

North Carolina Central University School of Law
History and Scholarship Digital Archives

Student Handbooks

1-1-1993

1993 Student Handbook

North Carolina Central University School of Law

Follow this and additional works at: https://archives.law.nccu.edu/student_handbook

Recommended Citation

North Carolina Central University School of Law, "1993 Student Handbook" (1993). *Student Handbooks*. 2.
https://archives.law.nccu.edu/student_handbook/2

This Book is brought to you for free and open access by History and Scholarship Digital Archives. It has been accepted for inclusion in Student Handbooks by an authorized administrator of History and Scholarship Digital Archives. For more information, please contact jbeeker@nccu.edu.

STUDENT HANDBOOK



School of Law
North Carolina Central University
Durham, N.C.

TABLE OF CONTENTS

1.00 General Academic Rules	Page
1.01 Registration	1
1.02 Required Courses	1
1.03 Credit for Required Courses	1
1.04 Course Load	1
1.04-01 Day Program	1
1.04-02 Evening Program	1
1.05 Dropping Courses	2
1.06 Switching Sections	2
1.07 Courses at Other Schools	2
1.07-01 Credits Toward Degrees; Limitations	2
1.07-02 Grades Required for Credit to Transfer	2
1.07-03 Transfer Credits for Required Courses; Limitations	3
1.08 Examinations and Grading	3
1.08-01 Anonymous Grading	3
1.08-02 Absences From Exams.	3
1.08-03 Late Arrival for Exams	3
1.08-04 Grade Changes	4
1.08-05 Extensions-Papers, etc.	4
1.08-06 First-Year Examinations-Day Program Only	4
1.08-07 Grading Scale - Quality Points	4
1.08-08 Grade Appeals	5
1.08-09 First-Year Grades - U System	6
1.08-10 Academic Eligibility-Continuation, Graduation	6
1.08-11 Dropping Required First Year Courses	7
1.09 Readmission	7
1.09-01 Students Who Are Eligible to Petition for Readmission Following Academic Dismissal	7
1.09-02 Readmission Procedures	7
1.09-03 Admission As A New Student Following Academic Dismissal	8
1.09-04 Rules Governing Exclusion	9

Amended as of July 1, 1993

TABLE OF CONTENTS

	Page
1.10 Advanced Legal Writing Requirement	9
1.11 Class Attendance Rules	9
1.11-01 Appeals Procedure for Violations of Attendance Policy	10
1.12 Graduation Requirements	12
1.12-01 Credit Hours	12
1.12-02 "Five-Year Rule"	12
1.12-03 Residency	12
1.13 Honors	12
1.14 Current Addresses on File	12
2.00 Student Code of Professional Responsibility	13
2.01 Policy Statement	13
2.02 Academic Dishonesty	13
2.02-01 Academic Dishonesty Defined	13
2.02-02 Unprofessional Conduct	14
2.02-03 Plagiarism Defined	14
2.03 Sanctions	14
2.03-01 Range of Sanctions	14
2.03-02 Time of Imposition of Sanctions	14
2.04 Academic Disciplinary Committee	15
2.04-01 Establishment	15
2.04-02 Composition	15
2.04-03 Substitution of Committee Members	15
2.04-04 Quorum and Meetings	16
2.05 Procedure	16
2.05-01 Accusations	16
2.05-02 Investigation of Accusations	16
2.05-03 Procedure for Hearings	16
2.05-04 Appeals by the Accused from Decision of the Committee	17
2.05-05 Review of Sanctions in Cases of Dissent by Committee	17
2.05-06 Additional Rules	17
2.05-07 University Appeals Process	18
2.05-08 Time Limitations	18

TABLE OF CONTENTS

	Page
3.00 Persons to Contact	18
3.01 Faculty Advisor	18
3.02 Administrators	18
4.00 Library Rules	18
4.01 Library Circulation Rules	18
4.01-01	
4.01-02	
4.01-03	
4.01-04	
4.02 Library Exit Rules	19
4.02-01 Use of Unauthorized Exits Prohibited	19
4.02-02 Hearing of Accusations	19
5.00 Parking Rules	19
5.01 General Rule	19
5.02 Registration of Vehicle	20
5.03 Zoned Lots and Marked Spaces	20
5.04 Illegal Parking	20
6.00 No Smoking Rule	20
7.00 Publication and Effective Date	20
<u>Appendices:</u>	
Sexual Harassment Policy	26
Character and Fitness Guidelines	27
Alcoholic Beverage and Drug Use Policy	29
Inclement Weather Policy	34
Administrative and Faculty Listing	35
Administrative Staff Listing	36
Library Staff Listing	37

1.00 General Rules

1.01 Registration

The courses for first year students are prescribed, and all are required. Courses for upper level students are partly elective and partly required. Schedules must be approved by faculty advisors and by the Office of the Dean.

1.02 Required Courses

The required courses are Civil Procedure, Contracts, Criminal Law, Property, Torts, Legal Bibliography, Legal Methods, Constitutional Law, Business Associations, (Corporations required for evening program students) Decedents' Estates I, Appellate Advocacy, Evidence, Income Tax, Professional Responsibility, Sales and Secured Transaction, Statutory Interpretation and Advanced Legal Writing or Senior Writing. It should be noted that the faculty strongly recommends that students take Commercial Paper, Criminal Procedure, Family Law, Decedents' Estates II, and Trial Practice.

1.03 Credit For Required Courses

Required courses must be taken and passed at this Law School. If a student receives a failing grade in a required course, it must be retaken until a passing grade is achieved.

1.04 Course Load

1.04-01 Day Program

The maximum course load permitted without special permission of the Dean is 16 hours. A student who wishes to take less than 10 hours for credit must secure the prior consent of the Dean, including cases where the student initially wishes to register for less than 10 hours, and those where the student wishes to drop courses and fall below the 10 hour level. Students should be aware that "full time" is defined in different ways for different purposes. For example, certain forms of financial aid require that the student be "full time" which for this purpose is variously defined (often as 12 hours or more). A student who wishes to enroll in evening or summer classes must receive the prior permission of the Dean.

1.04-02 Evening Program

The maximum course load permitted without special permission of the Dean is 10 hours. A student who wishes to take less than 8 hours for credit must secure the prior consent of the Dean, including cases where the student initially wishes to register for less than 8 hours, and those where the student wishes to drop courses and fall below the 8 hour level. A student who wishes to enroll in day classes must receive the prior permission of the Dean.

1.05 Dropping Courses

Courses may be dropped at any time before the beginning of the final examination scheduled for the course, and the grade of W will be awarded. (If a final examination is not the final work product due in the semester, a course may be dropped at any time before such final work product is scheduled to be due for the course, and the grade of W will be awarded.) Thereafter, the course may not be dropped. First year students should refer to Section 1.08-11.

1.06 Switching Sections

A first year student may not switch from one section of an assigned course to another without the consent of the Dean.

1.07 Courses At Other Schools

1.07-01 Credits Toward Degree; - Limitations

To a limited extent, students may earn hours of credit at other schools for non-required courses and count them toward the requirements for the Central law degree. Students may earn credit toward the weeks of study requirement in this manner as well. The consent of the Dean must be obtained before such courses are taken. Such courses include: (1) Summer School courses taken at other accredited law schools; (2) Up to 6 hours of credit for non-law school courses which relate to a student's program of law study, and (3) Law School courses at Duke University and the University of North Carolina at Chapel Hill under an inter-institutional agreement which permits not more than two courses to be taken at the other school in a semester, provided that the student's home school does not offer the same course (or its substantial equivalent) in the same semester.

1.07-02 Grades Required For Credit To Transfer

Hours of credit for courses taken at other law schools will be counted toward the requirements for the degree earned at this Law School. Any grade earned at another Law School except during the summer will be transferred and included in the calculation of the student's grade point average. In the case of grading systems not based on letter grades, or otherwise substantially different from the grading system at this Law School, the student seeking transfer credit shall have the burden of providing information to the Dean upon which a determination of equivalence may be based.

To transfer a grade earned at another Law School during a summer session, the student must earn a grade of "C" or better. Whether or not a "C" average is required for graduation and retention at the other law school, transfer credit will not be permitted for courses in which a grade lower than "C" was earned. Students receive only credit for summer courses at other schools but students will receive grades for courses taken during Fall and Spring semesters.

1.07-03 Transfer Credits For Required Courses; - Limitation

A student transferring into the School of Law will not receive credit for hours earned in taking a required course at another law school, if that required course is offered for fewer credit hours than the student would receive for taking that course at this Law School.

1.08 Examinations And Grading

1.08-01 Anonymous Grading

Grading is anonymous, and is recorded by examination numbers assigned by the Office of the Dean. It is the responsibility of each student to obtain a number before the examination period begins. If the final grade for the course is different than the grade on the final exam, both grades should be reported to the student (faculty are allowed to consider factors other than exam grades, but students should be informed of those other factors at the beginning of the semester).

1.08-02 Absences From Exams

Unexcused absences from exams will result in a grade of F for that exam. Excuses for failure to take examinations at scheduled times may be granted only by the Associate Dean on a showing by the student that circumstances beyond his or her control prevented appearance at the appointed time. Excuses should normally be sought before the time for taking the examination. Such excuses are not lightly granted. Where an excuse is granted, the examination may be taken later from the same instructor, by arrangement of the instructor and the Associate Dean, or at the next time the course is offered and an examination given. In such a case, a grade of Incomplete (I) will be reported to the registrar, if the exam is not taken before final grades must be reported. Such incompletes must be removed (that is, the exam must be taken) not later than one year after the missed exam was originally scheduled, or when the exam is given the next time the course is offered, whichever comes first, and if the exam is not taken within that time the grade will automatically become F.

1.08-03 Late Arrival For Exams

A student who arrives late for an exam will be permitted to take it without excuse, but the time for turning in the exam will not be extended beyond that specified for completion for those who arrived on time. If the student can demonstrate to the instructor that his or her lateness was for good cause, and beyond his or her control, the full scheduled time to complete the exam may be given.

1.08-04 Grade Changes

Once final grades have been turned in by a faculty member, they may not be changed unless the faculty member satisfies the Dean and the Vice-Chancellor for Academic Affairs that he or she has made an objective mistake in determining a grade, such as an error in computation or averaging. (See, however, procedure for grade appeals infra.)

1.08-05 Extensions - Papers, etc.

Where a work product other than an examination is required for a course, the instructor may, in his or her discretion, grant an extension of time for the completion of such work. Such extensions may be for such periods as the instructor shall determine, but in no event may permit the work to be completed later than March 31 following, in the case of a fall semester course, August 31 following, in the case of a spring semester course, and October 31 following, in the case of a summer session course. If any extension of time is granted under this rule, the extended due date for the work should be communicated to the student in writing, and a copy should be furnished to the Dean. An instructor may, in his or her discretion, reduce the grade of a student who is granted an extension under this rule. If work is not completed before the extended time limit has expired, the grade of F will be awarded for the late work.

1.08-06 First Year Examination - Day Program Only

First year examinations include a special combined multiple-choice format during the Spring Semester. The object of this format is to give students experience in integrating the subjects in their first year courses. The mid-semester examination will include a limited combined multiple-choice format. As a part of the final examination, at the end of the Spring Semester, first year students will be scheduled to appear for a designated number of hours of examination in a combined multiple-choice format.

1.08-07 Grading Scale - Quality Points

Grades are given each semester in each course. The grade scale is as follows:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

1.08-08 Grade Appeals

(a) Each faculty member shall prepare a model answer or other objective standard setting forth the issues which the professor expected the students to discuss in their examination answers, and the approximate number of points (or other weighing) assigned to each question. Each faculty member shall make such model answers or other material and the student's blue books available to each student in the class not later than the time the grades for such course are reported to the registrar.

(b) A student who thinks that his or her grade was calculated incorrectly may appeal such grade to the Dean of the Law School or his delegate. The Dean (or an delegate) may promulgate such rules as is deemed appropriate governing the review of such appeals.

(c) These are the steps to appeal a grade:

(1) First, the student must have a conference with the professor in the course, and seek an explanation of the grade received, and a resolution of the student's complaint.

(2) Second, if the student remains dissatisfied, and if the Dean is persuaded that the appeal may be meritorious, the Dean may appoint a panel of three professors to review the matter and make a written recommendation to the Dean. Following that the Dean will discuss the matter with the student and the professor. If the matter is not then concluded by agreement, the Dean will render a decision on the matter in a writing to the student and the professor.

(3) To be regarded as meritorious, a grade appeal must be based on an objective arithmetic or computational error; manifest unfairness to the student in the evaluation procedure as compared with other members of the class, which does not involve the substance of the course, as demonstrated by compelling objective facts; or qualitatively similar instances involving invidious discrimination based on evidence which is clear and compelling.

(4) Appeals which go to standards generally applied to the evaluation of the class; objective or subjective measures of evaluation applied to the class; the form of the evaluation instrument administered to the class; and any matter involved with the substantive content of the course, the examination or the standards involving the exercise of professional judgment will not be regarded as meritorious.

(5) All appeals must be timely, which means within a reasonable time. A discussion with the professor within ten (10) school days from the date the student receives, or is notified of the grade, will be deemed timely. An appeal of the grade to the Dean must be made within ten (10) school days after the discussion with the professor.

(6) All procedures will be informal and private.

1.08-09 First Year Grades - U System

With the exception of courses for students enrolled in the evening program, first year courses are subject to a special set of rules called the "U system." This system seeks to ensure that a student obtains a basic foundation for further law study before he or she moves on to advanced courses.

Under the U System, a student must achieve a grade of C or better at the end of each semester in each first year course. A grade of C- or below in any first year course is treated as unsatisfactory ("U"). A first year student must repeat any course in which his or her semester grade is U.

If a course is repeated under the U system, the average of the U grade and the second grade is used in calculating the student's grade point average, and the averaged grade will be entered on the student's academic record. Once a first year course is repeated, it is no longer subject to the U system. Thus, the course need be repeated again only if a grade of F is received the second time. In this event, the average of the repeat grade of F and the third grade will be entered on the student's academic record.

1.08-10 Academic Eligibility - Continuation

To remain in school, a student must meet certain minimum grade point average requirements. Any student who fails to meet these requirements in any year will be dismissed from law school.

(1) A first year student enrolled in the Day Program must earn a cumulative average of at least 1.80 by the end of the academic year to be eligible to return. A first year student who does not earn an average of at least 1.80 by the end of the academic year will be dismissed.

(2) A first year student enrolled in the Day Program who earns a cumulative average of and less than a 2.0 but at least 1.80 will be permitted to continue law school as a student on probation under terms and conditions prescribed by the Dean.

(3) A student enrolled in the Day or Evening Program must earn a cumulative average of at least 2.0 by the end of the second year to continue in law school and maintain a 2.0 cumulative average to be eligible to graduate.

(4) Any student enrolled in the Day Program who has been permitted to drop any first year course, must earn a cumulative average of at least 2.0 by the end of the academic year to be eligible to continue in law school.

1.08-11 Dropping Required First Year Courses

All students must take the required first year courses. In extraordinary circumstances, however, a first year student might be permitted to withdraw from a course with the prior written consent of the Dean.

1.09 Readmission Revisions Adopted By Faculty Vote On 11/4/92. Effective Date August 11, 1993

1.09-01 Students Who Are Eligible to Petition For Readmission Following Academic Dismissal

A student who does not earn the minimum grade point average by the end of the academic year is dismissed from the law school. Subject to the following limitations, however, a student who is academically ineligible may petition the Standards Committee for readmission.

(1) A first year student enrolled in the Day Program who achieves a cumulative grade point average below 1.80 but at least 1.67 may petition for readmission.

(2) A first year student enrolled in the Day Program who fails to earn a cumulative grade point average of at least 1.67 by the end of the academic year is not eligible to petition for readmission.

(3) A student enrolled in the Day or Evening Program must earn a cumulative average of at least 2.0 by the end of the second year to continue in law school and maintain a 2.0 cumulative average to be eligible to graduate.

(4) Any student enrolled in the Day Program who has been permitted to drop any first year course, must earn a cumulative average of at least 2.0 by the end of the academic year to be eligible to continue in law school.

(5) A student may petition for readmission only once.

All students are presumed to be putting forth their best and most diligent efforts to perform satisfactorily in all courses; consequently, readmission will be rare.

1.09-02 Readmission Procedure

Petitions for readmission will be considered at the end of the academic year following a student's dismissal for substandard academic performance. A petition will be deemed

untimely and will not be considered unless it is received by the Dean by April 15th of the year following the petitioner's dismissal.

An eligible student may petition the Standards Committee for readmission by sending a letter to the Dean. No particular form is required for the petition and most are simply letters. The petition should, however, set forth specific reasons for the petitioner's substandard performance.

The Dean shall forward the petitions to the Standards Committee for consideration, along with any documentation relevant to the petitioner's performance and petition. The Standards Committee will meet as soon as possible, following the close of the academic year, and for this purpose, three faculty members of the Committee shall constitute a quorum. The petitioner shall have the right to appear at the time set by the Committee for consideration of the petition and to demonstrate that extraordinary circumstances resulted in his or her substandard academic performance. Extraordinary circumstances are those that do not ordinarily occur. Financial concerns, employment obligations, family illness or commuting distances normally involve no element of extraordinary circumstances. Furthermore, there is no presumption that a petitioner will be readmitted by reason of having a cumulative average close to the required minimum.

If a majority of the Committee present and voting is in favor of readmission, the student is readmitted. Readmission may be conditioned as the Standards Committee deems appropriate. In all cases, the Dean shall by letter inform the petitioner of the disposition of his or her case.

1.09-03 Admission As A New Student Following Academic Dismissal (FORMERLY SECTION 1.09-02)

An academically dismissed student who does not petition for readmission by the specified deadline, or an academically dismissed student who is ineligible to petition for readmission may not be admitted as a new student until two years after the date of his or her dismissal.

Only in an exceptional case can an academically dismissed student expect to be admitted as a new student. In the event that such a student is so admitted, he or she is subject to all rules applicable to the incoming first year class with which he or she is admitted.

1.09-04 Rules Governing Exclusion

The rules governing exclusion shall apply to any first-year student who has a grade point average of less than 1.80, and to students who have completed 31 or more credit hours and whose overall average is below the 2.0 retention level.

1.10 Advanced Legal Writing Requirement

Every law student must complete a substantial paper requiring significant research, generally in the final year of law study. Day Program students must fulfill this requirement by satisfactory completion of Advanced Legal Writing II. Evening Program students must fulfill this requirement by satisfactory completion of Senior Writing.

1.11 Class Attendance Rules

Students are required to attend all regularly scheduled classes in the courses in which they are enrolled. Faculty members will maintain a record of attendance in each course taught. A copy of such record will be turned into the office of the Associate Dean on a weekly basis.

Attendance for all students shall be taken starting the first day of class. Thus, students who anticipate registering for a class during the drop/add period are advised to obtain the instructor's permission to attend the class during the interim. Students must obtain the permission of the course instructor to drop or add a course.

The Associate Dean will maintain current, cumulative records of attendance for all students in all classes for which she/he receives attendance records.

Students who accumulate more than nine absences from class in a three hour course within a semester will be dropped from the course. Students will be dropped from a two hour course if they accumulate more than six absences from class within a semester. Students will be dropped from a one hour course if they accumulate more than three absences from class within a semester. These illustrations assume that classes meet three times a week in a three hour course, two times a week in a two hour course and one time a week in a one hour course, and that each class meeting is 50 minutes or less. Students enrolled in required first year courses will receive a grade of F for violation of the attendance rule. See 1.08-11

Explanatory Note:

Each class period usually meets for fifty (50) minutes and an absence from this class constitutes one absence. Some classes, however, meet for more than one class period. Absences are calculated based on each fifty (50) minute class period. Absences from a class that meets for two periods (one-hundred minutes) constitute two absences; absences from a class that meets for three periods (one-hundred and fifty minutes) constitute three absences.

APPEALS PROCEDURE FOR VIOLATION OF
LAW SCHOOL ATTENDANCE POLICY

1.11-01 Appeals Procedure For Violations of Attendance Policy

Right of Appeal. A student who has received notice, as defined herein, that he or she has exceeded the maximum number of absences in a course and has been dropped from the course, shall have the right to appeal to the faculty for a determination of whether the student's absences are excusable.

Perfecting an Appeal. The student must perfect his or her right to appeal by providing written notice of his intention to appeal to the Associate Dean within five days of the giving of notice that he or she has exceeded the maximum number of absences in a course.

Stay Pending Appeal. The student's name shall not be withdrawn from the class roll until after a final adverse determination of his or her appeal or until the student abandons his or her appeal by failing to follow the procedures set out herein. The results of any examination taken during the pendency of an appeal shall be sealed unless there is a final favorable determination of the student's appeal. The student's final examination results will not be considered by the faculty member and no final grade will be recorded on the student's records if the faculty reaches an adverse determination of the student's appeal.

Presentation of Appeal. The student shall present to the Associate Dean, within two weeks of the date the appeal is perfected, a written statement of the basis of the appeal and supporting documentation.

Burden of Proof. The student shall have the burden of proving by "clear and convincing" evidence that there was sufficient justification for each absence over the number of "allowable absences" for the course, as defined herein. A student is presumed to have been absent if the attendance records submitted to the Associate Dean by the faculty member indicate that the student was absent.

Review Procedure. Upon receiving the written appeal from the student, the Associate Dean shall distribute copies of the appeal and supporting documentation to full-time faculty members. The Associate Dean shall set a date for the hearing and shall notify the student of the date. The faculty shall meet as soon as reasonably practicable to decide the student's appeal. The student shall have the right to personally appear before the faculty.

The faculty shall determine, based on the student's written explanation, supporting documentation, and testimony, if the student's absences were for sufficient justification. If a majority of the faculty finds that the student has met the burden of proof, the student's appeal shall be granted, and the student shall be allowed to continue in and receive the earned credit in the course. If the student fails to meet the burden of proof, the appeal shall be denied. This decision shall be final. The Associate Dean shall notify the student of the faculty's decision.

Definitions:

Sufficient justification shall be defined as extraordinary circumstances, out of the student's control and arising through no fault on the part of the student, which prevents the student from attending class. Such extraordinary circumstances shall include: (1) serious illness; (2) admittance to a hospital; (3) a death in the student's close family; (4) jury duty or required court appearance; and (5) other compelling circumstances.

Allowable Absences. The number of allowable absences, for purposes of the appeals process, in a particular course shall be determined as follows:

For a one hour course that meets once per week, one absence.

For a two hour course that meets twice per week, two absences.

For a three hour course that meets three times per week, three absences.

For a four hour course that meets four times per week, four absences.

For a three hour course in the summer, one three hour class meeting.

For any other class, the allowable absences shall be equal to the number of class meeting per week.

Notice shall be deemed to occur two days after the date that a letter is mailed to the student by the Associate Dean. On the day a letter is mailed to the student, a copy of the letter shall be placed in the student's law school mail box.

1.12 Graduation Requirements

1.12-01 Credit Hours

In order to be eligible to graduate, a student who enrolls in August, 1989 and thereafter must have a 2.0 average, and complete a minimum of 88 credit hours. Students who enroll prior to August, 1989 must complete a minimum of 86 credit hours.

1.12-02 "Five-Year Rule"

Course credits not completed within five years after enrollment in the day program of the law school cannot be counted; course credits not completed within six years after enrollment in the evening program of the law school cannot be counted.

1.12-03 Residency

The American Bar Association requires as a condition for graduation, successful completion of a course of study in residence of not fewer than 1,120 class hours extending over not fewer than three academic years for full-time students or four academic years for part-time students.

To receive residence study credit for an academic period, a full-time student must be enrolled in a schedule requiring at least ten class hours a week and must receive credit for at least nine class hours. A part-time student must be enrolled in a schedule requiring at least eight class hours a week and must receive credit for at least eight hours. If a student is not enrolled in or fails to receive credit for the required minimum number of hours she/he shall receive prorata credit as determined by applicable ABA rules.

1.13 Honors

Honors are awarded to graduates as follows: summa cum laude, if the average is 3.50 or higher, magna cum laude, if the average is 3.30 - 3.499 and cum laude, if the average is 3.0 - 3.299.

1.14 Current Addresses On File

Students shall inform the Dean's Office of their current addresses and telephone numbers, and of any changes to either. Any notice sent pursuant to the provisions of this Handbook or other rules of the School of Law, shall be considered to have been sent to the student's current

address for purposes of any time period, if sent to the latest address on file in the Dean's Office. No student shall be heard to complain that the address was incorrect, if the student did not inform the Dean's Office of his or her latest address.

2.00 Student Code of Professional Responsibility

2.01 Policy Statement

The Student Code of Professional Responsibility is adopted in recognition of the fact that law school is the first step in the process of becoming a member of the legal profession. Lawyers are expected to adhere to the highest standards of professional behavior. North Carolina Central University School of Law, therefore, expects its students to adhere to high standards of behavior during their legal education, and to avoid even the appearance of impropriety during that process.

The Code recognizes two areas of prohibited behavior:

- 1) Academic Dishonesty, and
- 2) Unprofessional Conduct

2.02 Academic Dishonesty

2.02-01 Academic Dishonesty Defined

It shall be a violation of the Code to engage in any conduct which gains or is intended to gain an unfair advantage (that is, one not generally available) for any student in any Law School activity or academic matter, either on behalf of the student personally or for another.

Such conduct shall include, but is not limited to, the following:

The use of materials in any examination or assignment other than those specifically authorized by the instructor;

The submission of the work of another as one's own;

The making of any misrepresentation as to work toward satisfaction of the requirements for courses or activities;

The falsification of an attendance roll.

2.02-02 Unprofessional Conduct

It shall further be a violation of the Code to engage in any behavior that is or is intended to be disruptive of a class or disrespectful to the faculty, staff or students of the school.

Such conduct shall include, but is not limited to, the following:

Disruptive behavior in the classroom;

Failure to observe any library regulations or rules governing appropriate behavior within the buildings;

Physically or verbally abusive behavior toward faculty, staff or students;

Failure to observe university rules and regulations.

2.02-03 Plagiarism Defined

Plagiarism is the intentional use or attempted use of the work or ideas of another without attribution in connection with any academic work for which law school credit is sought or obtained. Plagiarism includes, but is not limited to: quoting from the published or unpublished work of another without appropriate attribution, or paraphrasing the written work of another without appropriate attribution.

2.03 Sanctions

2.03-01 Range Of Sanctions

The mandatory penalty for any violation of these regulations shall be suspension from the School for one year, unless in the case of an act of academic dishonesty, as defined, mitigating circumstances suggest a lesser penalty. Aggravated violations of any of the provisions of Section 2.02 justify expulsion from the School. Aggravated violations include but are not limited to covering up or attempting to cover up the act; destroying evidence; altering or destroying official records; obtaining unauthorized entry into official offices; or stealing the source of the material plagiarized.

2.03-02 Time Of Imposition Of Sanctions

The one-year penalty referred to shall take effect immediately upon rendition of final judgment by the

committee or, in the event of an appeal as provided in Section 2.05-04 of these regulations, the penalty shall take effect immediately upon final review and decision by the faculty of the Law School. The effect of the one-year penalty shall be the loss of two semesters of academic progress including, where appropriate from the stand point of time, the forfeiture of the semester in which final judgment is rendered. In the case of a student in his or her final semester, the one-year penalty shall be imposed by withholding the student's certification for graduation for at least one calendar year from the date on which final judgment is rendered. All other penalties shall take effect immediately upon rendition of final judgment by the committee or, in the event of an appeal as provided in Section 2.05-04 of these regulations, the applicable penalty shall take effect immediately upon final review by the faculty of the Law School.

2.04 Academic Disciplinary Committee

2.04-01 Establishment

An Academic Disciplinary Committee is hereby established to implement the policy set forth in these regulations.

2.04-02 Composition

The Academic Disciplinary Committee shall be a continuing committee of the Law School consisting of seven members. The Dean shall appoint five members of the faculty as committee members and she/he shall designate two additional faculty members as alternate members of the committee. The President of the Student Bar Association shall appoint two students to serve as members of the committee. Student members of the committee shall not participate in the hearing of an accusation, if the accused requests their removal prior to the commencement of the hearing on the merits.

2.04-03 Substitution Of Committee Members

If any member of the committee is the accuser, or was the instructor of the course in which the alleged violation of these regulations took place, such person shall not participate as a member of the committee in the hearing or deliberation of the case. In addition, the accused shall have the right to exercise one pre-emptory challenge to excuse any member of the committee from participating in the hearing of the case. If any member of the committee is excused or is otherwise unable to serve, the Dean shall select an appropriate student or faculty alternate member of the committee to serve.

2.04-04 Quorum and Meetings

The committee may act if five members of the committee are present. The committee shall reach decisions by a majority vote of the full committee serving to hear the accusation. The committee's meetings shall be closed.

2.05 Procedure

2.05-01 Accusations

An accusation of a violation of this Code may be made by any member of the law school community within 10 working days after discovery of the violation. An accusation must be in writing, signed by the accuser, and addressed to the Associate Dean.

2.05-02 Investigation Of Accusations

Within 10 working days of receipt of the accusation, the Associate Dean shall make a preliminary investigation of the nature and basis of the accusation, including but not limited to, talking with the accused and the accuser, and talking with other witnesses and the faculty and/or staff members involved.

The Associate Dean shall determine whether there are reasonable grounds to initiate a proceeding to determine the merits of the complaint. The Associate Dean shall provide notice of the accusation to the accused within three days of the determination that reasonable grounds exist. If reasonable grounds are found to exist, the standing Disciplinary Committee shall determine the merits of the complaint at a hearing after the accused as been provided a copy of the accusation.

2.05-03 Procedure For Hearings

A hearing upon the merits shall be conducted within seven days of the notice to the accused. The accused shall have the right to one five day continuance which is to be granted upon request of the accused. The accused shall have the right to counsel.

The Associate Dean shall present the accusation, including but not limited to calling the accuser and other witnesses, as well as presentation of any relevant documentary evidence.

The accused shall have the right to call witnesses and to cross-examine witnesses against him or her. All testimony shall be under oath, subject to the right of cross-examination and any evidentiary rulings shall be made by the Chair of the Disciplinary Committee. A record shall be maintained of the proceedings. There shall be a final ruling on the case within three days of the hearing.

2.05-04 Appeals By The Accused From Decisions Of The Committee

A student who has been found guilty of violating these regulations may appeal as a matter of right to the faculty of the law school within five working days after the judgment has been rendered. To appeal, the student shall submit a written notice of appeal to the Dean. The notice of appeal shall request a review of the decision by the committee and shall set forth the grounds upon which the appeal is being taken. The Dean shall then transmit the notice of appeal to the faculty, and shall provide a record of the proceedings for faculty examination. The scope of review by the faculty shall be limited to determining whether the committee acted in accordance with these procedures for hearing accusations of violations of these regulations, whether there was sufficient evidence that rational persons could have reached the same decision as that of the committee, or whether other manifest injustice is evidenced in the decision (such as a grossly excessive sanction). Thus, a trial de novo is not permitted upon appeal.

2.05-05 Review Of Sanction In Cases Of Dissent By Committee Member

If there is any dissenting vote from the decision of the committee with respect to the sanction, the Dean shall transmit the record to the faculty for review of the sanction on the record.

2.05-06 Additional Rules

The committee may make such other rules of procedure, not inconsistent with these regulations, as it deems necessary. Such additional rules shall be subject to approval by the faculty.

2.05-07 University Appeals Process

These regulations shall not abridge or modify the right of a student to seek further redress pursuant to the regulations of the University.

2.05-08 Time Limitations

The purpose of the time limitations stated herein is to provide for efficient and orderly procedure. Said time limits shall not be construed to bar or prevent the hearing of accusations or the imposition of appropriate sanctions after the expiration of an applicable time limitation unless said time delay has unduly prejudiced the right of the accused to a fair hearing.

3.00 Persons to Contact

3.01 Faculty Advisor

Each student is assigned a faculty advisor each year. Schedules are required to be approved by advisors, and advisors should be consulted if the student has other questions or difficulties.

3.02 Administrators

Dean Mary Wright, Office of the Dean, Phone: 560-6427
Associate Dean Irving Joyner, Room #124, Phone: 560-6293
Assistant Dean Sandra Polin, Office of the Assistant
Dean, Phone: 560-6365
Assistant Dean Patti Solari, Room #98, Phone: 560-5249
Attorney Lisa Crutchfield, Director of Recruitment and
Placement, Room #201-A, Phone: 560-6115
Attorney Tracy Hicks, Academic Support Specialist,
Room #126, Phone: 560-5252

4.00 Library Rules

4.01 Library Circulation Rules

4.01-01 The loan period for reserve books and materials is three hours. The loan period for non-reserve books which circulate is three weeks. A valid driver's license must be deposited with the librarian in order to check out any material from the library. No more than 2 items may be checked out at the same time.

4.01-02 The overdue fine schedule is as follows:

RESERVE MATERIALS

\$1.00 per hour
\$5.00 maximum per day
\$20.00 maximum overdue fine

NON-RESERVE MATERIALS

\$1.00 per day
\$20.00 maximum overdue fine

4.01-03 The replacement fine shall include a fine to cover the cost of replacing the lost item plus a \$5.00 fee for administrative processing. The replacement value of all Reserve materials is deemed to be at least \$10.00.

4.01.04 If a lost item is recovered by the Law Library after the replacement fine has been charged, the campus Bursar will be asked to reimburse the borrower's account in the amount of the material's cost of replacement. However, the processing fee is not refunded for any reason.

4.02 Library Exit Rules

4.02-01 Use Of Unauthorized Exits Prohibited

(a) Any student caught intentionally removing library materials other than through authorized channels shall automatically be suspended for the remainder of the semester in which the offense occurred or is determined.

(b) Any student caught exiting the library other than through authorized exits shall be presumed to be removing library materials other than through authorized channels.

(c) Any student caught exiting the library other than through authorized exits shall be fined \$5.00.

4.02-02 Hearing Of Accusations

Cases arising under these rules, if any, will be heard by the Student Disciplinary Committee.

5.00 Parking Rules

5.01 General Rules

University rules prohibit the use of vehicles on campus by students, unless the vehicle is registered with the Campus Security Office.

5.02 Registration Of Vehicle

Vehicles may be registered by paying the appropriate fee (\$50 for Day Students; \$35 Evening Program Students - per year) and securing the appropriate parking decal.

5.03 Zoned Lots And Marked Spaces

Parking is permitted to decal holders, only in appropriately zoned lots, and only in appropriately marked spaces in a lot.

5.04 Illegal Parking

Any vehicle illegally parked on the University campus may be ticketed or towed without notice at the owner's expense. Violation of the parking rules may subject the offending students to disciplinary proceeding.

6.00 No Smoking Rule

Smoking is prohibited in the Law School at all times.

7.00 Publication and Effective Date

7.01 Publication

Immediately after adoption, these regulations shall be published to the entire law school community by making copies of these regulations available to students.

7.02 Effective Date

These regulations shall take effect immediately upon publication. All regulations herein have been previously published and are fully effective. This is a compilation of those regulations as compiled, revised and republished July 1, 1993.

SEXUAL HARASSMENT POLICY

(STUDENTS)

I. POLICY

- A. The policy of North Carolina Central University is that no university employee may engage in conduct that constitutes sexual harassment of students or student applicants. No student-status decisions shall be made on the basis of a granting or denial of sexual favors. The university shall make reasonable efforts to provide an academic environment free from sexual harassment.
- B. Sexual harassment is defined as deliberate, unsolicited, and unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications by a university employee which has or may have direct academic or student-status consequences resulting from the acceptance or rejection of such conduct. Sexual harassment of students is further defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when--

1. submission to such conduct is made either explicitly or implicitly a term or condition of admission, academic advancement, retention or dismissal.
 2. submission to or rejection of such conduct by an individual is used as the basis for making decisions affecting grades, financial assistance, participation in university activities, job placements, or other privileges granted by the university.
 3. such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive academic environment.
- D. Sexual harassment does not include personal compliments normally welcomed by persons of that sex, or social interaction or relationships freely entered into by university employees and students or student applicants.

II. GRIEVANCES

Any student or student applicant of the university who feels that he/she has been sexually harassed in violation of this policy may file a grievance through the grievance procedure of the university or, if said grievance constitutes a violation of Title IX of the Education Amendments of 1972 (20 USC Sections 1681 et seq.), then said student may file either a grievance through the grievance procedure of the university or said grievance may be filed pursuant to Title IX and the regulations promulgated pursuant thereto.

III. RESPONSIBILITIES

It is the responsibility of university administrators and supervisors to provide an academic environment free of sexual harassment. Should an administrator or supervisor have knowledge of conduct involving sexual harassment, immediate and appropriate corrective action must be taken to ensure that the offending action ceases. Taking positive steps to sensitize employees and students with respect to this issue is also a responsibility of university administration.

IV. GRIEVANCE PROCEDURE

- A. Complaint Initiation: A complainant may initiate a complaint under these grievance procedures by causing a statement specifying an act or acts of sexual harassment and indicating against whom the grievance is directed, to be delivered to the university's Compliance Officer, to the person against whom the grievance is brought, and to the department head.
- B. Informal Resolution: Within two (2) working days after receiving a copy of a grievance complaint that alleges student-related sexual harassment, the university's Compliance Officer shall contact the person against whom the grievance is brought, and his/her immediate supervisor where appropriate, and request that an attempt be made to settle the matter informally by the parties involved. The Compliance Officer shall be authorized to mediate and advise in attempts at an informal resolution when the parties request such assistance.
- C. Request for Formal Hearing: If an informal resolution satisfactory to the complainant is not made within five (5) working days of the initial request for an informal resolution, then the complainant may thereafter request a formal hearing by causing a written request for a hearing to be delivered to the Compliance Officer within two (2) working days after the five days set aside for informal resolution.
- D. Referral to Hearing Committee: Within two (2) working days after receiving a request from a complainant for a formal hearing, the Compliance Officer shall refer the matter to the Hearing Committee for a hearing by causing a copy of the original complaint and request for a formal hearing to be delivered to the Committee Chairperson.

E. HEARING COMMITTEE: The Hearing Committee shall consist of nine persons appointed by the Chancellor from a cross section of the University community, including males, females, students, faculty, staff and administrators.

F. HEARINGS:

1. Hearing Date

The Committee shall set a date reasonably convenient to the parties for hearing the matter not sooner than one week and no later than four (4) weeks after receipt of the request for a hearing.

2. Notice of Hearing

The Committee Chairperson shall mail a notice of the date set for the hearing to the parties within five working days of the referral.

3. Conduct of Hearing

The hearing shall be closed to the public unless the complainant, the person against whom the grievance is brought, and the Committee agree that it may be open.

The complainant and the person against whom the grievance is brought may be represented by counsel or a representative of his/her choosing and present testimonial and documentary evidence.

The Committee shall consider only such evidence as is presented at the hearing that it deems fair and reliable in making its decision.

All witnesses may be questioned by the Committee members, the complainant and the person against whom the grievance is brought.

A written record of the proceedings at the hearing shall be kept and, upon request, a copy thereof shall be furnished free of charge to the complainant and to the person against whom the grievance is brought.

G. HEARING PROCEDURE: The hearing shall begin with the complainant's presentation of contentions as specified in his/her original complaint and supported by such proof as he/she desires to offer.

When the complainant has concluded this presentation, the Committee shall recess to consider whether or not he/she established a prima-facie case. If it determines that the contention has not been so established, it shall notify the parties to the hearing and thereupon terminate the proceedings.

If the Committee determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The person against whom the grievance is brought may then present in rebuttal of the complainant's contentions such testimonial or documentary proof as he/she desires to offer.

At the end of such presentation, the members of the Committee shall consider the matter in executive session. They shall review the entire record and the totality of the circumstances, to determine whether the alleged conduct constitutes sexual harassment. The burden is on the complainant to satisfy the Committee by majority vote that his/her contentions are true.

- H. POST-HEARING PROCEDURES WHEN CONTENTIONS ARE NOT ESTABLISHED: If the Committee determines that the complainant's contentions have not been established, the complainant may appeal this decision to the Chancellor for review by causing a written statement requesting such review to be sent to the Committee Chairperson within ten (10) working days after receipt of the Committee's decision.

Where an appeal has been requested, the Committee Chairperson shall cause a copy of the original complaint, the request for the Chancellor's review, a written record of the proceedings at the hearing and the Committee's decision to be delivered to the Chancellor within five (5) working days of the receipt of the request for an appeal.

The Chancellor shall make a decision and give written notice thereof to the parties within ten (10) working days after the matter has been referred to him.

- I. POST-HEARING PROCEDURES WHEN CONTENTIONS ARE ESTABLISHED: If the Committee determines that the complainant's contentions have been satisfactorily established, the Committee Chairperson shall immediately so notify the parties by a written statement that shall include a recommendation to the Chancellor for disciplinary action against the party charged.

J. DISCIPLINARY CATEGORIES:

1. Class A

It is a Class A violation if after investigation, it is determined that harassment occurred and included one of the following actions or actions equivalent thereto:

- a) Verbal harassment of a sexual nature.

b) Unnecessary physical contact

c) Actions which interfered with or were not done to help or improve a student's performance.

2. Class B

It is a Class B violation if after investigation, it is determined that harassment occurred and included the following action or actions equivalent thereto:

a) The accused demanded favors through overt or implied intimidation or coercion.

3. Class C

It is a Class C violation if after investigation it is determined that harassment occurred and included one of the following actions or actions equivalent thereto:

a) The accused demanded sexual favors through overt or implied intimidation or coercion as a term or condition of admission, academic advancement, retention or dismissal.

b) The accused promised, implied, or gave special consideration or benefits in return for sexual favors.

c) The submission to or rejection of such conduct as stated in (a) or (b) is used as a basis for making decisions affecting grades, financial assistance, participation in university activities, job placements, or other privileges granted by the university.

d) Actions which are so blatantly sexual in nature that they tend to cause an immediate disruption of the academic environment.

K. DISCIPLINARY ACTION:

1. Class A violations will result in the following disciplinary action: For the first offense, an oral reprimand; second offense, written reprimand; third offense, dismissal.

2. Class B violations will result in written reprimand for the first offense, dismissal for the second or repeated offenses.

3. Any employee found to have committed two "Class A" and one "Class B" violations within a 12 month period may be discharged.
 4. Class C violations are grounds for automatic dismissal with cause.
- L. FINAL DECISION SUBJECT TO APPEAL: Upon receiving the recommendation of the Committee, the Chancellor shall thereafter take immediate action to impose appropriate disciplinary action and shall give written notice of his decision to the parties within five (5) working days after the matter has been referred to him.
- V. TRAINING AND MAINTAINING CONFIDENTIAL RECORDS: Prevention is the best tool for the elimination of sexual harassment. The Personnel Office of the University shall develop training and other methods to prevent sexual harassment from occurring. Such training methods shall include informing students of their rights to raise and how to raise the issue of harassment under Title IX, and developing methods to sensitize employees and students. The Personnel Office shall also maintain confidential records of all violations of this Sexual Harassment Policy.
- VI. DISSEMINATION OF POLICY STATEMENT: Immediately upon the adoption thereof, the university shall publish and disseminate this Sexual Harassment Policy to University employees and students.
- VII. REPRISALS PROHIBITED: There shall be no internal coercion, restraint or reprisal against any person complaining of alleged sexual harassment.

NORTH CAROLINA BOARD OF LAW EXAMINERS

CHARACTER AND FITNESS GUIDELINES

Every applicant shall have the burden of proving that the applicant possesses the qualifications of character and general fitness requisite for an attorney and counselor-at-law, and is possessed of good moral character and is entitled to the high regard and confidence of the public.

The term "good moral character", includes but is not limited to the qualities of honesty, fairness, candor, trustworthiness, observance of fiduciary responsibility and of the laws of North Carolina and of the United States and a respect for the rights of other persons and things. The term "fitness" includes but is not limited to, the mental or emotional stability of the applicant to practice law in North Carolina.

In satisfying the requirements of good moral character and fitness, applicants should be persons whose record of conduct justifies the trust of clients, adversaries, courts and others with respect to the professional duties owed to them and whose record demonstrates the qualities of honesty, trustworthiness, diligence and reliability.

The revelation or discovery of any of the following may be treated as cause for further inquiry before the Board decides whether the applicant possesses the requisite character and fitness to practice law. The foregoing is inclusive but not limited to:

1. Unlawful conduct.
2. Academic misconduct.
3. Making or procuring any false or misleading statement or omission of relevant information including any false or misleading statement or omission on the application for admission to the North Carolina Bar or any amendment or in any testimony or any sworn statement submitted to the Board.
4. Misconduct in employment.
5. Acts involving dishonesty, fraud, deceit or misrepresentation.
6. Abuse of legal process.
7. Neglect of financial responsibilities.
8. Neglect of professional obligations.
9. Violation of an order of a Court.
10. Military Misconduct. A discharge other than honorable.
11. Evidence of mental or emotional instability.
12. Evidence of drug or alcohol misuse, abuse or dependency.
13. Denial of admission to the Bar in any other jurisdiction on character and fitness grounds.
14. Disciplinary action by a lawyer, disciplinary agency or other professional disciplinary agency of any jurisdiction.
15. Any other conduct which reflects adversely upon the character or fitness of the applicant.

North Carolina Board of Law Examiners
Proposed Character and Fitness Guidelines

The Board shall determine whether the character and fitness of an applicant qualify the applicant to take the North Carolina Bar Examination or to be admitted by comity. In making this determination, the following factors should be considered in assigning weight and significance to prior conduct:

1. The applicants age at the time of the conduct.
2. The recency of the conduct.
3. The reliability of the information concerning the conduct.
4. The seriousness of the conduct.
5. The factors underlying the conduct.
6. The cumulative effect of the conduct or information.
7. The evidence of rehabilitation.
8. The applicant's positive social contributions since the conduct.
9. The applicant's candor in the admissions process.
10. The materiality of any omissions or misrepresentations.

FOOTNOTE: These character and fitness guidelines were based on the recommendations by the American Bar Association, the National Conference of Bar Examiners and Association of American Law Schools in the Code of Recommended Standards for Bar Examiners.

Adopted
October 17, 1991

NCCU ALCOHOLIC BEVERAGE & DRUG USE POLICY

Prior to 1979 the use of alcoholic beverages and drugs was strictly prohibited on the NCCU campus. In 1979 NCCU instituted an Alcoholic Beverage Use Policy. There has been some confusion about this policy and the purpose of this memorandum is to clarify that policy.

LEGAL LIMITATIONS

1. No malt beverage or unfortified wine shall be sold on the University's property at any time. Malt beverages and unfortified wine shall be free at all functions where these beverages are served.
2. No person under 18 years of age shall possess, consume or be served malt beverages or unfortified wine. Identification containing proof of age must be presented before any person can be served these beverages.
3. Malt beverages or unfortified wine may be consumed at University functions in a designated area or building.
4. No malt beverage or unfortified wine shall be displayed openly on the grounds of the University.
5. No malt beverage or unfortified wine shall be served at any athletic event.
6. No malt beverage (beer) or unfortified wine shall be consumed on campus without permission from the proper authorities.
7. The consumption of spirituous liquors and/or illegal drugs is prohibited on the NCCU campus.

It is our hope that this memorandum will clarify the NCCU policy on the use of Drugs and Alcoholic Beverages. This policy will be vigorously enforced by the NCCU Security Department. Violators will be prosecuted in accordance with Chapter 18A, Article 4 of the General Statutes of North Carolina.

Thank you very much for your cooperation.

North Carolina Central University

POLICY ON ILLEGAL DRUGS

North Carolina Central University makes every effort to ensure that the path to learning and moral growth is open to all who, by their ability, their motivation, and their achievements, hold promise to succeed. All members of the University community--students, faculty, administrators, and staff--share the responsibility for protecting this pathway to learning, and are expected to exemplify high standards of professional and personal conduct. Whereas the illegal or abusive use of drugs by members of the academic community adversely affects the educational environment, the University accepts responsibility for protecting its educational mission by setting standards of conduct and exercising appropriate disciplinary actions for violation of policies herein stated relating to drug abuse.

The University interprets its role in providing a drug-free academic community as both preventive and remedial.

- a) To help in the prevention of drug abuse, the University is committed to a comprehensive drug education program that is available to all members of the campus community. The program includes information through workshops, presentations, open forums, courses and media activities on (1) the health hazards associated with drug abuse; (2) the incompatibility of drug abuse and personal/professional productivity; (3) the availability of campus and community rehabilitation resources; and (4) the external legal and internal disciplinary consequences of drug use.
- b) To help in the remediation of drug abuse, the University is committed to a comprehensive drug counseling and rehabilitation program that

is available to all members of the campus community. The program serves the dual function of rehabilitation and discipline, and includes (1) referral to the University Counseling Center, the infirmary, or off-campus rehabilitation facilities, as appropriate; (2) disciplinary action which insures "due process" for violations as stipulated in the "Student Code of Conduct" (Students), the Faculty Handbook (Faculty), and the State Employees' Handbook (Staff); and (3) compliance with state and federal laws governing the criminal prosecution of drug abusers.

Persons who voluntarily avail themselves of University counseling and rehabilitation services shall be assured that applicable professional standards of confidentiality will be observed.

It is the policy of North Carolina Central University that any member of its academic community--student, faculty member, administrator, or other employee--who, in violation of pertinent state or federal law, possesses, uses, sells, delivers, manufactures or creates a controlled substance as defined in Article 5 of Chapter 90 of the General Statutes of North Carolina, in a manner that adversely affects the academic community, is subject to disciplinary action by the University, in addition to any criminal penalties to which he/she may be liable.

The Coordinator of Drug Education, appointed by the Chancellor, will be responsible for overseeing all actions and programs relating to this policy.

TRAFFICKING IN ILLEGAL DRUGS

Students:

Any student who engages in the illegal manufacture, sale or delivery, or possesses with intent to manufacture, sell or deliver any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualine) shall be expelled

from the University.

For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to marijuana, pentobarbital, codeine) the minimum penalty shall be suspension from enrollment for a period of at least one semester. For a second offense, the student shall be expelled from the University.

First Offense:

For a first offense involving the illegal use or possession of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90, the minimum penalty for students shall be suspension from enrollment; for faculty and administrators, suspension from employment for a period of at least one semester or its equivalent; and for SPA employees, action consistent with applicable policies of the State Personnel Commission.

For a first offense involving the illegal use or possession of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the Chancellor or the Chancellor's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.

Subsequent Offenses:

For second or other subsequent offenses involving the illegal use or possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators or other employees.

SUSPENSION PENDING DISPOSITION

When a student, faculty member, administrator or other employee has been

charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Chancellor or, in the Chancellor's absence, the Chancellor's designee concludes that the person's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community; provided, that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

All disciplinary proceedings for students, faculty, administrators or staff shall be in accordance with the requirements of due process of law and consistent with existing written procedural requirements of the University applicable to that constituency. (Student Code of Conduct, Faculty Handbook, State Employees' Handbook)

Nothing in this policy insulates any student or employee of the University who breaks the law from criminal prosecution and punishment. Conduct that violates both state/federal law and this University policy may be subject to prosecution at both levels without hazard to the constitutional concept of "double jeopardy."

It is the intent of this policy to prevent and remediate as possible through counseling, guidance, education and admonition; however, when these more preferred means are inappropriate, the harsher disciplinary measures herein specified will be enforced by the University.

The Chancellor shall report annually on all campus activities related to illegal drugs to the Board of Trustees and the President of the University of North Carolina.


Revised and approved by Board of Trustees - North Carolina
Central University, June 15, 1988.

North Carolina Central University

DURHAM, NORTH CAROLINA 27707

M E M O R A N D U M

TO: Faculty and Student Affairs Personnel

FROM: Tyrone R. Richmond
Chancellor 

DATE: December 21, 1987

RE: Inclement Weather Announcements

As you know, North Carolina's state offices are expected to be open in snowy weather. However, classes may be cancelled if the Vice Chancellor for Academic Affairs and I judge cancellation to be in the best interest of our students.

Announcements of these cancellations will be requested from radio and television stations in the area. We are not assured by all of the stations that the announcements will be carried. We have such assurances for four stations at the present time. Please inform all students with whom you have contact that class cancellation announcements will be broadcast on the following radio and television outlets:

FM Radio Station WTRG (Raleigh) - 100.7 Mhz
FM Radio Station WQDR (Raleigh) - 94.7 Mhz
AM Radio Station WPTF (Raleigh Clear Channel) - 680 Khz
UHF Television Station WPTF-TV - Channel 28.

Further station identifications will be reported to you as we receive assurance that they will make the announcements.

NORTH CAROLINA CENTRAL UNIVERSITY

SCHOOL OF LAW

ADMINISTRATION AND FACULTY LISTING

1993-94 ACADEMIC YEAR

ADMINISTRATION

Mary Wright	Dean and Professor
Irving Joyner	Associate Dean and Professor
Sandra Polin	Interim Assistant Dean for Recruitment, Admission and Financial Aid
Patti Solari	Assistant Dean for Evening Division and Associate Professor
Lisa M. Crutchfield	Director of Recruitment and Placement
Deborah Jefferies	Librarian and Assistant Professor
Tracy Hicks	Academic Support Specialist

FACULTY

James P. Beckwith	Professor
Thomas W. Earnhardt	Professor
Adrienne Fox	Professor
Monica K. Kalo	Professor (On Leave)
Percy R. Luney	Professor
Mark Morris	Professor
T. Mdonana Ringer	Professor and Director of Clinical Program
Charles E. Smith	Professor
Warren Bracy	Associate Professor
Janice Mills	Associate Professor
Walter Nunnallee	Associate Professor
Fred J. Williams	Associate Professor
Cheryl Amana	Assistant Professor
Renee Hill	Assistant Professor
Marilyn Bowens	Visiting Assistant Professor
Wilton Hyman	Visiting Assistant Professor
Grady Jessup	Visiting Assistant Professor
Adrienne Meddock	Visiting Assistant Professor
Paul Jones	Staff Attorney for Civil Rights Clinic

NORTH CAROLINA CENTRAL UNIVERSITY

SCHOOL OF LAW

ADMINISTRATIVE STAFF MEMBERS

1993-94 ACADEMIC YEAR

Sharon D. Alston	Faculty Secretary
Carnette Debela	Administrative Assistant to the Dean
Jacqueline P. Faucett	Administrative Secretary for Admission
Iris W. Gilchrist	Secretary to the Dean
Earnestine M. Goods	Faculty and Clinical Program Secretary
Blondina Lawson	Clinical Secretary
Lucille C. Marley	Faculty Secretary
Jacqueline F. Self	Faculty Services Supervisor
Carol J. Stanley	Faculty Secretary

NORTH CAROLINA CENTRAL UNIVERSITY

SCHOOL OF LAW

LIBRARY STAFF MEMBERS

1993-94 ACADEMIC YEAR

Deborah M. Jefferies	Law Librarian
Kelly Peterson	Associate Law Librarian

Pernevlyn Coggins	Cataloging Clerk
Anita Hasty-Speed	Circulation Librarian
Hazel C. Lumpkin	Acquisitions Librarian
Roslyn Mitchell	Secretary to Law Librarian
Charlcie Pettway	Circulation Clerk
Josiah Shelton	Documents and Circulation Clerk (EV)
Eurydice W. Smith	Cataloging Librarian
Rawland M. Turner	Library Assistant (Serials)
Hilda N. Young	Library Assistant (Acquisitions)

