

## Campbell University's Main Campus Information

Registrar's Office	Business Office	Financial Aid
P.O. Box 367	P.O. Box 97	P.O. Box 36
Buies Creek, NC	Buies Creek, NC	Buies Creek, NC
27506	27506	27506

Telephone: (800) 334-4111 - Main Campus toll free number  
(910) 893-1278 – Extended Campus Education  
(910) 893-1274 – Extended Campus Fax

Websites:

Main Campus: [www.campbell.edu](http://www.campbell.edu)

Extended Campuses:

[www.campbellcamplejeune.com](http://www.campbellcamplejeune.com)

[www.campbellfortbragg.com](http://www.campbellfortbragg.com)

[www.campbellrtp.com](http://www.campbellrtp.com)

[www.campbellde.com](http://www.campbellde.com)

Camp Lejeune Campus  
Fort Bragg / Pope Campus  
RTP Campus  
Distance Education

### School Codes

Pell Grant Title IV Code:	002913
CLEP School Code:	5100
DANTES School Code:	8174

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# Table of Contents

<b>Campbell University Mission Statement</b>	4
<b>Extended Campus Mission and Goals</b>	5
<b>General Information for Students</b>	6
<i>Accreditation</i>	6
<i>University Undergraduate Studies Bulletin</i>	6
<i>Servicemembers Opportunity College (SOC)</i>	7
<i>Tuition</i>	7
<i>Class Schedules</i>	8
<i>Registration Procedures for Extended Campus Students</i>	8
<i>Policies for Main Campus students</i>	9
<i>Attendance Policy</i>	10
<i>Children</i>	10
<b>Admission Policy for Extended Campuses</b>	10
<i>Matriculation Requirements</i>	11
<i>Transfer Credit Policy</i>	11
<i>Obtaining Official Military Transcripts</i>	12
<i>Types of Credit</i>	12
<i>Evaluation of Transfer Credits</i>	13
<i>Accepting Courses in Transfer</i>	13
<i>Credit by Examination</i>	14
<i>Maximum Hours From Two-Year/Non-Traditional Work</i>	14
<b>Distance Education Program</b>	14
<i>Campbell University Policies on Distance Education</i>	15
<i>Eligibility and Restrictions</i>	17
<i>Distance Delivery Methods</i>	17
<i>Minimum Technical Requirements</i>	18
<i>Standards of Conduct and Expectations for Online Courses</i>	19
<b>Academic Information</b>	19
<i>Course Load</i>	19
<i>Add/Drop</i>	20
<i>Course Withdrawal</i>	20
<i>Grades</i>	21
<i>Minimum Academic Standards for Satisfactory Progress</i>	21
<i>Directed Independent Study Request (DIS)</i>	21
<i>Repeat Courses</i>	22
<i>Enrollment at Other Schools</i>	22
<i>Academic Residency Requirements</i>	22
<i>Degree Programs</i>	23
<i>Second Bachelor Degree</i>	23
<i>Dean's List</i>	23
<i>President's List</i>	24
<i>Degree Audit</i>	24
<i>MAPP and MFAT Testing</i>	24
<b>Graduation Requirements</b>	25
<i>Degree Completion</i>	25

<i>GPA Requirement</i>	25
<i>Graduation Deadlines</i>	25
<i>Appointments with Graduation Counselor</i>	25
<i>Graduating With Honors</i>	26
<b>Student Services</b>	26
<i>Library Resources</i>	26
<i>Helpdesk Contact Information</i>	27
<i>Campbell Email</i>	27
<i>Forwarding mail to another email account</i>	27
<i>Name/Address Change</i>	28
<i>WebAccess</i>	28
<i>Transcript Requests</i>	28
<i>Main Campus Bookstore Shopping</i>	29
<i>Textbooks</i>	29
<i>Americans with Disabilities Accommodations</i>	29
<i>Career Development and Placement Services</i>	29
<b>Financial Aid</b>	30
<i>Tuition Assistance (TA)</i>	30
<i>Top-Up</i>	30
<i>North Carolina Legislative Tuition Grant (NCLTG)</i>	31
<i>Applying for Federal Financial Aid</i>	31
<i>Receiving Federal Financial Aid Awards</i>	32
<b>Veterans Affairs (VA)</b>	32
<i>VA Policies and Regulations</i>	33
<i>Required Documents</i>	34
<b>Important Policies</b>	35
<i>Sexual Harassment</i>	35
<i>Equal Opportunity</i>	35
<b>Student Conduct</b>	35
<i>Student Code of Honor</i>	35
<i>Complaints, Grievances, and Grade Appeals</i>	38
<b>Statement of Student Rights and Responsibilities</b>	39
<b>Site Information</b>	42

## Campbell University Mission Statement

The mission of Campbell University is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service. The University is informed and inspired by its Baptist heritage and three basic theological and biblical presuppositions: learning is appointed and conserved by God as essential to the fulfillment of human destiny; in Christ all things consist and find ultimate unity; and the Kingdom of God in this world is rooted and grounded in Christian community. The University embraces the conviction that there is no conflict between the life of faith and the life of inquiry.

### **To fulfill its mission, the University:**

- I. presents a worldview informed by Christian principles and perspectives;
- II. affirms that truth is revelatory and transcendent as well as empirical and rational, and that all truth finds its unity in Jesus Christ;
- III. influences development of moral courage, social sensitivity, and ethical responsibility;
- IV. gathers a diverse community of learners;
- V. delivers academic instruction in the liberal arts and sciences and professional preparation at both undergraduate and graduate levels;
- VI. transfers to students the vast body of knowledge and values accumulated over the ages;
- VII. encourages students to think critically and creatively;
- VIII. fosters the development of intellectual vitality, physical wellness, and aesthetic sensibility;
- IX. forges a community of learning that is committed to the pursuit, discovery, and dissemination of knowledge;
- X. provides students with servant leadership opportunities;
- XI. cooperates with other educational institutions to expand learning opportunities for students;
- XII. offers service and other opportunities to the greater community through athletics, continuing education, cultural enrichment programming, and Extended Campus Education.

## **Extended Campus Education Mission Statement**

The mission of Extended Campus Education is: 1) Extend the mission of Campbell University to adult learners through distance education and through extension campuses at selected locations in North Carolina 2) Support the Voluntary Education Programs offered to service members at Camp Lejeune, Marine Corps Air Station New River, Ft. Bragg, Pope AFB, and the Research Triangle Park.

### **Extended Campus Goals**

- To provide extended campus education programs and services that are comparable in quality with those provided on main campus.
- To provide qualified and dedicated faculty and student service professionals who are committed to serving active duty service members, adult students, and veterans.
- To provide effective administration and demonstrate effective and reliable management for approved extended campus programs.
- To establish and practice policies and procedures that take into account the conditions and circumstances of adult learners and contribute to their success through appropriate student admissions, registration, assessment of prior learning, academic advisement, financial aid, and other services.
- To provide sufficient quantities of relevant instructional resources to faculty for teaching support and the facilities and equipment to support the programs and services offered at each extended campus as well as other relevant resources to accomplish the program's mission.
- To provide continuous and systematic program evaluation to stimulate improvement, enhance growth and quality, and increase the likelihood of the achievement of the program mission.

## **General Information for Students**

### ***Accreditation***

Campbell University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Bachelor's, Master's, Education Specialist Doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane; Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation.

Faculty at the Extended Campuses must meet the same requirements as faculty at the main campus and consequently all coursework completed at Extended Campuses carries the same weight as corresponding course work at the main campus. Coursework is transferable around the country. However, institutional transfer policies vary. Therefore, students should always contact other universities to determine how that college applies courses to specific degree programs.

### ***University Undergraduate Studies Bulletin***

The University bulletin constitutes the official statements of University undergraduate academic policies and degree programs. The 2009-2011 bulletin is available online at Campbell's website: <http://www.campbell.edu/content/75/catalog-09-11-final.pdf> CD copies are available upon request. A number of specific details such as cost, degree offerings, and class schedules are different in the Extended Campus programs. Therefore, students should read the bulletin carefully. Students are bound by both the main campus catalog policies and the policies of the Extended Campus programs in effect on the date of matriculation. Matriculation is defined as the receipt of all paperwork needed for admittance, an official evaluation of transfer credits has been completed, and the student has declared a major. Examples of paperwork required for matriculation includes, but is not limited to, the Application for Admission, a high school transcript with the date of graduation or a transcript for the GED, transcripts from all previous colleges attended, and a transcript of military experience, if applicable.

### ***Servicemembers Opportunity College (SOC)***

Campbell University is a charter member of the Servicemembers Opportunity Colleges, a consortium of institutions who have pledged to ease the path to obtaining a college degree for service members and their families by:

- Limiting the amount of coursework students must take at a single college to no more than 25% of degree requirements
- Designing transfer practices to minimize loss of credit and avoid duplication of coursework
- Awarding credit for military training experiences; most also award credit for occupation specialty experiences
- Awarding credit for nationally recognized tests such as CLEP, ECE, and DSST
- Guarantee transfer of courses (with SOC DNS Course Category Codes) from one another within designated curriculum areas such as business, management, computer studies, health-care management, psychology, and other subject areas.
- Award credit for military service schools and occupation experiences
- Act as “home colleges” and issue Student Agreements (SOCAD and SOCMAR) that serve as pre-negotiated degree plans for enrolled students. When a student transfers to a new duty station, the Student Agreement acts as a contract-for-degree so that courses, tests, and military experiences that are part of the degree plan are transferred back to the home college. When all degree requirements set out in the Student Agreement have been satisfied, the home college awards the associate or bachelor’s degree.

### ***Tuition***

Students should check current schedules for tuition rates. Rates are subject to change and usually increase annually at the beginning of the academic year. For undergraduate courses, a deposit of tuition may be required at the time of registration. Students may pay by check, or credit card. Cash payments are not authorized at the Extended Campuses.

## ***Class Schedules***

Class schedules include day, time, and location of classes as well as a calendar with the key dates for the Fall, Spring, and Summer terms. These schedules are normally available three weeks before registration begins. “Revised” schedules for Fall II and Spring II are also published. Additionally, annual schedules are published once a year to project future classes. The annual schedules should be used as a planning tool only, as they are subject to change without prior notice.

## ***Registration Procedures for Extended Campus Students***

Extended Campus websites contain course schedules and registration dates. Students are required to meet individual course prerequisites prior to enrollment for a particular course. The course description in the bulletin contains all prerequisites for a course. Campbell University reserves the right to limit the number of enrollments per class and to cancel classes with insufficient enrollment.

Continuing students may register online through WebAccess. New students and those who are not eligible to register online will be able to register at their campus.

- Students are required to meet individual course prerequisites prior to enrollment for a particular course.
- The course description in the catalog contains all prerequisites for a course.
- Campbell University reserves the right to limit the number of enrollments per class and to cancel classes with insufficient enrollment.
- Continuing students may be eligible to register online through WebAccess.
- New students and those who are not eligible to register online will be able to register at their extended campus site.
- To drop a course you must contact your home campus office. Students are limited to a maximum of one DE course (3 or 4 hours) during a single term. Any exceptions will have to have the approval of the Campus Director and Associate Dean of Extended Campus Education. Main Campus students will have to have the approval of their academic adviser and the Associate Dean of Extended Campuses.

- A minimum grade point average of 2.000 is required to register for one distance education course. A grade point average of 2.300 or better is required to register for two distance education courses in the same term.

***Policies for Main Campus students enrolling in courses offered by Extended Campus Education:***

Main campus students may, depending on availability and certain criteria, enroll in courses at Campbell's extended campuses and/or online courses offered by the Distance Education program. The following conditions apply:

1. The requested course will not be available on the main campus during the semester in which the extended campus/distance education course is requested.  
Furthermore, the student must demonstrate that the requested course is necessary for a timely graduation.
2. Approval must be obtained from the student's faculty adviser, chairperson of the department where the course resides, and the Registrar. An Off Campus Approval form is available in the Registrar's Office for this purpose, and upon completion of all approvals student should deliver a copy of the approvals to the Distance Education office or the respective campus. NOTE: Main campus students may not use WebAccess to register for Distance Education classes.
3. A main campus student may enroll for no more than two courses per term at the extended campus sites, distance education, or combination thereof.
4. A minimum grade point average of 2.000 is required to register for one distance education course. A grade point average of 2.300 or better is required to register for two distance education courses in the same term.
5. If a student enrolls for six (6) or more semester hours on main campus and additional semester hours through extended campus sites or distance education during a semester such that he is registered for at least 12 hours, the student is considered a full time, main campus student and must pay the full time main campus student tuition and applicable fees.

6. The maximum number of combined hours from all campuses during any semester may not exceed 18.5 hours.
7. International students must obtain permission from the office of International Admissions prior to enrolling for any courses at the extended campus sites or Distance Education.

### ***Attendance Policy***

Campbell University's attendance policy states that students should attend 85% of scheduled classes. Individual instructors' policies may be more restrictive. Students should check their course syllabi for their instructors' policy.

Campbell is aware of unique situations present at an Extended Campus which can lead to absences due to military operations or other unexpected circumstances. Students are responsible for keeping their instructors informed when these absences occur. The decision of whether the student will be able to make-up work for missed classes rests with the instructor.

### ***Children***

Children are not permitted in or left unattended around classrooms while classes are in session. Faculty will enforce this rule. Students will be asked to leave class if they are unable or unwilling to comply with this rule.

### **Admission Policy for Extended Campuses**

Campbell University's admissions policies are applicable to all potential students regardless of which campus they attend. These policies allow adult students provisional admission while awaiting receipt of all required documents. All first time college students (those students with no prior college experience) must undergo initial entry assessment and counseling.

Those first time students with acceptable ACT or SAT scores may receive assistance in degree planning and initial course selection.

Those students who have a high school diploma or GED, but who did not take the SAT or ACT or whose scores are below minimal acceptable standards for entry will be required to take an assessment

test to measure their math and English skills prior to being fully admitted.

Since Campbell University does not offer remedial courses, students needing to improve their math, English, or English as a second language skills may be referred to a local community college.

To begin the admission process to the Extended Campus programs, students must first meet with a counselor. Counselors provide suggestions for study and remedial work, if needed, based on a student's prior education. While not required prior to registration, students will need official transcripts sent from their high school, all previous colleges, and their military transcript to the applicable extended campus before completion of their third term. Transcript request forms are available in the Campbell office or online through each Extended Campus website. Students complete a formal application for admission prior to or at the time of their first registration.

### ***Matriculation Requirements***

- Complete an Application for Admission
- All official transcripts are received by the student's campus.
- An official evaluation of transfer credits has been completed by the Campbell Extended Campus site.
- Student declares a major.

### ***Transfer Credit Policy***

Campbell University accepts many forms of Professional Military Education (non-academic experience and training) that have been evaluated by the American Council on Education (ACE) as academic credit. Credit can only be transferred if it is applicable to the student's chosen degree program requirements.

- College-level credit can be applied to corresponding areas of the student's degree program requirements
- College credit recommendations can be accepted for study completed in service schools and in Military Occupations found in the Guide to the Evaluation of Educational Experiences in the Armed Services published by the American Council of Education

Military credit will only be evaluated after the academic documents have been reviewed. ACE recommendations for vocational or technical credit are not accepted as transfer credit.

### ***Obtaining Official Military Transcripts***

- **Army:**  
The Army/American Council on Education Registry Transcript System (AARTS) transcripts are available to all soldiers and veterans with a Basic Active Service Date (BASD) of 1 October 1981 or later. Transcripts can be requested online at [aarts.army.mil](http://aarts.army.mil)
- **Navy and Marines:**  
Sailor /Marine/ACE Registry Transcript (SMART) transcripts can be obtained at <https://smart.navy.mil>
- **Coast Guard:**  
Request an Official USCG Transcript Form, CGI-1564 at [www.uscg.mil/hq/cgi/downloads/forms/cg\\_form\\_1564.pdf](http://www.uscg.mil/hq/cgi/downloads/forms/cg_form_1564.pdf)
- **Air Force:**  
Community College of the Air Force (CCAF) transcripts can be obtained at [www.au.af.mil/au/ccaf/transcripts.asp](http://www.au.af.mil/au/ccaf/transcripts.asp)

### ***Types of Credit***

Within a curriculum or degree plan, course credit is defined by type, based on the academic rigor and content of each course.

Credit is divided into three types:

- **Vocational:**  
This type of coursework is normally found in yearlong certificate programs that are designed to provide students with occupational skills. Course content is specialized, and the accompanying training emphasizes procedural (hands-on) rather than analytical skills (theory)
- **Lower division:**  
Coursework at the lower division is typically found in programs leading to an associate degree or in the first two years of a baccalaureate program and is commonly numbered 100- or 200-level courses
- **Upper division:**

Coursework at the upper division is usually found in the last two years of a baccalaureate program and is commonly numbered 300- or 400-level courses

### ***Evaluation of Transfer Credits***

All official college transcripts, high school transcripts, official CLEP scores, and DD-214/SMART/AARTS/CCAF transcripts must be received in the local Campbell Extended Campus office before an evaluation of transfer credits can be completed. Once all documentation has been received, students should request an official evaluation. Priority for completion will be based on proximity to graduation, pending financial aid, and date of submission. Unofficial evaluations are provided, as necessary, to advise students of their overall status and to assist in course selection.

In those instances where course titles on transcripts are inadequate to determine the nature of the course, students are responsible for documenting content. Institutional catalogs, course syllabi, or other written evidence may be used.

When the official evaluation is complete, the student will be provided a copy along with a personalized updated checklist for their declared major showing all courses remaining to be completed for graduation.

Campbell University will accept credit hours only from all transfer work. We will accept course content only for grades of "D". Consequently, students will not earn credit hours towards graduation for courses with a "D" grade completed at another college or university. These credits must be made up with additional elective credit hours. A student's Grade Point Average (GPA) will be determined from Campbell University coursework.

### ***Accepting Courses in Transfer***

Courses from regionally accredited institutions are normally accepted at face value provided there is a Campbell University equivalent in the course catalog. This includes those courses with a grade of "D" (course content only).

Only academic or college transferable courses will be accepted in transfer towards the Associate of Art, Bachelor of Art, Bachelor of Science, and the Bachelor of Business Administration degrees.

Preparatory courses, technical/vocational courses, continuing education courses (see Campbell University catalog) and certificate courses will be accepted in transfer only for the Bachelor of Applied Science and the Bachelor of Health Science degrees.

### ***Credit by Examination***

Students may earn credit by satisfactorily completing the General Examinations or the Subject Examinations of the College Level Examination Program (CLEP), the Subject Examinations of the Defense Activity for Non-Traditional Education Subjects (DANTES), the examinations of the United States Armed Forces Institute (USAFI), the Advanced Placement examinations of the College Entrance Examination Board, International Baccalaureate, or any other standardized test approved and accepted by the American Council on Education and documented in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services, often referred to as the ACE Guide.

Information regarding non-traditional credit programs (CLEP, DANTES, etc.) can be found on each campus website.

### ***Maximum Hours From Two-Year/Non-Traditional Work***

No more than 64 semester hours from two-year colleges and non-traditional sources will be accepted in transfer. This includes any combination of lower-division military credit, lower-division CLEP, and/or courses taken at a two-year institution. Upper-division credits for military courses will be noted on the evaluation of transfer credits as a 3/400 level course.

### **Distance Education Program**

The Distance Education Department is located on the Buies Creek Main Campus on the second floor of Kivett Hall in rooms 209-211.

Office Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.

P.O. Box 264

Buies Creek, N.C. 27506

Tel: (910) 814-4738

Fax: (910) 814-4736

Email: [disted@campbell.edu](mailto:disted@campbell.edu)

Distance education courses contain the same basic content, require the same academic rigor, and offer the same credits as traditional courses. The major difference between face-to-face courses and internet courses is the instructional delivery method. Courses are offered using three methods: online, blended, and web-supported classes. Blackboard is the online course management system that delivers class content. Students can learn more about Campbell's Blackboard at [www.campbellde.com](http://www.campbellde.com). Schedules, textbook lists, and course syllabi are posted on the Distance Education web page each term.

### ***Campbell University Policies on Distance Education***

- In accord with the definition of the Commission on Colleges, the University defines distance education as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may employ correspondence study, or audio, video, or computer technologies. Any course in which more than 49% of the course is offered with the instructor and the student not in the same place shall be clearly identified as a distance education offering.
- The University's offerings in distance education are primarily for the associate and bachelor degrees, and for students whose home location is at extended campus sites in Fayetteville, Raleigh, and Jacksonville, North Carolina.
- Cumulative: Students may take through distance education no more than 49% of the semester credit hours for the degree. This means that for the associate degree requiring 64 semester hours, no more than 31 semester hours can be done with distance education courses. For the bachelor's degree requiring 128 semester hours, no more than 62 semester hours can be done with distance education. These plateaus of 31 and 62 are

the maximum allowable hours of distance education, taking into account core curriculum and majors hours combined.

- Majors: As to courses which are specific to a particular major, no more than 49% of the major courses are to be available through distance education. The allowable hours may vary because the number of required hours varies among majors. But the workable guideline is that the total number of semester hours for a major available/offered through distance education shall not exceed 49%.
- Core Curriculum: The general education core courses are another issue since 1) they are not a major unto themselves, and 2) the percentage of the degree which is core curriculum varies between associate and bachelors degrees. Therefore, a full range of general education core courses may be made available through distance education, as long as the maximum allowance of 49% for each student degree is not violated.
- Transfers: Regardless of the number of hours accepted in transfer, no student shall be allowed to complete through distance education more than 49% of their semester hours taken with Campbell.
- Students enrolled in graduate or other programs with the University may not complete more than 24% of the total semester hours required of their program through distance education.
- All of the University's distance education offerings, for both main and extended campuses, are to be channeled through the University's Office of Distance Education. The role of the Distance Education Office is to provide training and administrative oversight to the range of matters required for distance education.
- To be offered, all distance education courses must have approval of the appropriate dean.

### ***Eligibility and Restrictions***

- Students must have a Campbell GPA of 2.0 and completed six semester hours of traditional courses to take online courses.
- Students must have a functional Campbell University e-mail account and use **WebAccess**. ***The Blackboard user name and password is the same as your WebAccess user name and password.***
- Students who have registered will be automatically loaded into Blackboard each day.
- Students are limited to a maximum of one DE course (3 or 4 hours) during a single term. Any exceptions will have to have the approval of the Campus Director and the Associate Dean (Main Campus will have to have the approval of the student's academic adviser and the Associate Dean of Extended Campus.)

### ***Distance Delivery Methods***

There are two types of instructional delivery methods used in Campbell University's Distance Education classes: online and blended. Both delivery methods use the Blackboard™ learning platform. Each delivery method is described below.

#### ***(1) Online Courses***

Online courses are not self-paced courses; they follow a structured assignment calendar. They are offered totally online with no face-to-face meetings.

#### ***(2) Blended Courses***

Blended courses are not self-paced courses; they follow a structured assignment calendar. Blended courses combine traditional class meetings facilitated by the Blackboard course site, the internet, email, and other online resources to provide opportunities for student-faculty and student-to-student interaction in-person as well as online. The majority of the class content is delivered in the classroom. Blended classes usually meet one time per week. The required face-to-face orientation is conducted the first day of class during the on-site meeting. Course instructors will determine when students receive access to their course sites in Blackboard. Content is delivered through:

- Traditional class meetings and interaction with instructor and classmates
- Textbook(s)
- Email and Internet Resources
- You must have the same computer access, capabilities, and skills as outlined for online courses.

***Minimum Technical Requirements for these courses:***

Access to an IBM compatible or Macintosh system (see table below for details)

- Internet access either via modem and phone line or a direct network connection (highly recommended)
- Internet service provider for home access and/or access from work (must have prior to start of the course)
- Access to the online environment for a minimum of 10hrs/week

- ***PC Hardware Requirements:***

- All Pentium PCs
- Windows 98 Operating System or higher(XP preferred)
- 16 MB RAM (or more)
- 28.8 or better
- Sound card, speakers, and Plug Ins for Java and Flash Media

- ***Macintosh Hardware Requirements:***

- Macintosh 68040, including all Power PC machines
- Mac OS 9 or higher
- 16 MB RAM (or more)
- 28.8 or better
- Sound card, speakers, and Plug Ins for Java And Flash Media

- ***Software Requirements:***

- Microsoft Word, WordPerfect, or another word processing program capable of saving files in RTF (Rich Text Format) is needed.
- Web Browser -- Netscape 4.0 or Internet Explorer 5.0 or higher version (7.0 is recommended and these are free downloadable

programs) - If you plan on using a browser supplied by your service provider make sure it's the most recent version. AOL has not been tested for Blackboard. Google Chrome is not compatible with Campbell University's Blackboard system. Real Player or Microsoft Media Player recommended.

- Email Software or a Web browser capable of supporting email activity, including sending/receiving attached files. AOL has not been tested for Blackboard.

### ***Standards of Conduct and Expectations for Online Courses***

Online courses require a high level of self-discipline. Online courses are not self-paced courses. They follow a structured assignment calendar. Students need to be self-motivated, organized and familiar with the Blackboard course management system. Students requiring assistance in Blackboard have access to a variety of information from the Distance Education website and course orientations. Additional help is available through the Presidium Learning Platform, Computing Services Helpdesk, the instructor, and the Distance Education Department. Students are expected to conduct themselves in a prudent, respectful, and deliberative manner through emails and discussion boards. Failure to adhere to appropriate standards of conduct will result in removal from the course, and possible disciplinary action.

## **Academic Information**

### ***Course Load***

The normal course load is two courses, during an eight-week accelerated term. Three courses per term or nine semester hours in any one term is the maximum number of hours for which students can register without approval from the campus director. Students interested in enrolling in more than nine semester hours for any term must complete the "Request for Course Overload" form available at a Campbell Extended Campus office.

## ***Add/Drop***

Dates and times for Add/Drop periods appear in the academic calendar located in the course schedule. Add/Drop period is the first week of class. Students who “drop” a class during this time period will not be charged for the course.

Students who stop attending classes without officially dropping the course will receive an “F” and be held financially and academically responsible for the class. Failure to apply for military tuition assistance or other financial aid does not constitute a “Drop.”

Students enrolled in an internet class must log in to their class on Blackboard on the first scheduled day of the term. Students who have not logged into their class by the end of first week will be administratively dropped from the class.

Disenrollment may change eligibility for previously awarded financial aid. Students receiving VA Educational Benefits must see the Veterans Affairs Official (VAO) when they Add/Drop a course, receive an “F” grade, or stop attending class for any reason. Failure to do so could result in an overpayment situation and eventual recoupment by the VA. (Students receiving VA benefits should read the section on Veteran’s Affairs).

## ***Course Withdrawal***

Students who withdraw before the mid point of an academic term may receive a withdrawal passing (WP) grade. They are still financially obligated for their cost of the course. Students who withdraw after the mid point of the term may receive a withdrawal failing (WF) grade. In all cases the assignment of a withdrawal grade (WP or WF) will be at the sole discretion of the instructor. In order to withdraw from class, a student must complete the required withdrawal form, have their instructor sign it, and ensure it is returned to the campus office. Course withdrawals must be done in writing. The form is available at all Campbell Extended Campus offices.

If the course is an internet course, the student must contact the Director of Distance Education in writing by email. The Director then sends the instructor an electronic course withdrawal form for completion. The instructor then sends the completed form back to the Distance Education Director for final processing.

Students are financially responsible for classes from which they withdraw. Students using military tuition assistance should check with

their base education office or their Campbell extended campus site for withdrawal procedures regarding TA.

### **Grades**

Campbell University uses the 4.0 grading scale with the following grades utilized:

A = Excellent	F = Failing
B = Above Average	I = Incomplete
C = Average	WP = Withdraw Passing
D = Unsatisfactory	WF = Withdraw Failing

All grades are awarded by the instructors. Instructors may give students up to 30 days from the start of the next term to resolve an “I” grade. Unless the grade is resolved, the system automatically records an “F” grade for the course(s) in question.

Students may appeal a grade for a period of one year from the term in which the grade was assigned.

### **Minimum Academic Standards for Satisfactory Progress**

To be eligible for continued enrollment, students must maintain a cumulative grade point average of 2.0.

If after two consecutive semesters a student who fails to maintain the minimum GPA requirements according to the academic progress scale above may be suspended for failure to maintain satisfactory academic progress. Students receiving VA benefits must maintain satisfactory academic progress in order to qualify for continued VA education benefits.

### **Directed Independent Study Request (DIS)**

An Independent Study is any type of study which is conducted under the supervision of an instructor which is not available as a regularly scheduled course or which is a regularly scheduled course but is not currently available to the student due to a scheduling conflict. All requests for DIS must originate with the campus academic advisor

and be approved by the campus director who will designate instructor support. The student and faculty member will work out the format of each course and will adhere to the standards set by the campus director.

### ***Repeat Courses***

When repeating courses, the last attempt only will affect the final grade point average. Previous hours attempted, hours passed, and quality points will not be considered, although they will remain on the permanent record.

### ***Enrollment at Other Schools***

For students who have not received a valid SOC Agreement, the Campus Director or Academic Advisor must provide written approval for requests to enroll in courses at other colleges for subsequent transfer back to Campbell University. In the case of students using VA educational Benefits, they must have written approval from their VA Certifying Official regardless of possession of a valid SOC Agreement. Students should contact their academic advisor before registering for classes at another school.

Students must have a “C” average in their Campbell studies to receive approval to transfer courses to Campbell University.

### ***Academic Residency Requirements***

Students must establish academic residency in order to obtain a degree from Campbell University. Academic residency is defined as the minimum number of hours that must be taken with Campbell University regardless of the total hours transferred. For Associate degrees, residency is established by completing 25% or 16 semester hours with Campbell University and maintaining a “C” average. Bachelor degree programs require 25% of the total hours required for the degree. Most undergraduate degrees require 128 semester hours. Residency would require 32 semester hours of which 12 must be upper level (3/400-level) course work within the major. Students must meet these basic residency requirements regardless of the number of hours they transfer from other programs. Students should consult with their campus academic advisor to determine the residency requirement for their chosen degree.

**Degree Programs (with Majors, Minors, and Concentrations)**

Brochures of all degree programs can be found on the campus websites.

DEGREE PROGRAMS AVAILABLE AT EXTENDED CAMPUSES												
Campus	BAS	BHS	BBA	BBA	BS					BS	BS	AA
	Applied Science	Health Science	Accounting	Business	Social Science	History	Government	Criminal Justice	Homeland Security	Psychology	Information Technology	General & Business Admin.
					Concentrations							
Lejeune	X		X	X		X	X	X	X	X	X	
Bragg/Pope	X	X	X	X		X	X	X	X	X	X	X
RTP	X	X	X	X		X		X	X		X	X

**Second Bachelor Degree**

Campbell University may grant a second bachelor degree to an individual who holds a prior bachelor degree from a regionally accredited institution. A candidate for a second bachelor degree must complete a minimum of 32 semester hours in residence at Campbell University beyond those hours earned for a prior degree. Of the 32 SH, at least 12 hours must be completed in the major courses numbered 300 or above. All major, core curriculum/general education requirements must be fulfilled.

**Dean’s List**

The requirements for the Dean’s list are as follows:

1. A minimum class load of 12 semester hours during a full semester.
2. An average of 3.250 or better on work completed during a semester.
3. No grade below “C”.
4. Not more than one “C” grade.
5. No incomplete grades.
6. Satisfactory social standing.

Students will receive a letter from their respective School Dean recognizing their academic success.

### ***President's List***

The requirements for the President's list are as follows:

1. Be eligible for the Dean's list.
2. Complete at least a second semester of residence at Campbell University.
3. Earn a cumulative GPA of 3.500 on a 4-point scale on all work attempted.

Students will receive a letter from the President of Campbell University recognizing their academic success.

### ***Degree Audit***

Students are encouraged to access their degree completion progress through Degree Audit in WebAccess. Your Academic advisor will be able to assist you with any questions you may have regarding your degree completion.

### ***Measure of Academic Proficiency and Progress (MAPP) and the Major Field Achievement Test (MFAT)***

Campbell University participates in two major testing programs: the Measure of Academic Proficiency and Progress (MAPP) and the Major Field Achievement Test (MFAT). Campbell University's catalog requires students to "participate, when requested, in assessment of institutional effectiveness programs." These tests are used as a standard measurement for comparing Campbell University to other colleges and universities and to provide feedback for continuing quality improvements.

The MAPP is usually given in the fall of each year. The MFAT is given in the spring to those students in selected majors who will be graduating soon. The results of both tests are compared with those of other campuses within the University and with the national averages derived from other colleges and universities around the country.

These test results do not become part of the student's record, nor do they affect a student's academic standing at Campbell University.

## **Graduation Requirements**

### ***Degree Completion***

In general, degree completion involves two major components. They are course content and the total number of hours for degree completion. Campbell University requires completion of 64 semester hours for a two-year (Associate) degree and completion of a minimum of 128 semester hours for a four-year (Bachelor) degree. The current catalog and curriculum checklist contains specific course requirements for each degree.

### ***GPA Requirement***

An overall grade point average (GPA) of 2.0 is required as well as a 2.0 GPA in your major is required for graduation.

### ***Graduation Deadlines***

Currently, Campbell University confers degrees four times during the academic year. During May and December, a commencement ceremony takes place at the main campus in Buies Creek. Another graduation and recognition ceremony takes place at the Camp Lejeune/MCAS New River Extended Campus site during late-May or early-June. Students from other Extended Campus sites are eligible to participate in this ceremony with permission from their home campus director. Additionally, degrees are conferred in late August but without a commencement ceremony.

Students failing to complete requirements as scheduled for their desired graduation date are required to complete a new Application for Graduation for the next commencement for which they are eligible.

Deadlines for graduation applications and documentation will be posted on the bulletin boards, Campus websites, and in the academic calendar of each schedule.

### ***Appointments with Graduation Counselor***

Students approaching degree completion must fill out an Application for Graduation. Some Extended Campus sites may also require an appointment with a graduation counselor to review eligibility for a graduation. Check local site procedures for more information. In

addition, all documentation, such as CLEP scores, transcripts for correspondence courses, or any other transcripts for courses taken since the time of enrollment in Campbell should be on file at the Campbell office prior to requesting a graduation audit. Appointments may be made anytime after the previous graduation date. Specific deadlines are posted in Extended Campus offices. Students who are unable to meet the application and supporting documentation deadline may be delayed until the next scheduled graduation.

### ***Graduating With Honors***

In order to be eligible for honors at graduation, a student **must have completed a minimum of 60 semester hours at Campbell.** The award of honors at Campbell University is determined in accordance with following rules:

- ◆ The GPA on all work at Campbell University must equal the stated GPA requirement.
- ◆ Students who achieve a grade point average of:
  - 3.40 will be graduated **cum laude**
  - 3.60 will be graduated **magna cum laude**
  - 3.90 will be graduation **summa cum laude**

**Please note: Honors are not awarded for the Associate of Arts degree.**

## **Student Services**

### ***Library Resources***

Students can remotely access Campbell University's Carrie Rich Memorial Library through their campus website address.

Browser instructions to use this service are available at [www.lib.campbell.edu](http://www.lib.campbell.edu). After you have configured your browser, you may be asked to enter your user ID in order to authenticate your legitimate Campbell status when you attempt to access restricted resources. Students may contact their Campbell site office for their user ID and password. Your user ID is your student ID with the leading 0 and your password in the last 6 of your social security number.

### ***Helpdesk Contact Information***

The Help Desk may be contacted by calling 910-893-1208 (or extension 1208 on campus), sending e-mail to [helpdesk@Campbell.edu](mailto:helpdesk@Campbell.edu) or stopping by Room 001 in Baldwin Hall. The Help Desk web page is available at: <http://www.campbell.edu/studenthelpdesk/>

### ***Helpdesk Staff Availability and Response Time***

The Help Desk is staffed from 8:30 AM to 5:00 PM from Monday through Friday. If a Help Desk Specialist is not immediately available via telephone, the customer may leave a voice mail message or access the Help Desk via email. Voice mail received during normal business hours are generally responded to within 4 hours. At times, there are University-wide issues that may cause heavy call volumes and may prevent staff from getting back to someone within the standard timeframe. During these times, the Help Desk welcome message will be modified to reflect the current condition, alerting customers to potential longer wait times. Responses to email requests will be made within 1 business day, if received during normal business hours.

### ***Campbell Email***

Campbell University email accounts will be the primary means of contact between enrolled students and instructors, school administrative offices, and the WebAccess administrator. Once you have registered for classes, an account will be created for you. Please check your email account regularly or have your emails forwarded to your preferred email account. To access your Campbell email address go to <https://www.google.com/a/email.campbell.edu>  
To forward your Campbell University e-mail to another preferred e-mail address, follow the directions below:

### ***Forwarding mail to another email account automatically***

Gmail lets you automatically forward incoming mail to another address, if you'd like. Here's how to forward messages automatically:

1. Sign in to Gmail.
2. Click [Settings](#) at the top of any Gmail page, and open the **Forwarding and POP/IMAP** tab.
3. Enter the email address to which you'd like your messages forwarded.

4. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.
5. Click **Save Changes**.

You also can set up [filters](#) to forward messages that meet specific criteria. You can create 20 filters that forward to other addresses. You can maximize your filtered forwarding by [combining filters](#) that send to the same address.

### ***Name/Address Change***

Students are responsible for notifying the university of name and address changes. A "Change of Name/Address" form is available either online at [www.campbell.edu](http://www.campbell.edu) or at the Extended Campus Offices.

### ***WebAccess***

WebAccess is a web interface that allows students to review information contained in the Campbell University database. WebAccess consists of screens and information which may be used by students to register online, view schedules, grades, financial accounts, and program progress. Once you have registered for classes, an account will be created for you. To access WebAccess go to <https://wa.campbell.edu>.

### ***Transcript Requests***

Official copies of transcripts are \$5.00 each. Written requests should be made to the Registrar. Checks or money orders should be made payable to Campbell University. Campbell University complies with the Buckley Amendment with respect to the privacy of student records, i.e., the University will not release student records without the signature of the student.

Forms for transcript requests may be obtained by accessing the main Campbell University website, the extended campus offices or by mailing a formal request to the Registrar's office:

Web Address: <http://www.campbell.edu/academic/index.html>

Mailing Address: Registrar's Office  
P.O. Box 367  
Buies Creek, NC 27506

### ***Main Campus Bookstore Shopping***

Students can shop the University Bookstore through <http://campbell.bncollege.com> or linked from their campus website.

### ***Textbooks***

Students may order their textbooks online through the Bookstore link on the [www.campbell.edu](http://www.campbell.edu) website or <http://campbell.bncollege.com>. Textbooks, including the ISBN number and cost, may be found on each Extended Campus' website under the Resources Tab. Students are not required to purchase their textbooks through Barnes and Noble, the University bookstore, but must obtain their required textbook before the first day of class. Information regarding textbook returns and book buy back are also available on the bookstore website.

### ***Americans with Disabilities Accommodations***

Students seeking assistance or accommodations under the Americans with Disabilities Act (ADA) should first discuss their needs with their local Extended Campus Director. A formal request must be made through the main campus office. The local Extended Campus office will assist you in making the request. But final decisions rest with the Director of Disability Services.

Contact information for Disability Services is as follows:

Phone Numbers and Mailing Address:

1-800-334-4111 Ext 4364 or 1-910-814-4364

Director of Disability Services

PO Box 95

Buies Creek, NC 27506

### ***Career Development and Placement Services***

Students nearing the completion of their four-year degree may take advantage of the services provided by the Office of Career Development and Placement. This office provides a range of assistance in areas such as career planning, resume development, and job interview techniques.

For more information, students may contact the main campus at (800) 334-4111 and ask for the Career Development and Placement Office at extension 1416.

## **Financial Aid**

### ***Tuition Assistance (TA)***

Active duty military personnel may use Tuition Assistance (TA) depending on the availability of funds. Students requesting military TA should consult their Base Education office. Students must submit their TA paperwork by the announced deadlines. The deadlines appear in the academic calendar and on the instruction sheet attached to the TA forms. Even if a student has pre-registered for classes (Fall II or Spring II), tuition assistance must still be submitted for each term.

### ***Top-Up***

The VA has a program for active duty personnel to use their VA education benefits in conjunction with tuition assistance. The program "Top-Up" allows the VA to pay you the difference between the total course cost and the cost covered by the military, up to the maximum rate payable to a veteran.

If you are getting 100% Tuition Assistance (TA) for a class, you would not be eligible for Top-Up for that class.

If you have never applied for the GI Bill, you will need to do this to use Top-Up. You can apply online - be sure to print out the signature form, sign it, and mail it to your local Regional Processing Office (we are required by law to obtain your signature). If you are on active duty, you will also need to have your Education Officer sign your application.

If you have a claim to submit for Top-Up, you can send your approved application for tuition assistance with your application. If you have already applied for benefits, you can just submit the approved application for tuition assistance to the VA Regional Processing Office that last handled your claim.

For further questions or to start the process online, go to [www.gibill.va.gov/pamphlets/tatu.htm](http://www.gibill.va.gov/pamphlets/tatu.htm)

### ***North Carolina Legislative Tuition Grant (NCLTG)***

During Fall I and Spring I registrations, applications are available for the North Carolina Legislative Tuition Grant (NCLTG). The NCLTG is only available during the Fall and Spring semesters. The eligibility requirements for this grant include:

- ◆ Being a legal resident of North Carolina, an active duty military member stationed in North Carolina, or a family member of an active duty military member stationed in North Carolina,
- ◆ Being an admitted undergraduate degree seeking student at Campbell University
- ◆ Carrying a minimum course load of 9 semester hours during a semester will qualify a student for 75% of the NCLTG. In order to qualify for the full amount of the grant; this normally means being enrolled for 6 SH each term
- ◆ Committing financially for both Fall I and Fall II terms during Fall I registration or both Spring I and Spring II during Spring I registration.

First time applicants may apply for the NCLTG one time while awaiting receipt of their official transcripts.

To continue to be awarded the NCLTG past the initial semester, official transcripts from all schools, including high school, must be on file at the Campbell Extended Campus office.

Students pursuing a second baccalaureate degree with Campbell University are not eligible for the NCLTG.

### ***Applying for Federal Financial Aid***

Students may obtain the *Free Application for Federal Student Aid (FAFSA)* form at [www.fafsa.gov](http://www.fafsa.gov) . All financial aid is processed through the main campus.

The following documents must be on file in the financial aid office before federal aid can be awarded:

- Signed application/acceptance from the Extended Campus,
- An evaluation of transfer credits from all previous schools (if applicable).
- ISIR (Institutional Student Information Record). The Financial Aid office automatically receives an ISIR if students list Campbell University on the FAFSA forms.

- The Financial Aid Office will inform students of any additional documents that may be needed to complete the financial application process.

### ***Receiving Federal Financial Aid Awards***

The Financial Aid office notifies recipients by an awards letter and/or loan authorization form.

- Students must sign the awards letter and/or complete the loan authorization form. Return these forms to the Financial Aid office.
- Lenders mail loan applications for students to complete. Students must complete all requested information on the application and return to the lender.
- After processing the request, the lender sends a disclosure notice, approving or denying the loan request.
- The Financial Aid office notifies students that the loan checks are ready for endorsement. Students must then arrange to endorse the checks.
- Endorsed loan checks ensure that funds are applied to accounts at the Business Office.

Further information can be obtained by calling 1-800-334-4111, extension 1310.

### **Veterans Affairs (VA)**

Campbell University is pleased to welcome veterans to the educational opportunities available through our institution. The Veterans Affairs Official (VAO), located at each extended campus, assists veterans, family members, and service personnel in applying for their VA Educational Benefits. The Veterans Affairs Official is not a part of the Department of Veterans Affairs and is not employed by VA. Entitlement to VA educational benefits and current allowances are determined by the VA. Campbell provides support in applying for VA benefits, clarifying regulations, and certifying enrollment. Information is available at [www.gibill.va.gov](http://www.gibill.va.gov).

The nearest VA regional office (800-827-1000) provides current information on VA benefits and claims procedures. VA counselors will answer questions about benefits eligibility and application procedures.

In addition to those sources of information, Campbell's VAO is available for counseling and help in processing Applications for Education Benefits.

### ***Student Responsibilities***

New students desiring to use their VA educational benefits are required to see the VA Certifying Official prior to registering for courses. VA students have the following responsibilities:

- To indicate clearly on registration forms they desire to use VA Educational Benefits every time they register for courses.
- At the beginning of each term, to advise the VAO of the courses for which they registered.
- To advise the VAO of any changes in their status, such as dropping courses, adding courses, receiving an "F", or withdrawal after a term has started.

Six semester hours each accelerated term constitutes full-time status for VA purposes. Semester long courses may reduce full-time benefits. See the VA Certifying Official if you have any questions. Periodically, VA work study positions may be available at the Campbell office or with agencies in the local community. More information may be obtained from Campbell's VA Certifying Official at each extended campus.

### ***VA Policies and Regulations***

In addition to all other institutional policies and regulations, students who receive education benefits from the VA must comply with the policies of the Department of Veterans Affairs and the State Approving Agency. These policies include but are not limited to the following requirements.

- Students must be fully matriculated prior to certification to the Department of Veterans Affairs,
- Active duty military personnel who are using Tuition Assistance (TA) cannot use VA educational benefits for the same course. In general, federal law prohibits payment of TA and VA benefits for the same course or courses. Special exemptions may apply. Therefore, all active duty personnel desiring to use VA educational benefits must see the VA Certifying Official each term at their extended campus site.

- Active military personnel using VA benefits may, depending on the entitlement Chapter, only receive a portion of their entitlement not to exceed the tuition charges.
- Only required courses for degree completion or remaining elective courses may be counted in qualifying for VA education benefits.
- Students may repeat courses if they earned an “F” and use VA education benefits. If a grade of “D” or better was earned, then the VA benefits may not be used for the repeat course.
- If students do not make “Satisfactory Progress” as defined in the University’s current catalog, VA education benefits may be terminated after an academic probationary period.
- Students, who elect to change their major, must see the VA Counselor at their home campus.

### ***Required Documents***

The following official documents must be received by Campbell University from the institution (not from the student) before certification to the VA occurs:

- Official high school transcripts or GED,
- Official transcripts from all colleges,
- Official copies of CLEP test results,
- AARTS (Army American Council on Education Registry Transcript System), SMART (Sailor-Marine American Council on Education Registry Transcript), CCAF (Community College of the Air Force) for Active Duty; a copy of their DD-214.
- VA Form 1990 (Application for Education Benefits), VA form 1990E (Application for Transfer of Entitlement) or VA form 1995 (Request for Change of Program or Place of Training). Active duty must have the Education Officer’s signature on the forms. This form may be downloaded from the VA website or picked up from any of Campbell’s Veterans Affairs Officials.
- NOBE (Notice of Basic Eligibility) Unit Commanding Officers must sign the NOBE for the Selected Reserve Educational Assistance Program. This form is available from the unit Commanding Officer.

## **Important Policies**

### ***Sexual Harassment***

Sexual Harassment is a violation of the University's Statement of Purpose, Code of Honor, and Student Code. Sexual harassment represents a form of abuse and/or intimidation and will be dealt with accordingly. Students experiencing any form of sexual harassment should contact the Extended Campus Director.

### ***Equal Opportunity***

Campbell University reaffirms its standing policy of nondiscrimination in employment and in all of its programs and activities, with respect to age, race, gender, religion, cultural and national origin, and handicaps. Federal law expressly recognizes exemptions when claimed by religious institutions.

Campbell University is committed to a policy of equal opportunity for men and women, and as such, does not discriminate on the basis of gender in admissions nor in the administration of educational programs, policies, and activities except in those instances which are exempt under Section 86.12 of the guidelines based on conflict with the religious tenets of the Baptist State Convention of North Carolina. Inquiries may be directed to Dr. Jerry M. Wallace, Post Office Box 578, Buies Creek, North Carolina 27506.

## **Student Conduct**

### **Extended Campus Policies**

#### ***Student Code of Honor***

The Honor Code at Campbell University represents the commitment of both the University and the student body to the pursuit of excellence and personal integrity in all academic matters. Cheating, plagiarism, and lying are some examples of academic dishonesty that are not tolerated. A complete copy of the Code is available in Campbell's office.

#### ***Authority of Associate Dean for Extended Campus Education***

The President of Campbell University delegates the responsibility of student discipline for undergraduate Extended Campus

students to the Associate Dean of Extended Campus Education Programs.

### ***Authority of the Extended Campus Directors***

The Directors of the Ft. Bragg/Pope AFB, Camp Lejeune/New River, RTP, and Distance Education Campuses are appointed as the designated representatives for the Associate Dean of Extended Campus Education Programs with the respect to the supervision of student conduct. The directors may initiate investigations into the allegation(s) of misconduct and prescribe disciplinary actions consistent with the circumstances and nature of the offense

Extended Campus Directors may appoint a Judicial Committee to determine the issue of guilt and make recommendations regarding appropriate sanctions. The Judicial Committee will be composed of three (3) Adjunct Faculty members currently teaching at the campus and two (2) students with senior class standing.

### ***Appeals***

Within 30 days of the decision of the Campus Director, any accused student may appeal in writing to the Associate Dean of Extended Campus Education for a review of either the finding of guilt or for a review of the nature and severity of the sanction imposed or recommended. The review and decision rendered by the Associate Dean for Extended Campus Education should be considered final and binding.

### ***Disciplinary Offenses: Extended Campus Programs***

The following are considered disciplinary offenses at all Extended Campus Programs:

- Interference, coercion or disruption which impedes, impairs, or disrupts University missions, processes, or functions or interferes with the rights of others during University classes and activities.
- Abusive, drunken, violent, or excessively noisy behavior or expressions upon any University offices, classrooms, or activities.
- Indecent or obscene behavior or the distribution of obscene matter upon University property.

- The threat or commission of physical violence against self or other persons present on University property.
- The commission of acts which constitute a violation of local, state, or federal law upon University property.
- Unauthorized entry or use of University facilities or any violation of University rules regarding the use of University property.
- Failure to comply with directions of University officials acting in the performance of their duties.
- The threat or commission of physical violence against any University employee for the purpose of influencing the employee's official actions.
- Falsifying, altering, or forging any official University records or documents; employing official University documents or records for purposes of misrepresentation; or causing any official University documents or records to be falsified by means of any misrepresentation.
- Knowingly passing a worthless check or money order to the University or to a member of the University community acting in an official capacity.
- Possessing a deadly weapon on University property without authorization of the Extended Campus Director.
- Defacing, disfiguring, damaging, or destroying public or private property located on University property.
- Lifting, taking, or acquiring possession of, without permission, any academic material (tests, information, research papers, notes, books, periodicals, etc.) from a member of the University community.
- Giving false testimony or other evidence at any official hearing of the University or giving false information to any faculty or staff members acting in the performance of their duties.
- Bribing any University employee.
- Harassing anyone present on University property.
- Unauthorized access to or misuse of University computers, computing programs, or services.
- Plagiarism

## ***Sanctions: Extended Campus Programs***

### ***Warning***

The Dean of Extended Campus Education or the Campus Director may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action. Warnings may not be appealed.

### ***Suspension***

Forced withdrawal from the University for a specified period of time, including exclusion from classes, termination of student status and all related privileges and activities, and exclusion from the campus is set forth in the Notice of Suspension. If a student, while on suspension, violates any of the terms set forth in the Notice of Suspension, the student shall be subject to further discipline in the form of dismissal.

### ***Dismissal***

Dismissal is exclusion from the campus and termination of student status for an indefinite period. The conditions of reconsideration for readmission will be specified at the time of dismissal. The student may be readmitted to the University only with the specified approval of the Associate Dean for Extended Campus Education and upon the recommendation of the Campus Director of the campus at which the student was enrolled.

## ***Complaints, Grievances, and Grade Appeals***

Students having complaints, grievances, or grade appeals should make every effort to resolve the matter through an initial discussion with their instructor. If this cannot be accomplished, the next step is to submit the complaint, grievance or grade appeal in writing using the Extended Campus Student Grievance form. This form can be picked up at the extended campus office. It is to be filled out by the student and submitted to the instructor. If the issue is resolved at the faculty level, no further action is required. If the student is not satisfied with the decision of the faculty, the student can appeal the grievance to the Extended Campus Director. Within 5 days of the date of the submission of the grievance, the student may request a meeting with the director. The director will indicate his/her decision on the grievance form. If the student is not satisfied with this decision, a final

appeal can be made on the same form to the Associate Dean, Extended Campus Education. His decision is final. The student will be notified of the decision as well as the reasons for the decision on the grievance form.

## **Statement of Student Rights and Responsibilities**

### ***Student Rights***

Students retain those rights common to all U.S. citizens under our federal and state constitutions and through pertinent laws. These rights include, but are not limited to, the following: privacy, equal opportunity, non-discrimination, and freedoms of speech, assembly, and association. Examples of the application of these rights in the University setting include students' rights to organize and join associations to promote their common interests; the right to engage in discussions; the rights to exchange thoughts and opinions; and the rights to speak, write, or publish on any subject in accordance with established law.

- The right to participate in university sponsored services and activities without discrimination or harassment based on a student's race, creed, color, national origin, age, sex, or other classifications that deprive persons of consideration as individuals.
- The right to accurate and clearly stated information, including that relating to the maintenance of acceptable academic standing, graduation requirements, and behavior expectations.
- The right to be evaluated in the classroom solely on the basis of academic achievement and fulfillment of educational requirements with freedom of expression protected and respected.
- The right of protection from the maintenance by the University of records reflecting the students' beliefs or political activity and associations except for counseling records, health records, and records of disciplinary proceedings, and the right of protection from release to persons outside the University community of such records as well as academic and disciplinary records without the express consent of the student or a court order.

- The right to petition for change in either academic or non-academic regulations, procedures, or practice.
- The right to fair and impartial treatment and due process in any action, which can reasonably be expected to affect the student's status with the university, brought or taken by the University or any of its constituent parts or agencies. The due process rights in cases under the Student Conduct Code shall include the right to:
  - A prompt hearing
  - Protection from self-incrimination
  - Protection from arbitrary and capricious charges
  - Protection from arbitrary, malicious, or unjust sanctions
  - A fair and impartial hearing
  - Cross-examine any evidence presented
  - Challenge the membership of a hearing board
  - Be treated and considered innocent until proven guilty by a fair preponderance of the evidence
  - Appeal in all cases
  - An advisor or other counsel
  - Notification and explanation of the charges
  - Present evidence and witnesses
- The right to use University facilities in accordance with guidelines established for the use of those facilities.

***Statement of Student Responsibilities***

Students attending any of Campbell University's Extended Campuses have the following responsibilities:

- To apply themselves to their studies to the best of their abilities.
- To become familiar with the rules and regulations governing the degree in which they are enrolled and to ensure that the subjects selected meet the degree requirements.
- To be aware of the policies and practices of the University and of all faculty members and departments in which they are enrolled. Students are also responsible for information

contained in the materials and information made available to them by the university, the instructors, or the departments.

- To be aware of the rules and regulations concerning the use of University computing, library, and other facilities as set out in published material.
- To meet deadlines for work to be submitted.
- To take the initiative and consult appropriately when problems arise.
- To submit original work for assessment without plagiarizing or cheating.
- To accept responsibility for their own learning.
- To contribute to the development of University programs and policies by participating in consultative and deliberative processes in a responsible and ethical manner.
- To be aware of the University's commitment to equal opportunity and to demonstrate tolerance and respect for all members of the University community.
- To respect the right of faculty members to express views and opinions.
- To respect the working environment of others in all areas of the University.

## SITE INFORMATION