tanks, lighter fluid or other combustibles. Grill supplies, such as charcoal or gas, are additionally not allowed to be stored in any residential space on campus.
  - Students found with a grill or grilling supplies in their residential space will have it confiscated by Residence Life or Campus Safety staff. The first time found will result in a $25 fine. Subsequent offenses will result in a $50 fine.
  - Grills or grilling equipment found in a residential space will be confiscated and not be given back to students until the end of the academic semester when the student is vacating the campus. If left at the end of each semester will be disposed of.
- Trash should not be allowed to accumulate in rooms, hallways, balconies, or in other areas of residential facilities. Fire hazards and/or pest issues will be noted in room inspections. Corrective measures should be taken immediately. A fine of $80 will be assessed for each bag of trash left outside of a resident's room or not properly disposed of.
- Fire extinguishers are placed in various locations in all buildings and checked by the Campus Services/Safety 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 and fines. Smoke detectors should never be covered. Covering a smoke detector carries a $100 fine as it will have to be replaced.
- In buildings equipped with fire alarms, students should follow evacuation procedures. In other buildings these procedures should be followed at first

indication of fire.

- E-bikes and E-scooters are required to be registered and stored properly within a student's room or at a university provided bike rack. Charging may only take place while a student is present and awake in the room. Any damaged bikes or scooters should be removed from campus for repair.

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 at the beginning of the academic year. 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.

Room Assignments and Consolidation

- The University also reserves the right to make changes in residence hall assignments when deemed necessary to maintain a positive living-learning atmosphere.
- If a student is a habitual offender of the set roommate agreement then the Office of Residence Life reserves the right to remove the students from that space and into another space on campus.
- The Office of Residence Life reserves the right to consolidate students who do not have roommates.
- 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

Students should:

1. Read the policy. If they believe they have a disability related need 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. It is a three-step process (request/documentation/intake).

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, and be reliably housebroken. Spaying or neutering is highly recommended.

c. Acknowledgement and Release of Information Consent Form- Allows 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 complete the form link that they are sent for Residence Life and schedule a conversation. 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 animal is being treated in a way that violates the Service and Assistance animal policy;
- 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.

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.

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.

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.

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.

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.

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.

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.

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.

Community Standards

University Code of Conduct:

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.

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 Director of Community Standards or designee is permitted to temporarily suspend an individual from participating in an organization or temporarily suspend the organization from operating. The Director of Community Standards 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 Community Expectations and Office of Community Standards Philosophy

At Wingate University, students are part of a vibrant community that supports academic, personal, and co-curricular growth. The Office of Community Standards is committed to a fair and educational process that balances the interests of individual students and the broader campus community.
Wingate is a voluntary association of students, faculty, and staff united by shared values and a common commitment to teaching and learning. As members of this community, students are expected to uphold high standards of conduct and performance, as outlined in the University Honor Code and Code of Community Standards. These expectations reflect the core values of community, inclusion, integrity, respect, and responsibility.

All members of the University are responsible for their actions and are encouraged to support one another in maintaining these standards. When conduct falls short, the community standards process addresses violations in a fair, timely, and equitable manner, reinforcing personal responsibility and integrity.

This process is not meant to punish, but to affirm community values and help students learn from

their experiences. Sanctions are designed to promote growth and accountability. However, students who repeatedly violate expectations or refuse to engage in the process may forfeit the privilege of participating in the Wingate community.

Students should note that the Community Standards Process differs from civil or criminal court proceedings. While it ensures fundamental fairness and respect for student rights, it does not follow the legal definitions of due process. Decisions are based on a "more likely than not" standard, and sanctions are proportional to both the severity of the violation and the student's conduct history.

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.

Interim Action

Under the Wingate University Honor Code and Code of Community Standards, the Director of Community Standards 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 Director of Community Standards, 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 Director of Community Standards, 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.

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

Each year, undergraduate students at Wingate University receive access to the *Undergraduate Student Handbook* via a link on the University website. Students are responsible for reading and following the Honor Code and Code of Community Standards.

Unless another University policy overrides it, any questions regarding the interpretation or procedures of the Honor Code or Community Standards are resolved by the Director of Community Standards, whose decisions are final.

The Honor Code, Code of Community Standards, and the community standards process apply to all undergraduate students and registered student organizations, including athletic teams. An individual is considered an undergraduate student once they begin a course or program and remain so as long as they have an ongoing academic interest, have not graduated, and are enrolled in classes.

The University maintains jurisdiction over students who take a leave of absence, withdraw, or graduate, for any misconduct that occurred while they were enrolled. If a student is sanctioned, a hold may be placed on their ability to re-enroll, graduate, or access official transcripts until all sanctions are resolved.

The Code applies to behavior occurring on University property—including University-sponsored housing—and off-campus if the conduct is related to academic, athletic, or extracurricular activities. Off-campus behavior may also fall under the Code if the Director of Community Standards or Associate Vice President for Student Life determines it impacts a substantial University interest. This includes:

- Behavior that may pose a threat to the health or safety of others or the student themselves
- Conduct that undermines the educational mission or interests of the University

The Code also applies to guests of students; hosts may be held accountable for their guests' misconduct. Visitors to the University may seek resolution if they experience misconduct by a Wingate student.

There is no time limit for reporting violations; however, delays can make it harder to gather evidence and witness statements. Anonymous reports are accepted but may limit the University's ability to respond effectively. Community members are encouraged to report concerns promptly to the Office of Community Standards or Campus Safety.

Finally, the University reserves the right to enforce other policies, procedures, or protocols not explicitly listed in the handbook.

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."*

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 Director of Community Standards.

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 Director of Community Standards 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 Director of Community Standards, 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 Director of Community Standards 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 Director of Community Standards 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 Director of Community Standards a report of their findings with recommended sanctions. In addition, the University Honor Council will forward to the Director of Community Standards the sanction that was proposed originally by the faculty member.

c) If the Director of Community Standards 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 Director of Community Standards or designee reserves the right to adjudicate the case. The Director of Community Standards 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 Director of Community Standards 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 Director of Community Standards 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 Director of Community Standards 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 Director of Community Standards.

a) The student has the right to submit a written appeal to the Vice President for Academic Systems 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 Director of Community Standards 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 Artificial Intelligence

Definition: The unauthorized use of artificial intelligence (AI) tools or technologies in a manner that violates an instructor's expectations, course requirements, or the principles of academic integrity. This includes presenting AI-generated content, ideas, analysis, or work as one's own when such use is prohibited or not properly disclosed.

Examples:

- *Submitting work generated wholly or substantially by an AI tool as one's own without authorization from the instructor;*
- *Using AI to complete an assignment, examination, discussion post, reflection, or other academic exercise when such use has been prohibited;*

- *Providing assignment prompts, examination questions, or other restricted course materials to an AI platform in violation of course or University policies;*
- *Using AI tools to generate citations, sources, research findings, or data and presenting them as authentic without verification;*
- *Editing or paraphrasing AI-generated content and submitting it as original work when unauthorized by the instructor;*
- *Employing AI technologies during quizzes, examinations, or other assessments where outside assistance is prohibited.*

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 credits.

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 Director of Community Standards 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 Director of Community Standards 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. Students may withdraw from the course while an academic integrity hearing is pending. However, the UHC hearing board may reverse the withdrawal based on the outcome of the UHC hearing.

- **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 sanction
- **Loss of Privileges:** Temporary or permanent loss of specific privileges. The parameters of the restriction, including limitations of exceptions, will be specified by the Director of Community Standards 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 Director of Community Standards 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 Director of Community Standards, 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.
    - *In the case of a first offense, in addition to any penalty imposed by a faculty member, the Office of Academic Affairs may impose sanctions up to and including expulsion. For a second offense, a student will be suspended from the University for a period of not less than one academic semester. For a third offense, a student will be permanently expelled from the University.*

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 or 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 Director of Community Standards. The Director of Community Standards or designee will

interpret procedures and apply them. The decision of the Director of Community Standards 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.

Recording, Live Streaming, and Broadcasting Policy

North Carolina is a one-party consent state, meaning that under state law, a conversation may generally be recorded if at least one participant in the communication consents to the recording.

However, regardless of state law, students may not record, photograph, live stream, broadcast, or otherwise capture audio, video, or images in locations where individuals have a reasonable expectation of privacy. Such locations include, but are not limited to:

- *Residence hall rooms and other private living spaces*
- *Restrooms, locker rooms, and changing areas*
- *Medical, counseling, or treatment facilities and offices*
- *Private offices and other restricted-use spaces*
- *Student conduct meetings, hearings, investigations, and related proceedings*

Students are prohibited from using any device to record, live stream, broadcast, or distribute audio or visual content in private settings without the knowledge and consent of the individuals involved when such conduct may reasonably be expected to cause harm, distress, disruption, intimidation, or a violation of privacy.

Unauthorized recording, streaming, broadcasting, or distribution of private communications or activities may result in disciplinary action through the University's student conduct process, regardless of whether such conduct is otherwise permitted by law.

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 Director of Community Standards, 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, a 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 the Director of Community Standards 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.
- *Violation of the University's recording policy*

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 any sound amplification equipment (e.g., televisions, radios, speakers, DJ equipment) inside or outside the buildings, or directing them outward in a manner that disturbs the privacy and peace of other individuals or the instructional programs of the University regardless of time of day;
- 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.

Reckless & Unsafe Behavior
Definition: Endangering the health, safety or well-being of oneself or others. : *Engaging in reckless, negligent, or unsafe actions that place oneself or others at risk of harm.*

Examples:

Examples:
- Driving under the influence of alcohol or illegal substance;
- Assaulting another individual – physical altercations,
- *Making verbal, written, or electronic threats that place another person in reasonable fear for their safety*;
- 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 officer.

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 or other university official;
- 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.
Use this link for more details or to report hazing. University Hazing Policy
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 cyberstalking 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 Director of Community Standards, or their designee. A disciplinary withdrawal is permitted by the Director of Community Standards 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 Director of Community Standards, 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

Composition of University Honor Council

University Honor Council (UHC) hearings are convened by the Director of Community Standards or their designee to resolve cases as prescribed by the University Honor Code and Code of Community Standards. The UHC Co-Chairs are two students who work with Community Standards to lead UHC members, facilitate academic integrity hearings as non-voting participants, and/or serve as 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 WULife 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 Director of Community Standards. The Director of Community Standards 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 Director of Community Standards or designee at their discretion for good and sufficient reason.
- Prior to the formal University Honor Council hearing, the Director of Community Standards, 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 Director of Community Standards 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 Director of Community Standards, may accept pertinent

records, exhibits and written statements as information for consideration.

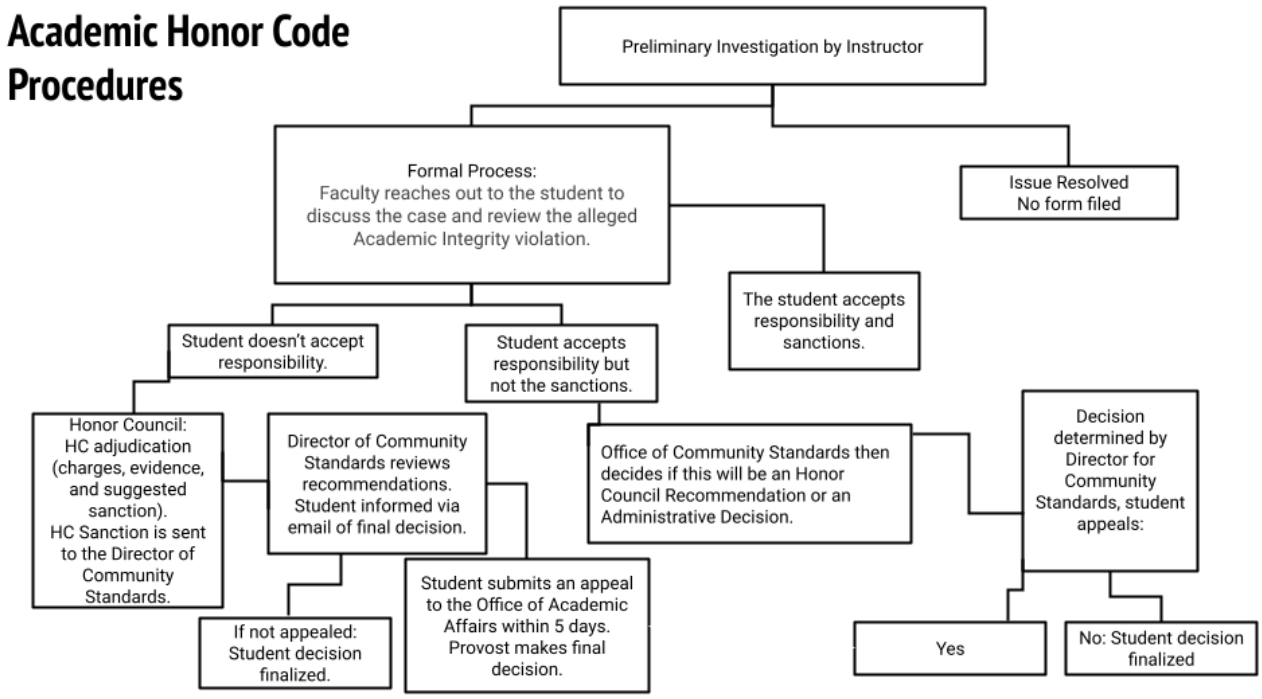
- University Honor Council hearings will follow proceedings as outlined. All questions should be directed to the appropriate person, asked in a respectful manner, and asked if necessary to the outcome of the hearing.
- The University Honor Council hearing panel will discuss the evidence and determine 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 Director of Community Standards (for academic cases).
    - Sanctions for Honor Code Violations will be determined by the Director of Community Standards or designee. The Director of Community Standards reserves the right to accept, reject, or modify the University Honor Council's recommended sanctions. The Director of Community Standards 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 Student Affairs (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 Academic Affairs 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 Academic Affair'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.
- Campus Parking map

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 - $75
    - Parking in a Fire Lane/Tow Away Zone - $50
    - Parking in a Handicap space without proper handicap tag or placard - $100
    - Parked in a Reserved/Restricted Area - $50
    - Line Straddling - $25
    - Parked in an Improper Area for Permit - $75
    - Blocking Traffic/Crosswalk/Access - $50
    - Parking on grass/landscape/sidewalks on University Property - $100
    - 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 Union County Sheriff should be directed to the Wingate Town Hall.

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 WULife 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 WULife to the student's email. The Parking Appeal Form is here.

Permit Designations (*updated Summer 2026)*

Wingate University utilizes a zone-based parking system designed to better accommodate the needs of students, faculty, staff, visitors, and campus operations. All students, faculty, and staff who park a vehicle on University property are required to register their vehicle and display a valid University parking permit. Vehicles must be parked only in the designated parking zone(s) associated with the permit issued

Current parking permit designations include:

- Faculty/Staff (Purple) Permit – Assigned Faculty/Staff parking zones
- Commuter Student (Green) Permit – Assigned commuter parking zones
- Residential Student (Orange) Permit – Parking zone assigned based on residence hall location
- Levine College of Health Sciences (Blue) Permit – Assigned Levine College of Health Sciences parking zones
- Visitor/Temporary Parking Permit (Neon Yellow Hang Tag) – Designated visitor and temporary parking areas

Parking zones and assignments may be updated as needed to support campus operations. Permit holders are responsible for reviewing current parking zone assignments and ensuring they park only in authorized areas.

For a detailed visual overview of parking zones and designation lots, refer to the Campus Parking Map. Additional parking information and resources are available though Campus Safety or here.

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 Workday.

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

Purpose

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. The purpose of this policy is to provide direction and guidance to members of the Wingate University community regarding safe and responsible use of University technology resources and to outline the obligations community members have to abide by established standards of acceptable use. To ensure these shared and finite University information resources are used effectively to further the University's mission, each individual has the responsibility to:

- Use the information resources appropriately and efficiently.
- Respect the freedom and privacy of others.
- Protect the confidentiality, integrity, and availability of University information resources.
- Understand and fully abide by established University policies and applicable laws and regulations.

Scope

This policy applies to all Wingate University faculty, staff, students, contractors, consultants, temporary employees, and other members of the University community including those affiliated with third parties, who access or in any way make use of University information resources. This policy applies to all information collected, stored or used by or on behalf of any operational unit, department and person within the community in connection with University operations. In the event that any particular information at Wingate University is governed by more specific requirements under other University policies or procedures, the more specific requirements must take precedence over this policy to the extent there is any conflict.

Only the following properly authorized persons may access Wingate University computing facilities (hereinafter "Users"):

- Undergraduate and graduate students currently enrolled in Wingate University courses.
- Non-degree seeking and special students currently enrolled in Wingate University courses.
- Wingate University faculty (full and adjunct), staff, and administration.
- Designated alumni.
- Official guests of the President and the University.
- Individuals formally associated with the University, upon verification of the appropriate dean and/or administrator.
- Community guests / library patrons

Definitions and Acronyms

Availability. The degree to which information and critical University services are accessible for use when required.

Confidentiality. The degree to which confidential University information is protected from unauthorized disclosure.

Control. Safeguards or countermeasures to avoid, detect, counteract, or minimize security risks to physical property, information, computer systems, or other assets. Controls help to reduce the risk of damage or loss by stopping, deterring, or slowing down an attack against an asset.

End User or Information User or User. The person that a software program or hardware device is designed for and who uses the software or hardware after it has been fully developed, marketed, and installed. End Users include students, faculty, staff, contractors, consultants, and temporary employees.

Information Resource. Data, information, and information systems used by Wingate University to conduct University operations. This includes not only the information or data itself, but also computer, network, and storage systems used to interact with the information.

Information Security. The protection of information against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional. The focus is on the confidentiality, integrity, and availability of data.

Integrity. The degree to which the accuracy, completeness, and consistency of information is safeguarded to protect the business of the University.

Proprietary Information. Information that is not public knowledge and is viewed as the property of the University.

Risk. A probability or threat of damage, loss, or any other negative occurrence that is caused by external or internal vulnerabilities, and that may be avoided through preemptive action.

Security Breach or Security Compromise. An unauthorized intrusion into a University information resource where unauthorized disclosure, modification, or destruction of confidential information may have occurred.

Security Event. A system, service, or network state, condition, or occurrence indicating information security may have been breached or compromised or that an information security policy may have been violated or control may have failed.

Security Incident. An attempted or successful unauthorized access, use, disclosure, modification, or destruction of information; interference with information system operation; or violation of information security policy.

Social Media. Websites and applications that enable users to create and share content or to participate in social networking.

Vulnerability. A weakness in the University's operating environment that could potentially be exploited by one or more threats.

Policy

Wingate University is committed to protecting its information resources from illegal or damaging actions by individuals, either knowingly or unknowingly. University information resources, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and other information services, are the property of the University. These systems are to be used for business and scholarly purposes in serving the interests of the University in the course or

normal University activities. It is the responsibility of Users to know these guidelines, and to conduct their activities accordingly.

General Use and Ownership

- Users with University authorized accounts may use the available computing facilities for official University business and scholarly purposes so long as such use:
  - Does not violate any law or University policy.
  - Does not involve significant use of University resources, direct costs, or substantial interference with the performance of University duties/work.
  - Does not result in commercial gain or private profit.
  - Does not bring discredit to the University establishment.
- Students and employees must read and agree to abide by the terms and conditions of the University Connection Privilege Agreement (Appendices 10.1 and 10.2) when connecting a computer to the Wingate University network or signing onto the network with their Wingnet (Active Directory) credentials.
- Users are responsible for exercising good judgment regarding the reasonableness of personal use. Limited and reasonable personal use is permitted but is subject to all requirements and prohibitions of this policy.
- While the University desires to provide a reasonable level of privacy to faculty, staff, and students, Users should be aware that the data they create and store on University systems remains the property of Wingate University. Because of the need to protect University information assets, the University cannot guarantee the individual confidentiality of information created or stored on any computing device belonging to the University.
- Users may access, use, or share University proprietary information only to the extent it is authorized and necessary to fulfill assigned University job duties.
- Users have a responsibility to promptly report the theft, loss, or unauthorized disclosure of University proprietary information.
- For security and network maintenance/operation purposes, authorized individuals within the University may monitor University equipment, systems, and network traffic at any time, in accordance with University policies and procedures.
- The University reserves the right to audit networks and systems (including computers and mobile devices utilizing Wingate University's network resources) on a periodic basis to ensure compliance with this policy and, in instances of misuse, take appropriate disciplinary actions, to include legal action.

Security and Proprietary Information

- Information contained on University computing systems should be classified and handled as described in *WU_ITS_003 Information Classification and Handling*. Users should take all necessary steps to appropriately protect any confidential information.
- Users must keep passwords secure and not share accounts. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- Users are responsible for any activity originating from their account. If unauthorized use is detected, Users must change the account password immediately and report the incident to the Information Security Office (ISO) or the Information Technology (IT) Help Desk.
- All PCs, laptops, and workstations with access to University information resources must be secured with a password-protected screensaver with the automatic activation feature

set at 15 minutes or less. Users must log off or proactively invoke the password-protected screen saver when the device is unattended.

- Because information contained on portable computers and other smart devices is especially vulnerable, special care to protect these assets should be exercised. Users should ensure these devices are used in accordance with all applicable policies.
- All systems that are connected to the University network should be adequately protected against compromise by malicious software using a reputable malware protection product configured to:
  - Be active at all times.
  - Always scan files when they are opened, executed, or downloaded.
  - Periodically scan the entire system – memory, hard disk, and USB media.
  - Remove malware from the system or quarantine affected files.
  - Automatically contact the vendor's update servers at least once a day to verify signature files and scanning engine are up-to-date and install updates if necessary.
- Users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, Trojans, or other forms of malicious software (malware).

Unacceptable Use

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate University job responsibilities. Under no circumstances are Users of University information resources authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing University- owned resources or conducting University business.

The lists below are by no means exhaustive, but rather attempt to provide a framework for activities, which generally fall into the category of unacceptable use.

Systems and Networks

- **Downloading or Distributing Unlicensed Software.** Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the University and the end user.
- **Sharing Your Password.** Revealing your account password to any other person or entity or allowing use of your account by any other person or entity (e.g., administrative assistants, graduate assistants, co-workers, classmates).
- **Effecting Security Breaches.** Accessing data of which the User is not an intended recipient or logging into a server or account that the User is not expressly authorized to access, unless these duties are within the scope of the User's regular University job function.
- **Disrupting Network Communications.** Interfering with network communications through disruptive activity such as network sniffing, network floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- **Circumventing Access Controls.** Bypassing user authentication or authorization access control mechanisms to access or alter University information resources the User is not authorized to access.

- **Attempting to Intercept, Compromise, or Tamper with Passwords.** Copying password files, password "cracking", installing keystroke logging software, intercepting network traffic, or attempting to discover passwords of other Users to gain unauthorized access to University information resources.
- **Unauthorized Scanning of Networks or Systems.** Scanning University networks or systems for security vulnerabilities (this includes port scanning) is expressly prohibited unless prior notification to ISO is made.
- **Monitoring Network Traffic without Permission.** Executing any form of network monitoring which will intercept data not intended for the User's computing device (unless this activity is a part of the User's normal University job duties).
- **Interfering with Normal Service Operations.** Intentionally interfering with or denying service to any computing device (for example, denial of service attack).
- **Interfering with Network Traffic.** Using any tools, or sending messages of any kind, with the intent to interfere with or disable regular network traffic.

IT Systems

- **Granting Unauthorized Access.** Granting access to University information resources to unauthorized Users.
- **Purposefully Downloading Malware.** Introducing malicious programs into University networks or systems (e.g., viruses, worms, Trojan horses, etc.).
- **Downloading or Sharing Inappropriate Content.** Displaying, procuring, or transmitting material that is in violation of University codes of conduct, sexual or discriminatory harassment policies or laws, or hostile workplace laws.
- **Using Peer-to-Peer File Sharing Applications.** Using peer-to-peer file sharing applications or websites to upload/download protected intellectual property (e.g. copyrighted video, music, software).

Intellectual Property

- **Engaging in Academic Fraud.** Using University information resources to engage in academic dishonesty prohibited by University policy.
- **Copying Copyrighted Material Belonging to Someone Else.** Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the University or the end user do not have an active license.
- **Breaching Confidentiality Agreements.** Disclosing University proprietary information or data to another party without the consent of the University.
- **Distributing User Information.** Providing information about, or lists of, University Users to parties outside the University.
- **Violating Export Control Laws.** Exporting software, technical information, encryption software or technology in violation of international or regional export control laws. The appropriate University management should be consulted prior to export of any material that is in question.

Email and Communication

- **Sending SPAM.** Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material.

- **Harassment.** Any form of harassment via email, telephone, text messages, instant messenger, or other messaging systems, whether through language, frequency, or size of messages.
- **Forging Emails.** Unauthorized use, or forging, of email or message header information
- **Distributing Chain Emails.** Creating or forwarding "chain letters", "Ponzi", or other "pyramid" schemes of any type.

Social Media

- **Revealing Proprietary Information.** Revealing University confidential or proprietary information or any other material covered by *WU_ITS_003 Information Classification and Handling* when posting content on social media.
- **Damaging Image or Reputation.** Making discriminatory, disparaging, defamatory, or harassing comments when posting content on social media or otherwise engaging in any conduct prohibited by University codes of conduct or policy.
- **Attributing Personal Opinion to the University.** Representing personal belief and/or opinion as the University's on social media. If a User is expressing his or her beliefs and/or opinions on social media, the User may not, expressly or implicitly, represent themselves as an agent of the University or use the University's name in a manner that would imply an endorsement of the personal views or activities by the University. Users assume any and all risk associated with blogging or posting content on social media.

- **Enforcement and Sanction.** Any Wingate University faculty, staff, or student found to have violated this policy may be subject to disciplinary action. Sanctions will be proportionate with the severity and/or frequency of offense and may include termination of employment or expulsion. In addition, violators may be subject to criminal and/or civil action.

- **Exclusions and Exceptions.** No approved exclusions or exceptions exist at this time.

Appendices

WINGATE CONNECTION PRIVILEGE AGREEMENT FOR STUDENTS

The Internet connection provided through Wingate University's residential, academic, administrative, and guest computing network is provided as a privilege, not a right. It is the student's responsibility to adhere to all University policies. The network facilities are for the use of Wingate University students and faculty/staff and are only for educational, academic, research, and business purposes of the University. Wingate University reserves the right to alter access, availability of access, and the terms of this agreement at any time for any reason.

Students may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Likewise, students may not engage in any activities designed to interrupt or intercept the network traffic of other users.

Students may not:

- Use University resources to support personal business interest(s).
- Sell or provide access to Wingate University networks to outside sources.
- Use University connections to engage in software piracy, copyright infringement, email abuse, other illegal activities, and/or profit ventures. Any known abuse may be investigated by law enforcement officials.
- Activate any type of shared file service or access to their personal computer by anyone other than themselves.

Students must respect the priority of academic use of the University network. Students are personally responsible for any activities originating from his/her network connection.

Students are responsible for their personal computer's hardware and software. Students must maintain updated virus protection. Students are encouraged to contact the helpdesk if they need help choosing and/or installing a subscription based antivirus program.

All computers, regardless of OS must be set to receive Automatic Updates from the OS manufacturer.

Wingate University assumes no liability for data loss or equipment damage pursuant to a student's use of a University data port. Precautions for natural disasters are the student's responsibility.

The use of the University information resources on campus is governed by the policies and regulations as outlined in this document and those regarding student conduct found in the Student Handbook. Violations of these regulations will be reported to the appropriate Dean and/or department head with appropriate disciplinary action to be taken.

If a student has reason to believe another User or group of Users is interfering with access to the University network, he/she must report the problem to the Office of Community Standards , IT Services Help Desk or ISO. Wingate University administrators will investigate and, if necessary, take corrective action.

Wingate University reserves the right to monitor traffic through any data connection for the purpose of checking compliance with this agreement.

Wireless broadcasting devices of any kind may not be used in any Wingate University building. Such devices include but are not limited to wireless routers and access points. These devices will be confiscated and the student may lose his/her network privileges if found in violation of this policy.

It is the responsibility of each student to read, understand, and abide by the terms of the Wingate University Acceptable Use of Information Resources Policy. Use of the Wingate University network constitutes the student's acceptance of and agreement to comply with this policy.

Copyright Compliance

- 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.

B. 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, 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.
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
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.

S*tudent 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 Office of Academic Affairs for resolution. The outcome and decision 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: *https://ncdoj.gov/file-a-complaint/consumer-complaint/*

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, nicotine pouches, 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 North Carolina

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

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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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