William Peace University Student Handbook
2025-2026

This Student Handbook is a statement of policies and does not constitute a contract, expressed or implied, between students and the University. Nothing contained in the handbook should be construed as creating a promise or a binding contract with the University for any purpose.

The university reserves the right to make any necessary changes in the calendar, regulations, policies, or any other section of this handbook. Students are expected to abide, and adhere, to the updated version of the handbook, which is available at www.peace.edu.

Nondiscrimination Policy

William Peace University does not discriminate in its recruitment and admission of students, regardless of gender, race, creed, color, religion, age, national and ethnic origin, sexual orientation, disability, or veteran status.

University Mission Statement

William Peace University's mission is to prepare students for careers in the organizations of tomorrow. Rooted in the liberal arts tradition, the student develops an appreciation for life-long learning, a focus on meaningful careers, and skills for ethical citizenship.

University Values

FOCUS ON STUDENTS
We value our students and are committed to their growth and development as learners and people, leading to successful completion of a degree at William Peace University as well as accomplishment in life.

INCLUSION & RESPECT
We are enriched by people of different backgrounds working and learning together, invigorated by open communication in an atmosphere built on respect. We welcome, expect, and encourage the continued pursuit of knowledge, skills, and abilities necessary to build a more inclusive community.

COMMITMENT TO COMMUNITY
We commit ourselves to create a thriving campus culture that has a positive impact on our community and our world.

CREATIVITY & INNOVATION
We embrace creativity and innovation as drivers of our planning and performance. Both creativity and innovation fashion something new that transcends the ordinary or the typical and transforms those with whom it interacts.

EXCELLENCE WITH INTEGRITY
We commit ourselves and our resources to delivering the highest quality in everything we say and do, and we do so openly, honestly, and honorably. We treat students, faculty, staff and all constituents in our community in ways that reflect that commitment to both excellence and integrity.

William Peace University Honor Code

"On my honor as a William Peace University student, I will not lie, cheat or steal; nor will I condone the actions of those who do."

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Academic Calendar

William Peace University Academic Calendar 2025-2026

August 2025	
19	Academic Convocation
20	Start of Fall Semester
20	TUG Semester Long and TUG Session I Courses Begin
20	SPS Semester Long and Session I Courses Begin
26	Last Day to Add/Drop SPS Semester Long and Session I Courses by 4 pm
26	Last Day to Add/Drop TUG Semester Long and TUG Session I Courses by 4 pm
September 2025	
1	Labor Day Holiday (No Classes)
3	Fall Semester Census
15	December Graduation Application Deadline
15	TUG Session I and SPS Session I Midterm Progress Reports Due
19	Last Day to Withdraw and Receive a "W" from TUG Session I Courses by 4 pm
20	Last Day to Withdraw and Receive a "W" from SPS Session I Courses by 4 pm
26	Pacer Wellness Day (no classes)
October 2025	
1	Deadline for Changes to Incomplete Grades from Summer Semester
10	Last Day of TUG Session I Courses
11	Last Day of SPS Session I Courses
13	Indigenous Peoples' Day (No Classes)
14	Fall Break TUG & SPS
15	TUG Session II and SPS Session II Courses Begin
15	TUG Advising for Spring & Summer Semesters Begins
15	TUG Semester Long Midterm Progress Reports Due
15	Final Grades for TUG Session I and SPS Session I Due by Noon
16	SPS Semester Long Courses Midterm Progress Reports Due
21	Last Day to Add/Drop TUG Session II Courses by 4 pm
21	Last Day to Add/Drop SPS Session II Courses by 4 pm
21	Last Day to Withdraw and Receive a "W" in TUG Semester Long Courses by 4 pm
22	Last day to Withdraw and Receive a "W" from SPS Semester Long Courses by 4 pm
November 2025	
5	Registration for TUG Spring/Summer Semesters Opens
5	Registration for SPS Spring/Summer Semesters Opens
6	TUG Session II and SPS Session II Midterm Progress Reports Due
10	Pacer Wellness Day (No Classes)
11	Veterans Day (No Classes)
12	Last Day to Withdraw and Receive a "W" from TUG Session II Courses by 4 pm
14	Last Day to Withdraw and Receive a "W" from SPS Session II Courses by 4 pm
17	May Graduation Application Deadline
24-28	Thanksgiving Holiday (No Classes)
December 2025	
4	Last Day of TUG Fall Semester Courses
5	Reading Day
8-11	TUG Final Exams

December cont'd

13	Last Day of SPS Session II & Semester Long Courses
13	End of Fall Semester
15	Final Grades for TUG Semester Long and TUG Session II Courses Due by Noon
15	Final Grades for SPS Semester Long and Session II Courses Due by Noon

January 2026

14	Start of Spring Semester
14	TUG Semester Long and TUG Session I classes begin
14	SPS Semester Long and Session I classes begin
19	MLK Day Holiday (No Classes)
20	Last Day to Add/Drop SPS Semester Long and Session I Courses by 4 pm
20	Last Day to Add/Drop TUG Semester Long and TUG Session I Courses by 4 pm
28	Spring Census Date

February 2026

9	TUG Session I and SPS Session I Midterm Progress Reports Due
13	Pacer Wellness Day (No Classes)
13	Last Day to Withdraw and Receive a "W" from TUG Session I Courses by 4 pm
14	Last Day to Withdraw and Receive a "W" from SPS Session I Courses by 4 pm
25	Deadline for Changes to Incomplete Grades from Fall Semester

March 2026

6	Last Day TUG Session I Courses
7	Last Day of SPS Session I Courses
9-10	SPS Spring Break (No Classes)
9-13	TUG Spring Break (No Classes)
11	Final Grades for TUG Session I and SPS Session I Due by Noon
11	SPS Session II Courses Begin
16	TUG & SPS Semester Long Courses Midterm Progress Reports Due
16	TUG Advising for Fall Semester Begins
16	TUG Session II Courses Begin
17	Last Day to Add/Drop SPS Session II Courses by 4 pm
19	Last day to Withdraw and Receive a "W" from SPS Semester Long Courses by 4 pm
20	Last Day to Add/Drop TUG Session II Courses by 4 pm
25	Last Day to Withdraw and Receive a "W" from TUG Semester Long Courses by 4 pm

April 2026

3	Good Friday (No Classes)
6	Spring Holiday (No Classes)
7	TUG Registration for Fall Semester Opens
7	SPS Registration for Fall Semester Opens
8	TUG Session II and SPS Session II Midterm Progress Reports Due
11	Last Day to Withdraw and Receive a "W" from SPS Session II Courses by 4 pm
15	Last Day to Withdraw and Receive a "W" from TUG Session II Courses by 4 pm
21	Showcase (No Classes)
28	Last Day of TUG Semester Long and Session II Courses
29	Reading Day
30	TUG Final Exams

May 2026

1, 4-5	TUG Final Exams continued
2	Last Day SPS Semester Long Session II Courses
5	Last Day Spring Semester
6	Final Grades for SPS Semester Long and Session II Courses Due by Noon
8	Baccalaureate
9	Commencement

May cont'd

12	Final Grades for TUG Semester Long and TUG Session II Due by Noon
18	Summer Term Begins
18	Summer Semester Long and Session I Courses Begin
22	Last Day to Add/Drop Summer Semester Long and Session I courses by 4 pm
25	Memorial Day Holiday (No Classes)

June 2026

1	Mini Session I Courses Begin
5	Last Day to Add/Drop Mini Session I Courses by 4 pm
10	Last Day to Withdraw and Receive a "W" from Summer Session I Courses by 4pm
16	Summer Graduation Application Deadline
16	Last Day to Withdraw and Receive a "W" from Mini Session I Courses by 4 pm
19	Juneteenth Holiday (No Classes)
26	Last Day of Mini Session I Courses
26	Last Day of Summer Session I Courses
29	Deadline for Changes to Incomplete Grades from Spring Semester
29	Final Grades for Summer Session I and Mini Session I Courses Due by Noon
29	Summer Session II Courses Begin

July 2026

1	Summer Semester Long Courses Midterm Progress Reports Due
3	Independence Day Observed (No Classes)
3	Last Day to Add/Drop Summer Session II Courses by 4 pm
6	Last day to Withdraw & Receive a "W" from Summer Semester Long Courses by 4 pm
6	Mini Session II Courses Begin
10	Last Day to Add/Drop Mini Session II Courses by 4 pm
21	Last Day to Withdraw and Receive a "W" from Mini Session II Courses by 4 pm
23	Last Day to Withdraw and Receive a "W" from Summer Session II Courses by 4 pm
31	Last Day Mini Session II Courses

August 2026

4	Final Grades for Mini Session II Courses Due by Noon
8	Last Day of Summer Semester Long and Session II Courses
11	Final Grades for Summer Semester Long and Session II Courses Due by Noon

Animals on Campus

Purpose

This policy specifies the requirements for the presence of animals on campus. It is the policy of William Peace University (Peace) to make reasonable modifications to its rules, policies, and practices as required by applicable federal and state law to afford people with disabilities the equal opportunity to access its programs, services, and activities. Peace recognizes the presence of approved animals on campus as appropriate and permitted by Peace policy. **In general, pets are not permitted in any campus building or indoor facility except as otherwise specifically provided in this policy.**

Scope

This policy applies to all faculty, staff, students, visitors, and guests on any property owned, leased, or managed by any entity or component of William Peace University.

Definitions

I. SERVICE ANIMAL (SA) is defined by the Americans With Disabilities Act (ADA) as a dog and, in some cases, a miniature horse trained to do work or perform tasks for an individual with a disability. The work or task(s) performed by the animal must be directly related to the person's disability. The provision of emotional support, therapy, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

II. EMOTIONAL SUPPORT ANIMAL (ESA) is defined as an animal providing emotional or other support to ameliorate one or more identified symptoms or effects of a disability and approved through University processes to be brought into designated areas of University housing. Unlike Service Animals, ESAs are not required to be trained to perform work or tasks and may include species other than dogs and miniature horses.

Policy

I. Service Animals

A. A Service Animal (SA) is permitted to accompany an individual in any campus area of public accommodation unless a specific safety or health issue is identified by campus authorities. Students bringing authorized SAs on campus may contact the Disability Support Services office to voluntarily disclose the SAs presence on campus.

B. Peace does not require documentation, such as proof that an animal has been certified, licensed, or trained as a SA. The ADA does not require SAs to wear a vest, ID tag, or specific harness. Members of the Peace community should not ask about the nature or extent of a person's disability to determine

whether a person's animal qualifies as a SA. Members of the Peace community may make two inquiries to determine whether the dog qualifies as a SA, which are:

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

C. A SA may be excluded from campus, classrooms, or other facilities if:
   1. it poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications.
   2. it is out of control or is disruptive and the animal's handler does not take effective action to control it.
   3. it is not housebroken.
   4. its presence alters the nature of the programs, services, or activities of the university.

II. Emotional Support Animals (ESAs)

A. Approved ESAs may reside in campus housing, when necessary, so the person with a disability has an equal opportunity to use and enjoy campus housing. ESAs may not accompany persons with disabilities into other campus buildings and indoor facilities unless approved by the Peace Disability Support Services.

B. Before an ESA can be brought into campus housing, appropriate documentation from a qualified psychiatrist, social worker, or other mental health professional is required to provide sufficient information for Peace to determine:
   1. The individual qualifies as a person with a disability, and has a physical or mental impairment that substantially limits one or more major life activities; and
   2. The ESA is necessary to provide emotional support or other assistance to ameliorate one or more symptoms or effects of the disability.
   3. Additionally, the Office of Residence Life and Housing will request documentation about the animal such as vaccination and licensing records, breed, and a photo.
   4. Disability Support Services implement the guidelines for documentation (Office of Fair Housing and Equal Opportunity, Guidance on Documenting an Individual's Need for Assistance Animals in Housing, p.16–19 (2020). Washington, DC; U.S. Department of Housing and Urban Development.) including:
      a. The student's name.
      b. Whether the health care professional has a professional relationship with that student involving the provision of health care or disability-related services.
      c. The type of animal(s) for which reasonable accommodation is sought (i.e., dog, cat.)
      d. Whether the student has a physical or mental impairment.
      e. Whether the student's impairment(s) substantially limits at least one major life activity or major bodily function, and
      f. Whether the student needs the animal(s) because it provides therapeutic emotional support to alleviate a symptom or effect of the disability of the student, and not merely as a pet.
      g. It is also recommended that the health care professional sign and date any documentation provided and provide contact information and any professional licensing information.

C. William Peace University reserves the right to limit the species, age, and number of ESAs in a residential space.
   1. Unusual or exotic species that pose threats to the health and safety of other individuals living in the residence will not be permitted.
   2. Peace has determined that the on-campus residential setting is not an appropriate place to raise a young animal. Dogs and cats must be at least 12 months old, spayed or neutered,

and have received their first rabies vaccine before they can be approved to live in campus housing.
3. In general, only one ESA is permitted in any given residential space.

D. Once the ESA has been approved by Disability Support Services, the individual will be required by the Office of Residence Life and Housing to sign a Memorandum of Agreement verifying that they understand and will comply with the responsibilities and guidelines for having an ESA.
E. After the ESA MOU is signed, Residence Life and Housing will conduct a final review of the accommodation request and the associated documentation.
F. Upon final approval, the student will receive an approval letter from Residence Life and Housing within 48 business hours, and the student will be authorized to bring the ESA to campus.
G. The student must wait for a minimum period of 24 hours from the final approval before bringing the ESA to campus to allow for necessary preparations.
H. Approval for an ESA is effective for one academic year and may be rescinded if University policies and guidelines are not followed.

Contact Information
Phone: 919.508.2393
Email: disability@peace.edu or residencelife@peace.edu
Location: 119 Main Hall

III. Care of Animals on Campus (ESAs and SAs)

A. Individuals who are accompanied by animals on campus must comply with all Peace policies and guidelines. Peace is not responsible for the care or supervision of any animals on campus. Persons with animals on campus are responsible for the cost, care, and supervision of their animals, including the following:
    1. Must comply with city, state, and federal laws pertaining to animal licensing, vaccination, and owner identification.
    2. Must identify the animal by breed, color, and name to Residence Life and Disability Services staff. A photo is required.
    3. Must ensure that the animal is contained in a crate, cage, or other appropriate “container” in your assigned living space when you are not there.
    4. Must keep the animal’s crate, cage, or other appropriate “container” clean, and will properly dispose of all waste.
    5. Must assume sole responsibility for the exercise and natural relief of the animal
    6. Must ensure immediate clean-up and proper disposal of all animal waste in the designated areas.
    7. Must maintain the animal in good health and provide regular care by a veterinarian. Any evidence of mistreatment, neglect or abuse may result in the animal’s removal from University housing.
    8. Must identify a local veterinarian to provide treatment for the animal when needed.
    9. Must have the animal spayed or neutered prior to its arrival on campus.
    10. Must keep the animal well-groomed and free from ticks and fleas at all times.
    11. Must be in control of the animal at all times which may include restraining the animal with a harness, leash, or tether, unless the handler is unable because of a disability to use a harness, leash, or tether. If the animal is not tethered, it must be otherwise under the handler’s control (e.g. voice control, signals, or other effective means.)
    12. Must ensure that the animal behaves appropriately at all times. Unacceptable behaviors or situations may include, but are not limited to the following:
        a. excessive barking, meowing, or other noise
        b. unpleasant odors
        c. significant shedding

d. not being housebroken or potty trained
e. chewing, scratching, and/or destroying property

13. Must designate a local alternative caregiver for the animal when the handler may be unable to do so, such as if the handler is in isolation/quarantine because of Covid-19 protocol or other medical or personal emergencies.
14. Must assume liability and related cost for injuries to others or for damage to university property caused by the animal.

Athletics

Athletics at William Peace is designed to respond to students' athletic needs and interests. As an integral part of the total educational experience, it promotes the academic success of student-athletes and offers skill training and development while protecting and fostering physical well-being. William Peace is a member of the National Collegiate Athletic Association (NCAA) Division III and a member of the USA South Conference. As a member of NCAA Division III, Peace does not offer athletic scholarships; instead, NCAA Division III athletics promotes a spirit of participation and a love for sports as the primary motivators for intercollegiate competition. The University fields women's teams in basketball, cross-country, soccer, softball, tennis, swimming, lacrosse, track and field, volleyball, and golf. Peace men compete in baseball, basketball, cross-country, golf, tennis, swimming, lacrosse, and soccer. Student-athletes must be full-time students in good standing with the institution and maintain a cumulative GPA of 1.70 for 1-29 credit hours, 1.80 for 30-59 credit hours and 2.0 for 60 or more credit hours. Student Athletes must abide by the rules of the NCAA, USA South, and as representatives of Peace , they will conduct themselves with integrity and good sportsmanship. Their behavior will reflect the high standards of honor and dignity that characterize participation in collegiate competitive sports. Students interested in playing on a team should contact the head coach.

The Student-Athlete Advisory Committee (SAAC) acts as a liaison between student-athletes and the Department of Athletics. Two student representatives are chosen by their coaches from each intercollegiate team for this committee. SAAC exists to give student athletes a voice on discussion items at the Conference and NCAA level.

FACILITIES

Hermann Athletic Center, Hermann Gym

Hermann Gymnasium serves as the home court for our Intercollegiate Women's Volleyball teams as well as our Men's and Women's Basketball teams. The gymnasium is only open for use by William Peace University students, staff, and faculty when properly scheduled through the Department of Athletics.

Free Weight & Cardio Center

(Located inside Hermann Athletic Center)

Equipment and facility is open to all William Peace University students, faculty, and staff year-round. Special considerations may be given during holidays and breaks; for specifications please contact the Department of Athletics. Anyone using the facility must have a signed waiver on record.

Hours of operation are posted in the Hermann Center. Due to the limited size of the facility and amount of equipment, guests may not use this area.

Priority Usage:

1. Scheduled Classes/Peace Special Events*
2. Scheduled Intercollegiate Training
3. Students/Faculty/Staff

**When the Free Weight & Cardio Center is in use for a PEH class, the room may be closed according to instructor preference.*

Dress Code: As this is a communal work out area, dress code will strictly be enforced. Patrons must wear the proper (closed-toed) athletic footwear while using the facility. Athletic apparel must be worn while using the facility. A list of unacceptable clothing has been provided. Any patron wearing clothing that may be deemed unacceptable by the Free Weight & Cardio Center staff will be asked to cover up or leave the facility.

Unacceptable Clothing: Jeans (of any kind), bikini tops or bottoms, No sandals, flip-flops, Sperry's, Tom's, Rainbow's, rain boots, house shoes, etc., spikes/cleats.

Auxiliary Gym

This court will serve as the "open" court space on campus. Various activities will be scheduled for this space, but open-free play is encouraged. Equipment and the facility are open to all William Peace University students, faculty, and staff during the academic year. Events should be properly scheduled through the Department of Athletics. Special access may be granted through Public Safety during vacation periods. Rules will be posted and must be followed at all times. Failure to comply may result in removal of access to the facility. Students, staff, and faculty are responsible for bringing their own equipment to open gym hours. Only non-marking soft-soled athletic shoes are allowed for use on the floor. Off campus guests are not permitted unless otherwise specified.

Priority Usage:

1. Scheduled Classes/Peace Special Events
2. Scheduled Intercollegiate Training
3. Scheduled Campus Activities
4. Students/Faculty/Staff Open Gym

Pacer Performance Center

Equipment and facilities are open to all current William Peace University students, faculty, and staff during the academic year and must have a valid Pacer Card present. Anyone using the facility must have a signed waiver on record. Hours for this facility will be posted and updated regularly. During special events and home intercollegiate games this space MAY be closed. Due to the limited size of the facility and amount of equipment, guests may not use this area. All patrons must check in with the attendant and present a valid Pacer Card.
Priority Usage:

1. Scheduled Intercollegiate Training
2. Scheduled Classes/Peace Special Events
3. Students/Faculty/Staff

INTRAMURALS

Intramural type activities are offered on an occasional basis through RSOs and SGPA sponsored events. Any intramural type activity (ex. dodgeball, pickleball, single day basketball tournament) may be subject to the following policies and procedures.

Mission Statement

The mission of the Intramural Program at William Peace University is to provide quality diverse programming, intentionally creating an environment that fosters leadership and social development, healthy active lifestyles and lifelong wellness for the William Peace University TUG and Faculty and Staff community.

The Intramural Participation Handbook is designed to serve as an informative and procedural reference for all intramural participants. All participants and spectators fall under the guidelines of this manual and are expected to

take responsibility for understanding its contents. Intramural Staff Members reserves the right to make the official ruling on any matter not specifically addressed in this manual, as well as make any necessary adjustments to its rulings. If this occurs, all captains and/or participants will be notified.

General Information

Article 1: Injuries and Assumption of Risk

All participants must sign a waiver prior to participating in intramural events. Participation in the Intramural Program (IM Program) is completely voluntary. Participants should be aware of the possibilities of physical, mental and emotional injury, and should understand that they are responsible for any and all costs due to injury or property damage sustained through participation. Participants are required to have personal health insurance. All injuries sustained while participating in an IM Program should be reported immediately to the supervisor on duty. All accidents are recorded and kept on file for participant insurance purposes and for the program's statistical records.

Article 2: Blood-Related Injury Rule

Any player who is bleeding must be replaced with a substitute until the bleeding stops. Any member of the IM staff may have a bleeding player removed from the game and is responsible for approving the player's re-entry into the game.

Article 3: Inclement Weather

The decision to cancel games, when possible, will be made at least two hours prior to the first scheduled game. Cancellations will be posted on IMLeagues and email will go out to every participant. Team captains will be notified via their Peace email if weather and/or field conditions will not permit play. Captains may receive a courtesy call if time permits. It is the captain's responsibility to notify team members of such cancellations. In the case of inclement weather during play, the IM staff member on duty will make the decision on whether games will be delayed/cancelled. Players should not assume that games will be cancelled.

Article 4: Alcohol and Drug Policy

The possession or consumption of alcohol or illegal drugs is prohibited at any Intramural Program activity. Any individual suspected of being under the influence will be asked to leave the facility complex. Each team is responsible for enforcing this policy with team members and spectators. Violators are subject to disciplinary action in accordance with University policy.

SECTION II

ELIGIBILITY

Article 1: Eligibility Rules

Each participant is responsible for the verification of his/her eligibility. It is strongly encouraged that team captains check the eligibility of each player and inform the team of the penalties for using ineligible players. To be eligible to participate in IM Programing, an individual must be categorized in one of the following groups:

- Peace students enrolled in the current semester
-Faculty and Staff

All participants must check-in with a designated member of the IM staff before participating. It is strongly encouraged that participants arrive 15 minutes prior to their scheduled game time. To check-in, each participant must provide a valid Peace ID at all events. The participant's name on the roster must correspond with the participant's ID. Without a valid Peace ID participants will not be allowed to participate (no exceptions).

Article 2: Current Student Athletes

Varsity players are defined as individuals who are currently on the active roster (including walk-ons, red-shirt players, and practice squad members). Varsity Players will not be allowed to participate in their related IM sport, but may participate in any unrelated sport. Please note, if a player appears on the active roster that season, but quits before the

season is over, that player will still be considered a Varsity player. Also, if a varsity season ends before the IM season ends, varsity players will still be ineligible.

Related Sport (if offered):

Basketball	Basketball
Baseball	Slow Pitch Softball, Wiffle Ball
Soccer	Indoor/ Outdoor Soccer, Futsal
Softball	Slow Pitch Softball, Wiffle Ball
Tennis	Tennis
Volleyball	Sand/ Indoor Volleyball

SECTION III

Article 1: Team Participation

An individual may only participate on one team in each league (Men's or Women's). Participation on two teams in the same sport is only permitted if one of the teams is Co-Rec.

Players who play on more than one team in each league are subject to losing their eligibility for that sport. Teams that use a player who participates for more than one team are subject to losing any game that player participated in.

SECTION IV

CODE OF CONDUCT

Article 1: Intramural Program Code of Conduct

In line with the mission of the IM Program, sportsmanship is an important component to providing a safe and enjoyable atmosphere. Participant safety and sportsmanlike behavior are our top priorities at all times. All IM participants and spectators are expected to abide by the Peace Community Conduct Code. Infractions in conduct pertain to all facilities and activities, and include any harassment of IM staff members on campus as well as places of business and social networking sites such as Facebook and Twitter.

Article 2: Cheating

Any participant or team found guilty of cheating will be disqualified, placed on probation and subject to suspension from the IM Program. Examples of cheating include, but are not limited to:

- Participation under an assumed name or with an invalid Peace ID card.
- Participating under suspension.
- Violation of eligibility rules.

Article 3: Facilities and Equipment

Any participant or team found using a restricted facility without an authorized IM staff member present may be subject to suspension or expulsion from the sport or department. Any damage to the facility may be charged to the students account.

Equipment used during warm ups and events may be provided by the Intramural Department.

Article 4: Unsportsmanlike Conduct

Examples of unsportsmanlike conduct include, but are not limited to:

- Arguments with officials and staff by anyone.
- Flagrant fouls
- Fighting
- Using foul or derogatory language (including "trash talk")
- Mistreatment of facilities, equipment, or supplies

Article 5: Individual Conduct

Any individual who commits, attempts to commit, or lends to the aid of others in the act of misconduct shall be subject to disciplinary procedures by the Campus Recreation Manager, the VP of Student Life, and local authorities if necessary.

Article 6: Individual Penalties
- Any individual receiving two (2) unsportsmanlike fouls during a game will be subject to ejection. This may result in a minimum of one (1) game suspension and probation for the remainder of the corresponding sport.
-Any physical altercation may result in a minimum of two (2) game suspension. Additional penalties may be imposed.
- Any individual receiving three (3) unsportsmanlike fouls during a season may be subject to ejection from the current game, suspension for the remainder of the corresponding sport, and additional penalties may be imposed.
- A player's previous behavior may be a factor in determining the length of their suspension.
-Ejected participants are subject to immediate suspension with further sanctions to be determined during a scheduled meeting with the Campus Recreation Manager.

Article 7: Team Conduct
Captains are responsible for ensuring that the actions of players and spectators associated with their team are appropriate and in compliance with IM Program policies as well as the Peace Community Conduct Code. Only individuals listed on a team roster may be seated in the bench area.
During pregame meetings, IM officials will express the importance of sportsmanship of players and spectators to the team captains. The IM staff reserves the right to immediately stop a game if conduct poses a threat to the safety of participants, spectators, or employees.

Article 8: Team Penalties
- Any team receiving three (3) unsportsmanlike fouls during a game will be subject to an automatic forfeit for that game. This will also result in a team being placed on probation for the remainder of the corresponding sport.
- Any team receiving four (4) unsportsmanlike fouls during a season will be subject to disqualification from the sport and additional penalties may be imposed.

SECTION VI
EJECTION, REINSTATEMENT, SUSPENSION, PROBATION
Article 1: Ejections
Any participant ejected from an intramural event must leave the premises immediately (sight and sound). Ejected players will be indefinitely suspended until an ejection hearing with the Campus Recreation Manager occurs. It is the responsibility of the participant to initiate this process via email.
Infractions that may result in ejection from intramural competition include but are not limited to:
- Unsportsmanlike behavior
- Verbal abuse
-Unnecessary physical contact (flagrant)
-Fighting (striking or attempting to strike)
- Verbal or physical threatening behavior towards an IM staff member
-Teams leaving the bench/sideline area
- Individual playing under an assumed name
-Individual playing illegally on two teams in the same league
-Individuals playing after the consumption or suspicion of consumption of alcohol/drugs
- Intentional or flagrant damage/destruction of facilities or equipment
-Violation of Peace Community Conduct Code
Note: All ejected participants will be subject to a minimum suspension of one (1) game with further sanctions to be determined during a scheduled meeting with the Intramural Program Coordinator.

Article 2: Reinstatement Process

- All ejected participants must schedule an ejection hearing, via email (Jarrod.Miron@peace.edu) with the Campus Recreation Manager. Ejected participants are subject to immediate suspension with further sanctions to be determined during the scheduled hearing.
After the initial hearing the ejected participant must submit a letter of reinstatement (via email) to the Campus Recreation Manager. This letter must include details about the incident and how their behavior will be avoided in the future.
Note: Participants will not be reinstated until they have submitted a letter of reinstatement to the Campus Recreation Manager.

SECTION VII
SPORTSMANSHIP
Article 1: Sportsmanship
IM Program believes that good sportsmanship is expected from every participant at all times. A "good sport" is fair, courteous, has a positive attitude, and accepts results gracefully. All individuals and teams participating should comply with the spirit of the game as well as the written rules that govern all competitive situations. To encourage proper conduct during contests, members of the IM staff will make decisions whether to warn, penalize or eject persons, teams or spectators displaying poor sportsmanship. All employees should be treated with respect. Under no circumstances should anyone be threatened or physically abused. Any person not in compliance with this policy can be subject to arrest and/or further referral to appropriate University administration.

Article 2: Competition Policy
All teams must always play "competitively" in order to uphold the spirit of sportsmanship and the spirit of the game. Even if a game is in a recreational league, the game must be played competitively by both teams. Teams may not lose on purpose. Teams in violation of this policy may be banned from play. Examples of this include, but are not limited to:
- A team intentionally scoring on themselves
- Intentional turnovers
- Intentionally breaking policies
- Unnecessary delay of the game of any sort
- A team, at any point making a spectacle or mockery of the game or the judgment of officials
Note: At the discretion of the IM staff, any games that are not played competitively by both teams or are being prolonged to avoid mercy rule will be terminated immediately.

Contact Information
Phone: 919.508.2011
Email: athletics@peace.edu
Location: Herman Athletic Center

Bookstore

Textbooks, supplies, William Peace University apparel and gifts, convenience, and miscellaneous items are for sale during bookstore hours as well as on the bookstore website (www.williampeaceshop.com). Items may be purchased with cash, check, credit card, or campus card (Pacer Card). Purchased textbooks may be sold back under the book buyback policy. The bookstore will accept returns in accordance with certain policies. For details, review the Bookstore website at: www.williampeaceshop.com

Traditional Undergraduate students will receive their textbooks as part of their tuition. There is no added expense for textbooks. Students will arrive on campus at the start of each semester and pick up their textbooks from the bookstore. Most textbooks are rentals and must be returned by the due date at the end of each semester. Textbooks

are NOT currently included in tuition for Summer sessions and each student is financially responsible for their Summer session textbooks. School supplies are not included (notebooks, pens, calculators, etc.). You are allowed to write, highlight, and take notes in rented textbooks. Please avoid food stains, water damage and damaged pages and bindings - if damage is found and the textbook is deemed unusable for the next student, the renter will be financially responsible for those damages.

School of Professional Studies students must purchase their textbooks on an as needed basis. You can check textbook information on the bookstore's website or by visiting the store. Books can be shipped or picked up in stores.

If textbooks in an alternate format are requested based on disability-related needs, please contact Disability Support Services.

New print on demand website for items not available in the Bookstore: www.shopPeace .com with thousands of items to choose from!

Contact Information
Phone: 919.508.2340
Email: peace@bkstr.com
Location: Ruffin Hall (1st Floor)

Center for Student Success

The Center for Student Success (CSS) serves as a one-stop shop for all questions related to a student's in- and out-of-classroom experiences at Peace and is located on the 2nd floor of Lucy Cooper Finch Library. The CSS includes three offices: Academic and Career Advising, Academic Support and Tutorial Services, and First Year Experience.

ACADEMIC AND CAREER ADVISING
Upon entering William Peace University, all new students (First-Year and Transfer) are assigned an advisor who counsels the student on course selection, degree requirements, registration, and other academic and student support-related issues. Advisors refer students to other counseling and support services when appropriate. SPS students have an SPS Academic Success Coach during their entire academic career at Peace . Advising staff will meet with any student, regardless of major declaration status, to help with: exploring academic interests and declaring a major, course selection, registration, degree requirements, understanding academic policies, and any student issue. In collaboration with Student Life, Academic and Career Advising hosts the annual Purpose at Peace student engagement fair in the fall semester where students can talk with faculty and learn more about major options, network with employers for part-time jobs and internships, and learn about on campus involvement opportunities and student organizations.

Both TUG and SPS students have access to career advising throughout their undergraduate career and as alumni. There is no charge for career services.

Support includes:
- exploration of college majors and career options through career counseling and assessments
- internship and job search strategy
- exploration of post-graduation options including help with finding and applying to graduate/professional schools
- preparation for "careers of tomorrow" through the creation and execution of job fairs, contemporary job search materials, relevant programming, and through individual career counseling

Students and alumni are encouraged to utilize Handshake, the nation's leading career platform giving college students access to thousands of job and internship postings. To access your account, visit www.joinhandshake.com.

Contact Information
Email: advising@peace.edu
Location: 2nd Finch

PEACE PEER TUTORING

The Center for Student Success also provides a free peer tutoring program known as Peace Peer Tutoring. This service is open to all TUG and SPS students, so that they can succeed. In addition to peer tutoring, students can meet with the Academic Support Services Coordinator to create individualized academic success plans to ensure they meet their academic goals.. The Academic Support Services Coordinator also teaches AES 101 - an academic skills course each fall and spring that is open to all students.

Peer Tutoring
Tutoring is located on the 2nd floor of Finch Library and is free for all current Peace students. During online learning situations like the Covid-19 virus, **peer tutoring is still available online**. Students are encouraged to make appointments using Peace Connect. Peer Tutor profiles are located in each student's Success Network on Peace Connect. Course-specific peer tutoring is offered in many subjects, including anthropology, biology, business, chemistry, criminal justice, history, math, political science, psychology, simulation and game design, and writing. In addition, all tutors are trained in the tutoring service known as "Academic Skill Building," where peer tutors can guide their fellow Pacers on how to develop their skills in time management, note taking, and studying. Students do not have to be enrolled in a particular course to use this type of peer tutoring; it is open to all students.

Academic Workshops
Free workshops on Time Management, Note Taking, Perfecting Paragraphs, Tips for Writing Essay Exams, Oral Presentation Skills, and other topics are also offered each semester.-Students are encouraged to follow @lifeatPeace for announcements from Peer Tutoring about our events and programs.

Contact Information
Phone: 919-508-2080
Email: wachristy2@peace.edu
Location: 211 Finch Library

FIRST-YEAR EXPERIENCE

The First Year Experience (FYE) at Peace can be described as a scrapbook that contains snapshots of significant experiences that make up a student's first year at Peace in our traditional undergraduate program. These experiences are targeted to introduce and actively engage the student in the academic and social communities of Peace, focusing on student success and campus resources. These experiences include FYS 100, Orientation, Academic Advising and Support, living on campus, Pacer Success Series, and Immersive Learning opportunities. The Director of FYE works directly with the campus partners, supervises Peer Mentors and collaborates with FYS 100 Instructors.

Contact Information
Phone: 919.508.2005
Email: ddillon@peace.edu
Location: Finch Library 201

Community Code of Conduct

The Community Code of Conduct is published separately and can be found on the William Peace University website at: https://peace.edu/about/student-consumer-information/#code-conduct

Contact Information
Phone: 919.508.2076
Email: residencelife@peace.edu
Location: Main Hall 132

Community Expectations for Attire

William Peace University understands and fully supports students' right to self-expression. The University also has an obligation to create a living and learning environment that is inclusive and respectful. The Community Expectation for Attire is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the University values

The policy states that the following standards must be adhered to by all members of the campus community:

Attire that is appropriate for the setting, and casual, is the minimum requirement at all times in all public areas. Inappropriate attire that does not support an inclusive and respectful learning environment is not allowed on campus. Examples of inappropriate attire are:

- Clothing should not depict violence, nudity, profanity, hate speech, or offensive text and/or pictures
- Attire shouldn't include visible pieces intended for/as undergarments and/or swimwear

Additionally, other attire specifications can apply to some students based on program study, course requirements, or job-specific requirements for student employment, etc. (i.e. lab gear, closed shoes, or business attire, etc.)

Contact Information
Phone: 919.508.2004
Email: StudentLife@peace.edu
Location: Ruffin Hall (2nd Floor)

Dining Services

William Peace Dining Services venues include Belk Dining Hall, Late Night Dining and Peace Perk. All residential students are required to have a meal plan. Meal plans are also available for purchase for commuter students.
To ensure a clean, organized, and enjoyable dining experience for everyone, the following policies have been established. These guidelines help maintain a welcoming environment while promoting fairness, respect, and personal responsibility. Please review these expectations carefully and do your part in maintaining a positive and comfortable space for all members of the Peace community.

Students will receive information about their meal plan options prior to the beginning of each semester. Commuter students may purchase meal plans through the Business Office in the Main Building during business hours. For

additional information about dining services, meal plans, and hours of operation, please visit the Dining Services website: Peace .sodexomyway.com.

Meal Plan Options (Residential Students)

- Unlimited Plus Plan ($2,324/semester) – Unlimited access to Belk Dining Hall and $100 Dining Bucks/semester
- Unlimited Plan ($2,273/semester) – Unlimited access to Belk Dining Hall and $50 Dining Bucks/semester
- 14 Meals Plus ($2,267/semester) – 14 meal swipes/week in Belk Dining Hall and $150 Dining Bucks/semester
- 14 Plan ($2,217/semester) – 14 meal opportunities/week in Belk Dining Hall and $100 Dining Bucks/semester
- 150 Block Plan ($1,937/semester) – 150 meal opportunities/semester in Belk Dining Hall and $125 Dining Bucks/semester

Commuter/Faculty/Staff Meal Plan Options

- 65 Meals and $40 Dining Bucks - $432/semester
- 25 Meals and $20 Dining Bucks - $208/semester

Meal Plan Waivers

This policy outlines the procedures for requesting a waiver from the required meal plan for residential students. Waivers are not automatically granted and are reviewed on a case-by-case basis.

Before submitting a waiver request, students must first complete a dietary consultation with Sodexo. If Sodexo determines that they cannot accommodate a student's dietary needs, the student may proceed with a waiver request through either Residence Life & Housing or the Wellness Center, depending on the nature of the request.

Steps to Request a Meal Plan Waiver:

- Meet with Sodexo Dining Services
    - Students must first consult with the Sodexo Dining Manager to discuss their dietary needs. Students who contact the Wellness Center or Residence Life & Housing first will be referred to Sodexo for this initial consultation.

- Sodexo Evaluation
    - If Sodexo is unable to meet the student's dietary needs, they will notify the Wellness Center and Residence Life & Housing.

- Waiver Review & Processing
    - The appropriate office will follow up based on the reason for the request:
        - Medical or physical health needs: Managed by the Wellness Center
        - Non-medical reasons (including religious beliefs): Managed by Residence Life & Housing

- Annual Reapplication
    - Approved waivers are valid for one academic year. Students must reapply each year.

Important Notes:

- Food allergies, intolerances, and sensitivities do not guarantee a waiver.
- Waiver requests must be submitted within the first week of classes. After this period, requests will only be considered under exceptional circumstances.

Belk Dining Hall

Belk Dining Hall is an all-you-care-to-eat facility available to all students with a residential or commuter meal plan or by paying the guest rate.

- All individuals must swipe their Peace ID card or pay the guest rate to enter. No exceptions.
- Once you swipe in, if you leave the Dining Hall, you must swipe in again to re-enter.
- Outside food or non-University issued containers are not permitted due to regulatory health and safety guidelines.
- To maintain smooth traffic flow, please use the designated exit door located next to the ice cream machine.

Guest Policy
Students on the unlimited meal plan may not use their swipes to admit guests into the dining hall. However, guests are welcome with payment via Dining Bucks, credit/debit cards, or cash.

Clean-Up Expectations
Students are responsible for cleaning their eating spaces after meals.

- This includes:
    - Disposing of trash properly
    - Returning dishes to the dish return station
    - Keeping the area clean for others

If you dine upstairs during peak hours, please return plates and utensils to the designated return bin upstairs. If you wish to get additional food after dining upstairs, you must swipe your ID to re-enter the dining hall. Re-entry without swiping is not allowed.

Meals To-Go Program
Students who have limited time or prefer to enjoy their meal outside of Belk Dining Hall may purchase a reusable green to-go container from Pacer Dining.

To ensure food safety, containers must be returned in order to receive a clean, sanitized one for future use.

- Dine-in students are not permitted to use to-go containers unless they use an additional meal swipe.

Per Visit Take-Out Limit

- Students may take up to two (2) pre-packaged or single-serve items per visit (e.g., fruit, cookies, ice cream bars, canned drinks). This limit helps ensure fair access for all students.

Filling Personal Bottles
Students are allowed to fill resealable personal bottles at the beverage station. Please be considerate of others while doing so.

- Water bottles are permitted.
- Large containers (e.g., gallon jugs) should not be filled with milk, juice, soda, or sports drinks.

Campus Groups & Posting Fliers
Promotional materials (e.g., flyers) may only be displayed on designated bulletin boards in and around Belk Dining Hall.

- Only flyers approved by SGPA are permitted to be posted
- Flyers are not permitted on tables or food service areas, as they may create unsanitary conditions.
- To promote an event or student group inside Belk Dining, please contact Pacer Dining for approval.

Peace Perk
Peace Perk is a quick-service location that offers “Grab and Go” options and proudly serves Starbucks Coffee.

- Accepted payment methods: Dining Bucks, credit/debit cards, and cash
- Open to all campus members

Dietary Needs & Food Allergies
William Peace University is committed to supporting students with food allergies or special dietary needs. Contact Dining Services at 919-508-2344 or email the General Manager, Teresa Ratliff, at teresa.ratliff2@sodexo.com with any concerns. For accommodations related to documented disabilities, please contact Disability Support Services at disability@peace.edu.

Contact Information
Phone: 919.508.2344
Email: teresa.ratliff2@sodexo.com
Location: Main Hall 127 (1st floor)

DISABILITY SUPPORT SERVICES

Disability Support Services is housed in Academic Affairs and is staffed by trained professionals. The mission of Disability Support Services (DSS) is to provide access to the living and learning environment for students with disabilities.DSS encourages students to understand and manage their disability in order to successfully achieve their individual goals. In this spirit, Disability Support Services assists students with disabilities in accessing and using appropriate accommodations (appropriate academic adjustments, auxiliary aids and modifications to policies/procedures), and in making sound choices about course load, study skills, strategies, and self-advocacy.

In alignment with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, the Disability Support Services (DSS) at William Peace University ensures that students can participate in and benefit from all Peace programs and activities. Accommodations are delivered individually and are intended to eliminate institutional barriers for a qualified individual to have equal opportunity and access for participation. Accommodations do not remove or exclude requirements but allow a student with a disability the same opportunity to fully participate and benefit from programs and services as their non-disabled peers.

When a student reaches the age of 18 and enrolls in a college or university, he/she is considered an adult under the law. The student moves from the protection of Individuals with Disabilities Education Act (IDEA) wherein parents served as advocates, to protection under Section 504, ADA, and ADAAA wherein students act as their own advocates. IDEA and Individualized Education Program (IEP) provisions do not apply to postsecondary schools.

To become certified with DSS and receive accommodations, the student must contact Disability Support Services, complete a self-disclosure form, and submit relevant documentation of the disability from an appropriate licensed/certified professional. DSS engages in an interactive process and considers each individual's functional limitations, history, request, and the essential elements of Peace 's programs, services, and activities to determine the appropriate accommodations.

Any student whose disability requires dietary, parking, residence accessibility, or other accommodations must request those accommodations in the same manner in which they request academic accommodations: by becoming certified with Disability Support Services and requesting those accommodations during the registration process.

For more information and details about the services, policies, and procedures, please contact the Disability Support Services.

Contact Information

Phone: 919.508. 2393
Email: disability@peace.edu
Location: Main 119

Financial Aid

The purpose of financial aid is to supplement the resources of the student. The primary responsibility for meeting William Peace University (Peace) expenses resides with the student and his/her family. A student's parent(s) are expected to contribute toward enrollment expenses insofar as they are able. Students also have an obligation to provide funds for their own education through savings, work and other resources.

William Peace University offers generous merit scholarships and need based grants to qualified students, which help keep the University affordable and narrow the gap between our costs and those of other colleges and universities. Institutional funds may be used for direct charges only.

TYPES OF AID

Scholarships (not repaid)

- Merit Award- from Peace , not need-based
- Honors Award- from Peace , not need-based
- Theater Award- from Peace , not need-based
- Legacy Award- from Peace , not need-based
- Community Service/Leadership - from Peace , not need-based
- Sibling Award-from Peace , not need-based
- Outside Scholarships - self-search

Grants (not repaid)
Peace Assistance- from Peace , need based, FAFSA required

Federal*
Federal Pell- need-based, FAFSA required
Federal SEOG- need-based, FAFSA required

State of North Carolina**
NCNBS (North Carolina Need Based Scholarship)
- Eligible NC residents only, need-based, FAFSA required, RDS required

Education Loans (must be repaid)
Federal Direct Subsidized and Unsubsidized Loans- in the name of the student, FAFSA Required
Federal Direct Parent PLUS Loan - in the name of a parent FAFSA required, application required
Alternative Education Loan- in the name of the student and usually will require a cosigner, application required, FAFSA not required

**Any federal grant is awarded at the maximum amount currently authorized for your current enrollment status at the time of review and is subject to change if there is a change in your enrollment status and based upon final approval and funding by the US House of Representatives and Senate.*

***Any grant funded by the State of North Carolina is the maximum amount currently authorized for your current enrollment status at the time of review and is subject to change if there is a change in your enrollment status and based on action and appropriations by the North Carolina General Assembly*.

STUDENT EMPLOYMENT

Federal Work Study (FWS)- FWS is a need-based assistance program designed to help students earn part of their educational expenses through part-time employment while attending school. Completion of the FAFSA each year of employment is required in order to determine eligibility to participate. FWS opportunities at Peace are limited and students should see the Financial Aid Office annually to apply for open positions. Students are awarded on a first-come-first-served basis as they complete the process to secure employment. Your eligibility to participate in the FWS program, the completion of a résumé, and employee eligibility forms does not guarantee employment. Participants are paid an hourly wage and student payroll is processed bi-monthly based on actual hours worked. FWS earnings will not be credited to your student account and you should not include this funding when determining the amount that you will owe to Peace .

General Financial Aid Information
https://studentaid.gov
www.finaid.org

How to Apply for Financial Aid
Complete the appropriate Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1 for the following fall semester.

Contact Information
Phone: 919.508.2394
Email: finaid@peace.edu
Location: Main Building, Room 105 (1st floor)

Information Technology

The University reserves the right to monitor use of all of its electronic communications systems. No user of these systems should assume that the nature of content of such communications should be considered private, personal information.

William Peace University understands that information technology has become vital to our educational purpose. Thus, William Peace University owns a variety of technological resources that are provided primarily to support its academic and administrative functions, such as education, research, academic development and public service by the university community. These technological resources enable users to locate and disseminate information, communicate and collaborate with others in a global setting, and build the necessary strategic technologies for the current and future needs of the university community. Use of university technology resources shall be consistent with all university rules or any applicable laws and regulations. All users are responsible for using technology resources in an efficient, responsible, considerate, ethical and lawful manner.

Disregard for the rights of authorship, including plagiarism, invasion of privacy, unauthorized access and copyright violations, may be grounds for sanctions against members of the university community. Access to technology resources is a privilege, not a right, and as such, can be withdrawn from those who use it irresponsibly. Users of university technology resources who are determined to have purposely violated any of the information technologies

policies will be subject to disciplinary action up to and including suspension of access to technology resources, discharge, dismissal, suspension, expulsion and/or legal action.

No student shall videotape, take photos of, or in any other way capture the image/voice recording of another student without approval. Web cameras may not be used in a room unless both roommates are aware of the camera's presence and approve of their image being captured. Students are advised to seek the permission of others before posting their pictures on social networking sites such as Facebook or Twitter.

Acceptable Uses of Technologies
University information technologies resources may be used for such purposes as instruction, independent study and research, and the official work of William Peace University. Any information distributed by a user of university technologies must accurately identify the creator, distributor and recipient of that information.

Unacceptable Uses of Technologies
William Peace University technology resources may only be used for legal purposes and may not be used for any purpose that is illegal, immoral, unethical, dishonest and damaging to the reputation of the university, inconsistent with the university's mission, or that may subject the university to liability.

Unacceptable uses include but are not limited to the following:
• Harassment
• Libel or slander
• Fraud or misrepresentation
• Destruction of or damage to equipment, software or data belonging to the university or to others
• Disruption or unauthorized monitoring of electronic communications and electronically stored information
• Infringement of copyright or trademark laws or rights of others
• Use of the university's logo without prior approval of the Vice President for Communications and Marketing

Violation of Computer System Security
• Unauthorized use of computer accounts, access codes (including passwords) or network identification numbers (including email addresses) assigned to others
• Unauthorized access to the university's information systems, Internet or other networked computers
• Use of computer communications facilities in ways that unnecessarily impede the computing activities of others, such as randomly initiating interactive electronic communications or email exchanges, abuse of interactive network utilities, etc.
• Use of computing facilities for commercial business purposes unrelated to the university
• Academic dishonesty
• Violation of software license agreements
• Violation of network usage policies and regulations
• Violation of privacy
• Posting, sending or accessing pornographic, sexually explicit or offensive material
• Posting, sending or accessing material that is contrary to the university's mission
• Intentional distribution of computer viruses, Trojan horses, time bombs, worms or other rogue programming

Expectations of Privacy
Computer users should have no expectation of privacy with regard to any *personal* material stored or archived on University IT resources. Although University staff will respect personal privacy where practical, users who want to ensure that their personal materials are not subject to university access are advised to use their own personal, non-university equipment, networks and storage.

Willful Misuse

Students may not misuse electronic resources belonging to the University. In addition, they may not misuse physical IT resources, and may not touch, disturb, unplug, or vandalize any computer server, switch, or router. The University reserves the right to limit or revoke access to University IT resources when University policies, regulations or rules, or state or federal law are violated or where University contractual obligations or University operations may be impeded. Attempts will be made to notify the affected user(s).

Contact Information
Phone: 919.508.2417
Email: helpdesk@peace.edu
Location: Browne McPherson (1st Floor)

Mail Services

On-Campus
Mail is delivered Monday through Friday by 3:00 pm to student mailboxes in Pressley (breezeway) Science building. Students will receive an email from Office Services indicating that there is mail and the mail is located in a numbered box with a combination in the Pressley (breezeway) Science building. Students will have seven (7) school days to pick up the mail. Any uncollected mail will be stored in the Office Service location until the end of the current semester at which time it will be mailed to the home residence provided to the admissions department. Office Services is located in the basement of Ross Hall.

Mailing address for campus: 15 East Peace. St., Raleigh NC 27604.
Mailing address for Amazon packages is ROSS HALL 15 E Peace St Raleigh NC 27604.

Village Green Apartments
Mail is delivered Monday through Saturday to residential mailboxes located at Village Green. Each resident is issued an apartment mailbox key upon move in, that provides access to a shared apartment mailbox. For packages, students will be added to Village Green's Luxer One system and will receive an email to set up their account. Students will be then notified that a package has arrived, what locker it is in, and given the code to retrieve the package If you have questions regarding your mail please contact the Village Green Front Office 919-862-9544.

Contact Information
Phone: 919.508.2411
Email: Peace mail@peace.edu
Location: Ross Hall Basement

On-Campus Vending

Vending machines are located throughout campus in the residence halls, library, and office buildings. If you encounter a problem with a vending machine, please contact the Business Office.

Contact Information
Phone: 919.508.2000
Email: Peace -business-office@peace.edu
Location: Main Hall (2nd Floor)

Public Safety

Contact Information:
Public Safety Telephone Number
Emergency - 919.833.2277
Non-Emergency - 919.508.2401

William Peace University's Office of Public Safety works to provide a safe and welcoming environment to enhance the well-being of students, faculty, staff, and visitors and protect all university-owned property. The Office of Public Safety strives to achieve this mission through a community-friendly approach that enhances safety through the visibility of Public Safety personnel, preventive patrols, 24-hour accessibility, positive conflict resolution, and crime prevention and awareness programs on the Peace campus. The Office of Public Safety collaborates with local law enforcement and community organizations to fulfill its mission.

Available 24 hours a day, year-round, William Peace University's Public Safety Officers are responsible for maintaining order and public safety. They can be contacted at (919) 508-2401 for non-emergency situations. Public Safety Officers regularly patrol buildings, parking lots, and campus grounds. Emergencies involving suspicious activities and immediate threats, such as a crime in progress or a person acting in a manner that poses a threat to themselves or others, should be reported to the Office of Public Safety immediately by calling (919) 833-2277. Emergency phones designated by blue lights are located at various points on campus for urgent situations.

This section of the Student Handbook contains basic information about emergency preparedness and response at William Peace University. Please read it carefully. Any questions about emergency procedures should be directed to the Director of Public Safety at 919-508-2402 or publicsafety@peace.edu.

NOTIFICATIONS OF EMERGENCY

Pacer Alert Emergency Notification

William Peace University has multiple communication options available to alert the community. Some or all of these methods of communication may be activated in an emergency situation. Examples of these significant emergencies include, but are not limited to,significant tornadoes, active shooters, contagious and dangerous diseases, and others.

The emergency communication options, called PACER ALERTs, include:

Outdoor Siren System	Alerts persons outside to seek shelter and obtain more information.
Text Messaging	Alerts individuals of an emergency or incident. Individuals may register a mobile device at Pacer Alert
Emergency Warning System Indoor Help Station	Broadcasts emergency alerts throughout the campus buildings.
Email Notifications	Notifies all Peace email accounts.

University Website Emergency Page	Serves as the primary source and consolidation of emergency and information updates.
Direct Contact	Officials may alert specific community members directly, depending on the situation.
Digital Signs	Alerts students and guests in Ross Hall.

Notification to the larger community may be made through social media platforms and local news media.

Individuals on and off campus can also obtain emergency information through

- Peace Alerts, emergency notifications via Email, Voicemail, Text Messages, and Social Networking (Facebook and Twitter) (users must opt out)
- Peace website, to www.peace.edu
- Email (To receive campus-wide email announcements, students must have a Peace email account, which may be obtained from the ITT Help Desk. Students are responsible for activating and regularly checking their University email accounts.)
- Local media

Opt-Out Policy
William Peace University (Peace) provides emergency notifications to all campus community members upon confirmation of a significant emergency or dangerous situation occurring on or around campus that involves an immediate threat to the health or safety of students or employees.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Peace has developed and maintains a system known as the "PACER ALERT," which is used to immediately inform the Peace community upon confirmation of an emergency or dangerous situation.

All Peace faculty, staff, and students will be automatically enrolled to receive PACER ALERTS Emergency Notifications via text message or telephone. Students, faculty, and staff are reminded to update their contact information annually or when it changes. To update your contact information, please click here. We strongly encourage all faculty, staff, and students to provide their text or telephone contact information; however, individuals may opt out of receiving PACER ALERT Emergency Notifications via text message or telephone. Opt-out information may be found by visiting Pacer Alert.

All telephone numbers provided for PACER ALERT Emergency Notifications will only be used during an emergency or a PACER ALERT Emergency Notification system test.

Opt Out Step-by-Step:
- Step 1 – To visit the Rave Wireless Website, click here.
- Step 2 - Enter Peace Login Name.
- Enter your William Peace University login name (everything before the "@" symbol in your email address) and password in the spaces provided. If you receive a login or password error when attempting to connect, enter your username in all lowercase letters.
- Step 3 –Select People tab.
- Step 4 - Under Manage People, select search by name, then enter your last name, select Filter, tap the delete button (red button on the left), and tap delete on the Delete User dialog box.

Update your Contact Information Step-by-Step:

- Step 1 - Log in to MyPacernet, and click on the link in the center of the main page that says “Click here to register for classes.”
- Step 2 - Then click “Launch self-service registration.” Look at the top right corner of the screen to check for any hold notifications.
- Step 3 - Confirm your Emergency Contact information.
- Step 4 - Click on the person icon at the top right of your screen, then select “Emergency Information,” and finally, click “Confirm.”

REPORTING AN EMERGENCY

If you become aware of an emergency situation on campus, dial **919.833.2277** to reach Public Safety personnel, who can summon medical, fire, or police response.

On-Campus Residents

In a life-threatening situation, dial 911 first, followed by Public Safety **919.833.2277**

- When you call, please provide your name, telephone number, location, and a description of the nature and location of the emergency.
- Don’t hang up until the Staff Member or 911 operator ends the conversation.
- If the phone lines are dead, take the message to Public Safety in person or use a cell phone if available.
- If you are in a hazardous situation, do not endanger yourself further. Avoid unstable structures, smoke, electrical hazards, fire, and exposure to chemicals or biological agents. Do not risk your well-being by saving personal or university property.

Off-Campus Housing Facilities

In a life-threatening situation, dial 911 first, followed by the RA On-Call

- When you call, please provide your name, telephone number, location, and a description of the nature and location of the emergency.
- Don’t hang up until the Staff Member or 911 operator ends the conversation.
- If the phone lines are dead, take the message to Public Safety in person or use a cell phone if available.
- If you are in a hazardous situation, do not endanger yourself further. Avoid unstable structures, smoke, electrical hazards, fire, and exposure to chemicals or biological agents. Do not risk your well-being by saving personal or university property.

Reporting Unsafe Conditions

Peace is committed to maintaining a safe campus environment. To this end, everyone in the campus community is urged to report conditions that may pose a serious risk of injury or property damage. Do not assume that someone else will report the situation. Call Public Safety at (919) 508-2401 or submit a school Dude.

Acting in an Emergency

- The Office of Public Safety will take the lead in all on-campus emergency situations. Please listen carefully to information provided by Public Safety personnel and follow their instructions.
- Remain calm and use common sense.
- Always evacuate the building immediately when you hear an audible alarm or see a visible alarm, when directed by authorities, or when the building conditions appear hazardous (e.g., the odor of natural gas).
- Use the telephone or the Emergency Warning System Indoor Help Stations for emergency purposes ONLY.
- Do not enter elevators during an emergency. If stuck in an elevator, do not attempt to force open stalled elevator doors; never attempt to break out of an elevator car on your own because it could put your life in danger. Stay calm and wait for emergency responders to respond. Use the emergency phone, which will automatically contact Public Safety.
- Keep a flashlight handy if you are in an area without emergency or natural lighting.

- Know the location of all marked exits from your office, classrooms, living area, etc.

Reporting criminal incidents and emergencies
Students, employees, and visitors are encouraged to immediately report any criminal offense, suspected criminal activity, or other emergency on campus directly to the William Peace University Office of Public Safety and for crimes occurring off campus to the appropriate police agency for that location. Reporting crime to Public Safety can be done by contacting Public Safety (see contact numbers below) via the Call Boxes located in the parking lots and through the Peace Emergency Notification System located on every floor in every building on campus.

The Office of Public Safety is available 24 hours a day, year-round.
Emergencies - Public Safety **919.833.2277**. For non-emergencies – Public Safety 919.508.2401.
Physical Location - Main Building, West Wing Hall, Room 121

Voluntary and confidential reporting
Occasionally, victims of crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or University judicial systems.

As allowed by the Clery Act, pastoral counselors, and professional counselors are not required to report crimes to the Campus Public Safety for inclusion in the annual disclosure of crime statistics or for the purpose of a timely warning. Certain other University departments may accept confidential reports from a victim. The Clery Act, however, requires these departments to report the crime to Public Safety. This reporting allows the University to maintain accurate records on the number of incidents, determine if there is a pattern of crime concerning a particular location, method, or assailant, and alert the campus community of an ongoing threat if needed. The Office of Public Safety will investigate any crime reported to them.

To report crimes anonymously, go to: Anonymous Reporting Link

What to Report
There are many types of crimes. This policy is focused on “Clery Act crimes,” which are:

- Aggravated Assault
- Arson
- Burglary
- Dating Violence
- Domestic Violence
- Manslaughter by Negligence
- Murder and Non-Negligent Manslaughter
- Motor Vehicle Theft
- Robbery
- Sex Offenses (to include rape, fondling, incest & statutory rape)
- Stalking
- Liquor law violations
- Drug abuse violations
- Weapons violations
- “hate crimes” – (i) any other crime involving bodily injury, or (ii) larceny-theft, simple assault, intimidation, and destruction/ damage/ vandalism of property, when motivated by the perpetrator’s bias. Bias is defined as a negative opinion or attitude toward a group of persons based on their race, gender or gender identity, religion, sexual orientation, ethnicity/national origin, or disability.

For a definition of the above crimes, go to: Definitions of Listed Crimes

PROTOCOL FOR EMERGENCY SITUATIONS

Fire

- **Be Prepared!**
- Be aware of the location of the fire alarm pull stations and know how to activate them.
- Know your evacuation routes and keep them clear at all times. Never use the elevator to evacuate.
- Know the location of the closest fire extinguishers and review the instructions for their use.

If Fire or Smoke Is Detected

- Activate the building alarm system.
- Evacuate the building and move at least 500 feet away, following staff instructions during evacuation. If possible, use the posted building evacuation routes.
- Notify others as you leave the building by shouting “fire” and knocking on doors.
- If possible, close doors and windows as you leave to prevent the fire from spreading.
- If there is smoke in the area, get on the floor and crawl out of the building.
- Check all doors for heat before opening them. If a door isn't hot, open it slowly. If a door is hot, do NOT open it. Move to a second exit, or if that's not available, stay in place and try opening a window for fresh air.
- If you are unable to evacuate, call 911 and give your location. Try to do something to help identify your location from the outside of the building (e.g., hang a sheet, blanket, or colorful piece of clothing out the window).
- Once you are outdoors, if you know the specific location or cause of the fire, provide that information to Public Safety, **919.833.2277,** or emergency-response personnel.

Medical Emergencies

- Call 911 – When you call 911, follow these procedures to ensure prompt and effective service.
    - Stay Calm
    - State the nature of the emergency
    - State your address or the location of the emergency, with the closest cross street.
    - Give your name and telephone number.
    - Let the operator guide the conversation. He or she is typing the information into a computer and may seem to be taking a long time. However, there's a good chance that emergency services are already being dispatched while you're still on the line.
    - Stay on the line until the dispatcher tells you to hang up.

- Notify Public Safety **919.833.2277**
- Notify Health Services (during normal business hours)
    - From an internal phone 2502
    - From a cell Phone (919)508-2502

- Post someone to direct the paramedics to the elevator and the room's entrance. (A member of the public safety staff will meet with the EMS in the parking lot.)
- One or two people should stay with the patient.
- Remain on the scene to give the responding officers an account of what happened.

Power Outage

- In the event of a power outage, limited emergency power is supplied to campus buildings for safe evacuation (but not for continued occupancy).
- Power outages should be reported to Public Safety by calling **919.833.2277**.
- Use a flashlight, NOT candles.
- Evacuate laboratories immediately, as most fume hoods will not operate when the building power is cut off.

- If Public Safety personnel determine that relocation to a safer area is necessary, they will go from floor to floor to notify students, faculty, and staff in academic buildings. Campus and Residential Services staff will notify students in the residence halls.

NOTE: Public Safety and other offices have battery-powered radios and will keep the campus community informed during situations that result in power outages.

Severe Weather

- In the event of severe weather or other unusual conditions, the University may delay, cancel classes, or close its facilities altogether. Information about delays, cancellations, and closings is made available through various media as soon as possible once a decision is made. Campus-wide notification will also be sent via Pacer Alert, Peace Alerts, and the University's website (www.peace.edu), and local radio and television stations for information.
- Power outages may occur during severe weather. To reduce the potential for injury and/or damage, please refer to the instructions under "Power Outage."

If a Tornado/Hurricane Warning Is Issued

- Immediately move to your building's Severe Weather Shelter location. As you leave your room or office, close the windows and lock the door behind you.
- Stay away from windows, doors, and outside walls.
- Do not evacuate the building unless a fire breaks out or the building's structure becomes unsafe.
- If you are outside in your vehicle and see a tornado approaching, do not remain in your car. If a sturdy building is nearby, seek shelter on the lowest level of that structure for protection. If you are out in the open, lie in as low an area as possible, away from cars.

Bomb Threats

- Take all calls seriously and immediately report them to Public Safety at (919)833-2277.
- Try to obtain as much information from the caller as possible: location of the bomb, detonation time, reason for the threat, information about the caller (age, affiliation with any organization, etc.)
- Do not try to locate the bomb, and never touch suspicious objects or packages.
- Do not use portable radios or cell phones or pull the fire alarm in a facility where a bomb may be located.

Toxic Odors and Spills

- In the event of a biological, chemical, or radioactive spill, or if an odor of gas or a noxious substance is detected in your area, leave the area immediately and call Public Safety at **919.833.2277**
- If possible, secure the area to prevent others from entering.
- If the hazard is thought to place all building occupants at risk (e.g., the odor of natural gas), do not pull the fire alarm to evacuate the building; instead, go to each floor and yell out a verbal warning to evacuate.
- In campus science laboratories, follow the posted instructions.
- Do not re-enter the building/area until emergency responders determine it is safe.

CRIME REDUCTION TIPS

Personal Safety

- Be aware of your surroundings.
- Avoid isolated areas.
- Walk or jog with a friend, not alone, or request a Public Safety escort (919) 833-2277.
- Know your limits on dates, and communicate those to a friend or a family member.
- Know your limits with alcohol, and do not accept drinks from others.
- Tell a friend or family member where you are going and when you will return.
- Report concerning behaviors (unwanted texts, threats, etc.) to Public Safety.

If your car breaks down, raise the hood, get back in your car, and stay there. If people stop to assist, ask them to call the police.

Protection from Date Rape Drugs

- Never leave your drink unattended. Because colorless and odorless, date rape drugs can be slipped into any type of beverage.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with friends, arranging beforehand to watch each other's drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital to conduct toxicology testing.

Residential Safety

- Lock your dorm room or apartment whenever you leave and also when you are sleeping.
- Do not prop open card reader doors.
- Call (919) 833-2277 if you see someone in the building who does not belong.
- Do not allow strangers to follow you into the building.

Workplace Safety

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to Public Safety.

Protect your Property

- Record the serial numbers of your valuables.
- Keep your vehicle locked when it is parked and when you drive.
- Consider installing anti-theft or alarm devices on your vehicle.
- Do not leave textbooks, purses, or book bags unattended.
- Do not leave laptop computers unattended.

Robbery/Assault

- Cooperate, giving the person exactly what he/she is asking for, nothing more.
- Try to notice distinguishing traits, such as clothing, race, height, weight, age, eye color, facial hair, or other identifying features, like scars or moles.
- Pay attention to the type of weapon used, if applicable.
- Listen carefully to the person's voice for distinguishing characteristics.
- Record the direction the person goes after the confrontation. If a vehicle is used, record the license plate number, make, and model.
- Call Public Safety at **919.833.2277** immediately following the incident. An Officer will come to your assistance and notify the police.

SITUATIONS REQUIRING EVACUATION, LOCKDOWN, OR SHELTER IN PLACE

Evacuation

Whenever a fire alarm sounds, you must evacuate to the designated safe zone or at least 500 feet from the building. Await instructions from Public Safety officers or other emergency personnel.

Active Shooter Emergency Preparedness

The potential for a school shooting exists on every campus throughout the United States. Although the possession of firearms on or around the campus is prohibited, previous local and national shootings dictate the importance and

need for a response plan. If you observe an individual with any weapon on campus, immediately contact the Office of Public Safety at **919.833.2277**. We highly recommend saving this number as a speed dial option on your phone.

Active Shooter Emergency Preparedness Procedures
An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use a firearm(s), and there is no pattern or method to their selection of victims.
If you hear gunshots or what might be gunshots, assume that there is a shooter on campus until you are told otherwise by the Office of Public Safety, Raleigh Police Department, or Campus Administration.
Make a decision, trusting your instincts, to take action to protect yourself and ensure your survival in the situation.

DO NOT APPROACH THE SHOOTER. You generally will have three options depending on whether you are outdoors or indoors and how close you are to the actual shooter:

- **Run:** Can you safely escape?
- **Hide in a safe place:** Is there a good place to hide? Are you in a room that can be locked?
- **Fight**

Run
- If you can and deem it safe, get out and get to a safe place.
- You will have to rely partially on instinct.
- Leave your belongings behind, but take your cell phone if it's handy.
  (*Turn off the cell phone ringer.*)
- If you're moving, move quickly and try to stay concealed during the process.
- Before you move, know your destination and look before you go.
- If it is safe, call 911 to report the incident to the Raleigh Police Department and contact Peace Public Safety at **919.833.2277**. Do not assume someone else has reported it.
- Wait and listen for directions from law enforcement personnel.

Hide in a Safe Place
- Find a hidden location and hide. If possible, hide in a place that offers both protection and concealment.
- If it is safe, call the Raleigh Police Department at 911 and Peace Public Safety at **919.833.2277**. Do not assume someone else has already reported the incident.
- Wait and listen for directions from law enforcement personnel.

- If in a room, stay in the room and lock the door if it is safe to do so.
- If you are not in a room, find a room that has a lock.
- Locate a hidden area within the room.
- Find protection behind furniture if possible.
- If possible, blockade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, silence your cell phones, and spread out from other individuals. Move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- If you encounter the shooter, follow the shooter‘s instructions.
- If safe, call the Raleigh Police Department 911 and Peace Public Safety at **919.833.2277**.
- Do not assume that someone else has reported the incident.
- Wait and listen for directions from law enforcement personnel.

Fight
- Whether alone or with a group
- Act with aggression and improvised weapons, and commit to your actions

If Outdoors When a Shooting Occurs

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head to see what may be happening.
- If safe, call the Raleigh Police Department 911 and Peace Public Safety at **919.833.2277**. Do not assume that someone else has reported the incident.
- Wait and listen for directions from law enforcement personnel.

If the Shooter is close

DO NOT APPROACH THE SHOOTER– Your survival is the key component, so unless you are left with no choice, you should avoid approaching the shooter. However, if the shooter approaches you, comply with the shooter‘s instructions.

Help Out – If you can do so without placing yourself in jeopardy

- Warn others.
- Help others escape.
- Keep others away from the danger area.
- Help the injured.
- Help others stay calm.

Calling for Help

If safe to do so, call the Raleigh Police Department 911 and Peace Public Safety at **919.833.2277**. Do not assume that someone else has reported the incident.

- Be persistent; phones may be jammed.
- Calmly identify yourself and your exact location. Remain calm and answer the questions. The person answering the phone is trained to obtain the necessary and required information for an appropriate emergency response.

If it is safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect enters a vehicle, note the license plate number, make and model, color, and outstanding characteristics. This takes only a few seconds and is of the utmost help to the responding officers.

Although you are not expected to know all the answers, answer them to the best of your ability. Even though you may think the questioning wastes valuable time, the information you provide will enable the police to dispatch officers and other emergency personnel safely and effectively.

During your call, you may be asked questions such as:

- What exactly is happening, and how do you know? Is it still happening?
- Where are you located?
- Where is the suspect now? What was his/her last known direction of travel?
- Are there any wounded, and how many?
- What is the specific location of occurrence?
- What types of weapons were used? Describe the weapon/s or other dangerous object/s if possible, and any visible ammunition:
    - Rifle
    - Shotgun
    - Handgun: revolver or automatic.

- Ammunition: Describe the type, amount, and type of container (metal box, cardboard box, backpack pockets, and others).
- Knife or other dangerous weapons.
- Explosive device: Give a specific description.
- Were any shots fired? Describe the sound and the number of shots fired.
- Do you know who the suspect/s is? If yes, identify them and provide any background knowledge you may have.

When Law Enforcement arrives, they may be Raleigh Police Department Officers, Peace Public Safety Officers, or Officers from other law enforcement agencies.

- When law enforcement reaches you, do not run at them or make sudden movements and wait for their instructions.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- Any information you can provide about the shooter could be useful; please offer it if you have any.
    - Give the number of shooters.
    - Give the location and physical description of the shooter.
    - Give the number and types of weapons.
- When it is safe to do so, you will be given instructions on how to exit your location safely.

In the event that there are Hostages

Call the Raleigh Police Department 911 and Peace Public Safety at **919.833.2277,** and be prepared to give the following information if you have it:

- Identify the location of the hostage in the building or area.
- Number of assailants, if known.
- Number of hostages, if known.
- Identity of assailants, if known.
- Any description of assailants and weapons.
- Any demands made by the assailant/s.
- If you are at a distance, move to a safer area.
- If you can do so safely, evacuate the area to a safer location.
- If possible, provide the above information when you are in a secure location.

What to do if you are taken Hostage

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally unbalanced. Don‘t make mistakes that could endanger your well-being.
- Don‘t speak unless spoken to, and only when necessary. Don‘t talk down to the captor, who may be in an agitated state.
- Avoid appearing hostile. If possible, maintain eye contact with the captor at all times, but do not stare. Treat the captor like royalty.
- Try to relax. Avoid speculating.
- Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. The personal safety of others may depend on your ability to recall. You may be released or escape. The captors, in all probability, do not want to harm persons held by them.
- Be prepared to answer a police officer on the phone.
- Be patient, wait. Attempt to establish rapport with the captor.

- If medications, first aid, or bathroom privileges are needed by anyone, say so.

Shelter in Place

In the event of a chemical or biological attack, the order to "shelter-in-place" may be given. To Shelter in Place:

- Move to an interior room or hallway with no windows.
- On your way to the sheltered space, close windows and doors to the best of your ability
- Designated personnel will turn off air-handling systems to reduce airflow into the buildings from outside.
- Specific instructions will be provided by Public Safety officers and, in the residence halls, by residence life and housing staff. Remain indoors until you are advised that it is safe to leave. A shelter-in-place order would likely be needed for no more than a few hours.

Personal Preparedness

While Peace is ready to fulfill the basic needs of the campus community during an emergency, it is still wise to be personally prepared. You might consider putting together a personal emergency kit. Items recommended by the American Red Cross include

- a small first aid kit and extra prescription medications
- emergency contact and medical information
- Sanitation and hygiene supplies
- a battery-operated flashlight
- a battery-operated radio
- extra batteries
- a whistle
- a pen or pencil and paper
- Several bottles of water
- Some foods that will stay fresh for a long time, such as granola bars

Information for Persons with Disabilities

All students with disabilities that could affect their safety in an emergency requiring evacuation, lockdown, or shelter-in-place must register with the Office of Public Safety at (919)833-2277 or publicsafety@peace.edu upon arrival at Peace . Those with a temporary disability, such as a broken leg, should also notify Public Safety when the disability begins and ends. Public Safety will refer individuals to the appropriate University official in the Wellness Center, Disability Support Services, and Residence Life and Housing and Buildings and Grounds for help determining the most effective and efficient emergency plan. Public Safety will also maintain a log of individuals with disabilities, identifying their self reported needs.

UNIVERSITY'S RIGHT TO ENTER & SEARCH

The right to privacy at William Peace University (Peace) is limited by the University's main responsibility to enforce behavior standards aligned with its mission and to ensure the health and safety of all community members. Therefore, while the University values community members' privacy, it maintains the right to access all University rooms, spaces, and property.

Right to Enter

The University reserves the right to enter any University-owned or leased space at any time to respond to emergencies, protect personal safety, maintain health and safety standards, establish order, conduct investigations, enforce University policies, secure buildings during vacations and breaks, and for any other reasonable purpose. The resident's absence will not prevent such entry. Only authorized personnel will carry out the entry.

Right to Search

The University reserves the right for its officials to enter and search a student's room, suite, apartment, and/or vehicle parked on campus and University-leased space off campus. In addition, the University reserves the right to search a student, faculty, or staff member's person, backpack, bag(s), and/or any other belongings on campus. If a member of

Student Life or Public Safety has sufficient reason to believe that a student, faculty, or staff have prohibited, potentially harmful, or dangerous items on campus or is currently using his or her space to violate University policy (and possibly state, local, or federal law), a public safety officer may enter and search a room, office, and vehicle, as well as his or her person and belongings to prove or disprove the allegations. The student, faculty, or staff does not need to be present during the search and may be asked to wait elsewhere while Public Safety completes the search.

CAMPUS SAFETY

Car Safety

- Do not leave your purse, cell phone, GPS system, and other valuables exposed; secure items in the trunk or remove them from the vehicle.
- Always lock your doors and roll the windows up.
- Remember where you parked your vehicle. Look around the parking lot for landmarks such as trees or light posts.
- Avoid walking alone at night. Use the “buddy system” or call Public Safety for an escort.
- Look under, in front of, inside, and around your car before you get in.
- Have your keys ready before approaching your vehicle.
- Once you get in your car, start your engine and leave the parking lot immediately.
- Walking to or from your vehicle, be cautious of strangers asking questions or panhandling.
- Be aware of your surroundings - this is your best defense.
- The university is not responsible for any damages to any vehicle operated or parked on campus.
- The university does not assume responsibility or liability for damages caused by fire, theft, casualty, or any other cause whatsoever to any car or its contents in the areas subject to the university's jurisdiction.
- The vehicle's owner is responsible for filing fire, theft, casualty, or accident reports with the police, insurance companies, and the Office of Public Safety.

Identification Cards

The Peace ID card has multiple uses and is called the “Pacer Card.” Students must carry their Pacer Card when on campus, and it must be presented to authorized personnel upon request. A current Pacer Card is required to obtain a parking pass. The Pacer Card serves as a residence hall access card, campus meal card, and print card and can be linked to your student account. Your Pacer Card will also be needed when purchasing books from the bookstore, utilizing the gym and fitness facilities, classroom and wellness buildings. Pacer Cards are issued at orientation and during regular business hours. The cost of your first card is included in the new student fee. Replacement cards cost $25.00 each.

PARKING

Students parking vehicles on campus must obtain and display a current Peace parking permit in their vehicle. Parking passes can be purchased through Student Accounts, Main Hall room 109/111, and online at http://www.peace.edu/i_am/a-current-student by clicking “Purchase a Parking Decal” to order a parking permit.

Students with valid parking permits may park only in university-owned lots while attending class or conducting other Peace business. Sharing or selling a parking permit is prohibited.

At certain peak time intervals during the week, when the total number of cars on campus is at its highest, on-campus parking may be more congested. A parking permit does not always guarantee a parking space on campus. Parking on adjacent city streets may be required for many student vehicle operators. When using adjacent streets, please follow all appropriate parking ordinances. Please allow sufficient time to park when arriving for class.

New parking decals and designated parking spaces.

If you park your vehicle in one of the University's parking lots, you must abide by the following regulations. Please note that failure to comply with these regulations may result in the issuance of a parking ticket. Violations can result in fines, judicial action, or a combination of both. It is essential to be aware that ignorance of the parking regulations will not be accepted as a valid defense for parking violations. Additionally, it is important to understand that the inability to find a legal parking space does not excuse a violation. Peace issues three categories of parking decals: Faculty/Staff, Residential Students, and Commuter Students. Each category has designated parking lots.

Faculty/Staff: Faculty and Staff can park in any space within lots P1, P7, P8, and P9.

Commuter Student: A commuter student permit can park in designated spaces in the following lots: P1, P7, P8, and P9.

Residential Student: Residential student permit can park in designated spaces in the following lots: P4, P5, P6, and P10

Visitor: Designated visitor spaces are intended for specific guests and are coordinated with campus departments in advance. Those visiting for an approved and specific purpose must obtain a Temporary Parking Pass from the Office of Public Safety and may park only in the designated visitor lots P3 and P4.

Residential Student Guest: Residential Student guests must obtain a Temporary Parking Pass from the Office of Public Safety and may park only in the designated visitor lots P3 and P4. All visitors must abide by the Residence Life and Housing policy for guests and visitors. The sponsoring student will be held responsible for any policy infraction committed by their guest.

Reserved: Reserved parking spaces are always enforced, including on university holidays. If you receive permission to park in a reserved space, you are entitled to exclusive use of that designated space 24 hours a day, seven days a week, and only the person(s) registered with the reserved space is entitled to use that space.

ADA Accessible Permits: Students with a state-issued accessible / handicap placard must purchase a parking decal to park on campus. It is unlawful to park or leave standing any vehicle that does not carry a valid disability placard or plate in a parking space designated for individuals with disabilities. ADA-accessible designated spaces are located in the following lots: P1, P2, P3, P4, P6, P7, and P10.

Violations: Vehicles parked without the required parking permit will receive a ticket. **Multiple violations may lead to the vehicle being immobilized with a boot.**

Safety Escort: During the hours of darkness, the Peace Office of Public Safety offers Safety Escorts for students and employees on campus. Simply ask an officer to walk you to your destination. If a public safety officer is not in the immediate area where you are starting your walk, you may request an escort by calling 919-833-2277 or using the nearest Blue Light phone to request assistance.

Replacement Parking Decals
Replacement parking decals may be obtained from Student Accounts at no charge if the original parking decal is damaged, the vehicle has been sold, or other similar circumstances apply. The remains of the decal must be brought into the Office of Public Safety to expedite the replacement process. *It is against school policy to duplicate a parking permit or transfer a permit to another vehicle without authorization from the Office of Public Safety.*

Temporary Parking Permits

The Office of Public Safety will issue temporary parking permits to visitors, faculty, staff, and students who require parking on William Peace University property. However, temporary permits will only be issued to students who already hold valid permits.

Peace Parking Regulations
If you park your vehicle in a university parking lot, you must follow the rules listed below. Vehicles that violate these rules may be ticketed. **Multiple violations could result in your vehicle being immobilized with a boot.** Violations can lead to fines, legal action, or both. Not knowing the parking rules is not a valid defense against any parking violations. Being unable to find a legal parking space does not excuse a violation. Students, faculty, and staff with a valid Peace Parking Permit are allowed to park in all Peace lots except in spaces that are clearly marked reserved.

Misappropriated, Fraudulent, and Altered Permits
Vehicles displaying permits under this title will be towed at the owner's expense. Decals cannot be transferred or sold to another student.

Parking in the street, driveway, crosswalk, and sidewalk
Parking will not be permitted in areas including, but not limited to, sidewalks, walkways, landscapes, travel lanes, pedestrian crosswalks, and grassed areas unless at the direction of a Public Safety Officer or special event parking staff.

Parking in a space designated for the handicapped
Parking in marked accessible spaces requires displaying a valid state-issued disability license plate or placard. The person who qualifies for a disability license plate or placard must be in the vehicle when parked in an Accessible space.

Unauthorized Permits
Departments will not be permitted to design, produce, or issue parking permits that the Office of Public Safety has not approved.

Abandoned Vehicles
A vehicle shall be considered abandoned if it has been left at any campus parking area for more than 48 hours in violation of Peace parking regulations or without a valid William Peace University parking permit. Notes left on a vehicle stating the vehicle is mechanically disabled are given no consideration by Public Safety personnel. Vehicles not properly reported to Public Safety may be towed at the owner's expense. If a vehicle is disabled, the permit holder must immediately notify the University's Office of Public Safety at 919.508.2401, providing their name, license plate number, and location.

Unauthorized Parking Practices
Visitor Parking - Visitor parking is available for vehicles parked on campus by individuals not affiliated with William Peace University. Faculty, staff, and students associated with William Peace University are not considered visitors. Visitors and/or their Peace host must contact the Office of Public Safety for a temporary parking pass.

Contractor and Vendor Parking
All contractors and vendors working at William Peace University must register with the Office of Public Safety and obtain a parking pass. They and their service vehicles must park in the gravel parking lot behind the Hermann Athletics Center.

Parking during vacations
Students wishing to leave their vehicle on campus over break must contact Public Safety to make appropriate arrangements.

Conducting repairs on vehicles
Minor maintenance (such as replacing a tire, battery, or other wear-and-tear components designed for easy swap-out

replacement) is allowed. Vehicles shall not be raised suspended on jacks or stands for the purpose of working underneath them, and no vehicle shall be left jacked up unattended.

Additional Parking Violations
Parking spaces on campus may not be used to post the sale of a vehicle, wash vehicles, or store vehicles unless authorized by the Office of Public Safety. Vehicles may only use one parking space at a time.

- No trailers may be attached to a vehicle while parked on campus.
- Vehicles that will not fit in a single parking space, such as buses and trucks, must obtain authorization from the Office of Public Safety.
- Storage units, trailers, or boats may not be placed in parking spaces unless authorized by the Office of Public Safety.
- All vehicles must be removed from parking spaces/lots designated as reserved by the Office of Public Safety for events.
- Any vehicle not parked in a designated legal space is subject to ticketing.
- All parts of the vehicle MUST be inside the designated parking space, which is generally indicated by two white lines.

Fine
The fine for a parking citation is $75.00, which will be applied directly to the student's account. A $25.00 fine will be imposed to remove a boot from a vehicle. Students accumulating three or more unanswered parking tickets are subject to a $225.00 penalty in addition to the fines of each ticket.

Parking appeals
Individuals may appeal a parking ticket by submitting an appeal form to Public Safety. Appeal forms must be submitted in writing within 10 calendar days of the violation, along with a copy of the contested ticket. Appeals received after 10 calendar days will not be heard. To Appeal a parking citation, click HERE. Appeals forms will be reviewed upon receipt. A decision will be made by the Director of Public Safety regarding the merit of the appealed circumstances and the determined course of action and documented in a written communication sent to the individual. The reviewed decision will be considered final.

Lost and Found
All articles should be turned in at the Office of Public Safety, Main Hall, room 121.

Campus Security Act of 1990
The Clery Act (Campus Security Act of 1990) requires colleges and universities to disclose information about public crimes committed on their campuses. In accordance with this act, William Peace University publishes and distributes an annual Public Safety Report by Oct. 1 each year. The act intends to inform prospective students and prospective employees about campus crime and provide timely notice to the campus community about crimes that pose a threat to safety. The Office of Public Safety must maintain a public log of all reported crimes and submit its crime statistics to the U.S. Department of Education. William Peace University's annual Public Safety report includes statistics for the previous three years concerning reported crimes on campus, in certain off-campus buildings owned or controlled by William Peace University, and on public property within or immediately adjacent to the campus. The report also includes institutional policies concerning campus safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Office of Public Safety at 919-508-2401 between 9:00 am to 5:00 p.m.

Contact Information
Phone: 919.508.2401
Email: publicsafety@peace.edu
Location: Main Building (1st Floor)

Records and Right-to-Know

The Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of a student's education records. FERPA permits students (1) to inspect and review their education records, (2) to seek to amend their records, and (3) to limit disclosure of information from their education records without prior written consent except in certain circumstances. William Peace University will notify students annually of their rights under FERPA.

Student Inspection
A student may, upon request, inspect and review information contained in their education records. Students wishing to inspect their education records should submit a written request to the Registrar's Office specifying the records they would like to inspect. The Registrar's Office will make the records available for inspection within 45 days of submission of the request and will notify you of the time and place where the records may be inspected. If circumstances effectively prevent the student from exercising the right to inspect and review the records on campus, the University will make other arrangements for the student to inspect and review the requested records.

Requests for Amendment
A student may request amendment of their education records if the student believes the content to be inaccurate, misleading, or in violation of the student's rights of privacy. A student may submit to the office responsible for the record in question a written request for an amendment to their education record. The request will be reviewed, and the University shall decide whether to amend the record as requested within a reasonable time. Should the student be dissatisfied with the resolution, they may request a hearing to review the education record. If after the hearing the University does not implement the correction, the student may place a statement in their record commenting on the contested information.

Disclosure
The University will not provide access to or disclose any personally identifiable information from a student's education records, as defined by FERPA, without signed and dated written consent by the student except as permitted by law, at the University's discretion.

School Officials
One such exception permits disclosure to school officials of the University who have a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for the University. A school official is 1) a person employed by the University in an administrative, supervisory, academic or research, or support staff position; 2) a person, company, or organization with whom the University has contracted as its agent to provide a service in place of using University employees (such as an attorney, auditor, or collection agent); 3) a person serving on the Board of Trustees; or 4) a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

Directory Information
The University designates certain information that would not generally be considered harmful or an invasion of privacy if disclosed as "directory information." At its discretion, the University may disclose directory information about a student without the student's permission in accordance with FERPA. However, the University provides each student the option of restricting the availability of his/her directory information. The student should contact the Office of the Registrar within 30 days of the beginning of the term if they would like to opt out of directory information. (The required form can be found at the Office of the Registrar.) Any student who has chosen to restrict directory information will need to rescind their request or provide individualized written consent before any information will be released. While students may opt out of directory disclosure, school officials will continue to have access to the student's information in accordance with their legitimate educational interest. Directory information includes student name,

addresses, telephone numbers, email addresses, date and place of birth, hometown, most recent institution attended, major field of study, minor, concentration, dates of attendance, enrollment status, degrees, awards, honors received, photographic and digital images of the student taken and maintained by the University, participation in officially recognized activities and sports, and weight/height of members of athletic teams.

Disclosure to Parents/Guardians
The University may allow parents or legal guardians to have access to their child's education records, without the student's consent, if:

1) The disclosure is in connection with a health or safety emergency and knowledge of the information is necessary to protect the health or safety of the student or other individuals.
2) The student is under 21 years of age at the time of disclosure and has violated a Federal, State, or Local law, and the University determines that the student has committed a disciplinary violation.

Student Consent to Disclosure
Students may give signed, written consent to allow others access to information in their education record. Students should contact the Registrar's Office to give written consent, and will be required to specify the information that may be disclosed and the individuals to whom disclosure is authorized. Students may revoke this consent by contacting the Registrar's Office.

Limit To FERPA Protection of Education Records
FERPA's protection of personally identifiable information in a student's education record ends at the time of a student's death. Unless it has information to the contrary, seventy-five years after the date the records were first created, the University will presume that the student is deceased. If a student is enrolled at the time of death, the University will not release information from their education record for one year without the consent of the deceased student's next-of-kin.

The Right to File a Complaint
Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

If you have questions about FERPA, contact the Registrar.

Contact Information
Phone: 919.508.2012
Email: Registrar@peace.edu
Location: Main Building (1st Floor)

Residence Life and Housing

The Office of Residence Life and Housing is a member of the Student Life division and is overseen by the Director of Residence Life and Housing*. In addition to the Director there is an Associate Director***, and two Area Coordinators (ACs) ***. The Associate Director and Area Coordinators are professional live-in staff members who report directly to

the Director. In addition to the professional staff above, there are also paraprofessional student staff members who live in the buildings as Resident Assistants (RAs) and report to the ACs and the AD.

*The Assistant Vice President of Student Life & Title IX Coordinator serves as the Chief Conduct Officer and Chief Housing Officer

**The Director of Residence Life and Housing serves as the Student Conduct Administrator, and serves as an Administrative Hearing Officer and Student Conduct Appeals Officer as needed.

*** Area Coordinators serve as Administrative Hearing Officers.

**** The Associate Director serves as an Student Conduct Appeals Officer, and may administratively hear student accountability conferences as designated by the Student Conduct Administrator.

Our Mission
The Department of Residence Life and Housing is committed to supporting the mission of William Peace University by fostering a safe, engaging, and vibrant living experience for students that celebrates individual differences, cultivates personal development and learning, and prepares students to be responsible and contributing global citizens.

Resident Rooms
Room assignments may be made in one of six (6) on-campus residence halls (Ross, Frazier, Davidson, Bingham, Finley, or Main Hall) or in university-affiliated housing (Village Green Apartments). All residence hall rooms are furnished and equipped with streaming television service, wireless data access, laundry facilities, heat and air conditioning. Village Green Apartments have wireless internet and wired internet access. All rooms are also furnished with a bed, dresser, desk and chair. Village Green Apartments are furnished with full-sized beds, while on campus rooms are furnished with Twin-XL beds. Bingham and Village Green also have furnished living rooms. All furniture must remain within a student's assigned room/apartment. Removing furniture from a room/apartment may result in a fine or disciplinary action.

Residency Requirements
Priority for housing is given to full-time Traditional Undergraduate Students who are 22 years of age or younger. Students are required to live on campus or in university-affiliated housing until they are 22 years old and/or have attended 2 years of college after the completion of High School. Students under the age of 22 and who have not yet completed 2 years of college after their completion of High School, can request to live off campus by completing the Off-Campus Housing (Commuter) Request. Residential students are required to carry a minimum of twelve (12) credit hours per semester except during the summer. Students who are over 23 are not permitted to live on campus without approval from the Director of Residence Life and Housing or designee. Part-time and/or non-degree students are housed on a space-available basis and must gain approval from the Office of Residence Life and Housing. These students who wish to reside on campus must fill out the appropriate forms and acknowledge that any conduct violations may result in loss of housing privileges. This includes students who drop below full-time during the course of a semester. Other students should consult with the Office of Residence Life and Housing concerning the application process. Because academics are a priority at William Peace, students who choose not to attend classes on a regular basis may lose housing. For students who are required to reside on campus, this may mean withdrawal from the University.

Room Assignment
Students are assigned a space according to the date and time the student's housing application and payment of all required fees are received. Although the university will attempt to honor specific requests whenever possible, we do not guarantee assigning a student to a specific space in a residence hall, nor does it guarantee to assign a specific roommate to share the space. The term of the residence hall assignment is based on the general academic calendar and is for one academic year (two semesters). It begins the first day the student moves in and ends 24 hours after the student's final spring semester examination or commencement (if applicable). The first-year residence halls close four

times during the academic year: Thanksgiving Break, Winter Break, Spring Break and during summer months when the traditional academic year is not in session. The university also assigns a campus mailbox to each residential student. This box shall be the student's official college mailing address during residency at William Peace University. The university does not provide storage for belongings of any sort outside the residence hall room. Additionally, the university does not provide storage of belongings during the summer or other vacations. William Peace University reserves the right to remove students from the residence halls for non-occupancy, Community Conduct Code violations, violation of residence hall policies and procedures and/or noncompliance with any university policy or procedure. If the university has reason to believe that a student residing in the residence halls poses a danger to oneself or to members of the William Peace University community, the student may be removed from the residence halls immediately at the discretion of the Director of Residence Life and Housing, Assistant Vice President of Student Life, or a designee.

Housing Contract Cancellation and Fees

Housing contracts are made for the full academic year (fall and spring semesters). The housing contract cannot be sold, loaned, subleased, or transferred. Room reservations will be held till 5 pm on the first day of classes and can be reassigned after that time period. To avoid cancellation of one's reservation, residents must notify the Office of Residence Life and Housing in writing if they plan to arrive late during the fall or spring semesters. To cancel a housing contract, the student must officially withdraw from the university or complete an Off-Campus Housing Request Form and receive approval to become a commuter student. If a student is not enrolled as a William Peace University student, the contract is automatically voided. Students must be enrolled in classes no later than July 1 in order to reserve a selected room assignment. Students with housing assignments who are not registered for classes will be removed from housing and the spaces will be re-assigned. Students who are removed from the residence halls or from William Peace University for student conduct, academic, or attendance reasons will not be entitled to a refund. Students who cancel or have their housing canceled will have 24 hours to remove their belongings from campus. Housing and Board charges and refunds are based upon the Schedules and Policies outlined in the Academic Catalogue.

For Your Health

All new students are required to have a complete physical exam and a complete immunization record prior to starting class at Peace . All of this information will become a part of your medical record and is submitted to Magnus Health. Magnus Health (a fully HIPAA-approved company) is a service that keeps track of immunization records and the college physical for the student while they are a student at Peace .

When a student's illness poses a threat to the health or safety of the student or others, the student may be asked to seek medical treatment as a condition of remaining in the residence hall or returning to classes.

Housing Accommodations

Peace makes reasonable housing accommodations for qualified individuals with disabilities. Residence Life and Housing strives to provide equal access to housing for all residents in accordance with Section 504 of the Rehabilitation Act, the American with Disabilities Act, and the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability.

Students should complete the housing application with Residence Life and request accommodations through Disability Support Services (DSS) as early as possible. Requests for accommodations should be made in advance of room assignments. Once housing assignments are made, requests are subject to availability. DSS will notify the student and Residence Life and Housing of the approved accommodation. Residence Life will determine the residence assignment.

Staff on Call

The Office of Residence Life and Housing is open from 9 a.m. to 4:30 p.m., Monday through Friday. After hours, there is at least one resident assistant (RA) per area on call from 5 p.m. to 8 a.m. every weekday, and 24 hours on weekends.

Resident Assistants are undergraduate students who have been specifically trained to assist residents within the residence halls. There is also a professional staff member on call 24 hours a day every day of the week. If any problems arise, please speak with the staff member-on-call by contacting the RA duty phone.

Check-In and Move in Process
Move-in dates are published annually in the Academic Catalog, the Student Handbook, and online. Students must move in on the published move-in dates. Early arrivals require special permission and must be authorized by the Office of Residence Life and Housing. Requests may be emailed to ResidenceLife@peace.edu.

Upon move-in, residents will receive a Room Inventory Form (RIF). The RIF describes the check-in condition of each room. Residents are required to document any damage or missing furniture on their RIF at the time of check-in. The RIF is due back to the Office of Residence Life and Housing 24 hours after check-in. The RIF is kept on file in the Residence Life office throughout the year. Residents are responsible for reporting damages as they occur by submitting an electronic maintenance request. At the end of the year, residents will be held financially responsible for any damages that are not documented on the check-in RIF.

ROOM CHANGE & CHECK-OUT PROCESSES

Room changes can be made at a specific time at the end of fall semester. If a resident would like to change rooms, they must speak with a professional staff member to get the proper forms and instructions. The staff member must approve all room changes. Any time a student changes their room; they must be checked out of the old room and checked into the new room by a staff member. Room damages identified at the time of check-out will be applied to the resident's student account. Any resident who changes rooms without written authorization from a professional staff member will be fined $85.00, may be required to return to the original room, and may face disciplinary action. This includes moving to another room within your apartment or Cottage.

We believe education takes place outside the classroom, as well as within, students who wish to change rooms due to a roommate conflict will first be encouraged to participate in a roommate mediation process. The mediation process will be focused on conflict resolution and improving communication. If the students have shown effort in resolving their differences with no success, a room change will be considered. The process usually takes one (1) – two (2) weeks depending upon student participation. The Area Coordinator will have discretion regarding the room change process, and can suspend the need for a roommate mediation dependent on the situation.

Under-assignment Process
In the first three weeks of every semester the Office of Residence Life and Housing will inform all students without a roommate of the Under-Assignment Process. Once all new students have arrived for the semester and students who have requested a room change or are on the waitlist for a private unit have been placed in their preferred housing it is typical that some students will still not have a roommate(s) assigned to share their room. This is called an Under-Assignment.

Under-assignments also occur throughout the semester as some residents leave the university or request room changes. When this happens, the remaining student is in what we will label as an under-assignment. Students in under-assigned rooms will be sent a letter that informs them of their under-assigned status by the Director of Residence Life and Housing or a designee. The letter will explain to students a new roommate could be assigned at any time to accommodate new residents or a room change by another resident. It is expected that the resident will ensure that the open space can quickly be cleared for a new occupant (they may have linens on the other bed, but may not fill the closet, desk drawers, desktop, etc.) and will appropriately welcome a new roommate(s) when assigned. If the student making the room change request is not in an emergency situation, the current occupant of the room will receive notice at minimum 24 hours in advance of the new roommate arriving; however, there is no guarantee that the current occupant will receive the notice prior to the new roommate moving in. Failure to be appropriately welcoming

to the new roommate or clear the belongings from their room space can result in student conduct action as a violation of your housing contract.

Room Consolidation Process
Depending on occupancy throughout the academic year, Room Consolidation may happen in place of the under-assignment process. Once classes have begun and, in the event, that a roommate never moves into the hall, or moves out during the year, one of three things may happen:

- You may be moved to another room where a vacancy exists, within three days of notification;
- You may remain alone in the room, provided that you agree to private room fees, depending on occupancy;
- You may elect to move to a single, depending on occupancy.

Check-Out Procedures
When a student leaves housing, the student must check out of his or her room. Checkout can be completed in two ways:

1) With a Residence Life staff member- The staff member will collect the student's keys/passes and will assist the student in completing the check-out Room Inventory Form. It is the student's responsibility to set up a check out appointment by emailing their Area Coordinator.

2) By completing an Express Checkout envelope- The student will fill out the information on the front of the envelope and seal their key inside. Students at Village Green must also turn in their parking pass and access card or may be subject to fines. Students may take a copy of the form for their records and leave the envelope with a staff member or in a designated drop box. Students who use the express check out method waive their right to dispute any damage charges.

Students who do not officially check out of the residence hall, in one of the two methods described above, will be charged an improper check-out fee of $80.00. If the resident fails to return his or her room keys to a Residence Life staff member at the time of Checkout, he or she will be charged a fee of $100.00 per lock to re-core the lock(s) on the room door and replace the keys.

Room Damage Assessment
During check-out, rooms are evaluated by a member of the Residence Life and Housing staff. Damages that are identified during check-out will be documented on the Room Inventory Form and the costs associated with those damages will be charged to the resident's student account. If neither resident claims responsibility for the room damages, the costs associated with the damages will be split evenly between the residents of the room and will be charged to each resident's student account. If lounges, hallways, or other public areas are damaged, the cost is assumed by the student who damaged the property. If the person(s) responsible for the damage is not identified, the department of Residence Life and Housing will follow the Community Damages and Vandalism policy outlined below. Damage charges that are not paid promptly may result in the loss of the privilege of campus housing. Also, a hold may be placed on the student's records, which means that the student may not register for classes.

HOUSING DURING BREAK PERIODS

Campus-Affiliated Housing (Village Green)
Village Green may remain open during academic holidays; students who wish to stay in residence may be required to inform the Office of Residence Life and Housing of their intent to stay and dates of stay three weeks prior to the start of a break. Students who are approved by the Office of Residence Life and Housing to remain in housing over breaks will be notified. Any student found causing disruptions, violating the student code of conduct, or violating published and distributed break rules will be asked to leave until classes resume. During long breaks there is limited staff and campus resources available. Students should be aware the response times during breaks will be increased. Maintenance also uses break periods to clean and make repairs on residential buildings. Any student agreeing to stay is agreeing to

allow staff to enter their room, without notice, to clean or make repairs. Any student hindering a university official will be asked to leave the halls until classes resume. Coaches may apply for their whole athletic team to stay due to games and events.

Returning Student Housing Selection Process
In order to reserve a room for the next academic year, current residents must participate in a room reapplication process. Room reapplication occurs in March each year. Each resident must submit a new housing application form indicating that they have read and understand the rules associated with room reapplication and must submit all applicable applications for housing by the posted deadlines. William Peace University reserves the right to change the designations of floors, rooms, and/or building at any time during and after room reapplication. Such a change may be necessary to allow all eligible residents to have a space on campus.

Single Rooms
Dependent on campus occupancy, a limited number of single rooms may be available. A single room space costs more than a double room space. If single rooms are available, prices will be announced at the time availability is announced.

Private Rooms
When there is an empty space in a room, the Residence Life & Housing Office reserves the right to consolidate roommates (per the Housing Contract). Students who find themselves in this situation after the semester begins, have the option to "buy-out" their room for the semester. If space allows and it is approved by the Residence Life and Housing Office a student may pay an additional fee to buy-out an entire residential room for the semester. Students can only buy-out the room for the current semester. The Residence Life and Housing Office will only offer the student to buy-out their room for the second semester if space is available for that building. Students are not allowed to "buy-out" a double occupancy room during the room reapplication process, before move-in day, or if there is a waitlist for their building.

Housing Accommodation Policy
Housing Accommodations are given on an "as available" basis to students with documented medical need that has been approved by the university. To apply for housing accommodations, a student will need to become certified with Disability Support Services. Once a student is registered, they will work with Disability Support Services to determine what accommodations are necessary. During the housing selection process, students approved for a housing accommodation will be given the option to sign up for a room that meets their needs. Completed requests for housing accommodations must be turned into the Office of Residence Life & Housing no later than the housing reapplication deadline. New students should submit the request at the same time a housing application is submitted.

MAINTENANCE & HOUSEKEEPING

The housekeeping staff is responsible for normal cleaning duties in public areas and community bath facilities. Residents are responsible for cleaning their own rooms and private baths if applicable. The housekeeping staff members work hard to make the residence halls clean, comfortable, and pleasant places to live. Resident cooperation in caring for these facilities is necessary and appreciated. You may not make alterations, additions, improvements, repairs or changes to the space, furnishings or equipment assigned without consent from the Residence Life staff. Specific procedures for reporting work orders will be discussed during the first week of each semester. Maintenance emergencies should be reported to the on-call staff member, or to the Public Safety Office (on campus).

On Campus
Maintenance and housekeeping concerns should be submitted with a School Dude at mypacernet.peace.edu. Please note that residents should never attempt to make room repairs themselves. The maintenance staff is responsible for

making repairs, such as plumbing, electrical, heating and air conditioning, and other minor maintenance repairs in the residence halls. Repairs will be made as soon as possible after a request is submitted. If more than four business days have passed since the time a request was made and the work has not yet been completed, please contact the AC to follow up on concerns.

Village Green
Maintenance and housekeeping concerns will be managed by the Area Coordinator of Village Green. Requests for maintenance should be sent to residencelife@peace.edu

Elevators
Elevators are located in several residence halls for the convenience of the residents. When using the elevator, you are expected to show proper precaution by not overloading the elevator or forcing the door open. Individuals with disabilities should be given priority when using the elevators. Malfunctioning elevators should be reported to a Residence Life staff member or Public Safety immediately.

Laundry
Washers and dryers are located in the laundry rooms of Ross, Davidson, Finley, Frazer, Main and Bingham halls as well as at Village Green. A majority of the laundry rooms are equipped with large-capacity washers and dryers. Neither William Peace University, the laundry company, nor the Village Green Apartments are responsible for lost or damaged clothing. Residents are encouraged not to leave their laundry unattended. If laundry is left in the laundry room for more than 24 hours it will be considered abandoned and will either be discarded or donated to charity. Students can go online to check for available laundry machines across campus. Instructions are posted in all community laundry rooms.

Summer Housing
Summer Housing is offered at Village Green Apartments and in the residence halls when available. Summer Housing information, including costs, and applications can be picked up from the office of Residence Life and Housing starting in March of each year.

Village Green Apartments will include a furnished bedroom, living room, kitchen and laundry room. The cost for summer housing at Village Green includes room and use Village Green Amenities and in Bingham Hall they include room and use of 15 East Peace street amenities such as the Hermann Athletic Center workout space. No dining services are available to students staying in summer housing.

Summer housing applicants must also complete and submit a Village Green background check. Applicants who are on disciplinary probation or have received a deferred loss of housing sanction may be denied summer housing. The Assistant Vice President of Student Life, Director of Residence Life and Housing or Associate Director of Residence Life and Housing will review the disciplinary records of applicants and decide as to the applicant's eligibility for housing, considering the number and nature of violations, as well as the length of time since the most recent violation. Rooms are assigned on a first-come, first-serve basis and space can be limited. Because the Student Health Center is not open during the summer, the University can provide summer residents with a list of local resources for meeting their health care needs. Summer residents are responsible for reading this information and planning for their own health care needs. Students with special health needs should consider the fact that the University will not be responsible for meeting such needs. For more information on summer housing accommodations, please contact Disability Support Services and/or Residence Life.

Personal Property Insurance
William Peace University does not assume responsibility for injury to individuals or damaged or lost personal property. Residential students are encouraged to obtain insurance coverage for their personal belongings, which is often available under their parents' or guardians' homeowner's insurance policy. In the event that personal items located in

the residence halls are damaged by water or other causes, claims for damage or loss may be made against parents' or guardians' homeowner's insurance policy.

RESIDENCE LIFE POLICIES

The following Residence Life policies have been established to provide an environment in which all resident students may live comfortably, safely, and without infringing upon the rights of the university or the individual. Violations of Residence Life policies may result in disciplinary action under the William Peace University Community Conduct Code. Please note: Any action or the possession of any item that interferes with a student's safety, comfort, or ability to learn will be considered a violation and may result in judicial action.

Residence hall rooms are designed for double occupancy (there are a limited number of single rooms) and occupants share in the rights and responsibilities accompanying this Agreement. Known violations of the Agreement or other University policies by the Student's roommate makes the Student an accessory to the violation unless the Student notifies the appropriate University official of the Student's awareness of the violation(s) and the Student's noninvolvement in the violation(s).

Community Billing

Keeping common areas (corridors, lounges, bathrooms, patios, porches, landings, courtyards, surrounding areas, etc.) and their furnishings, fixtures, and equipment in good condition is the collective responsibility of all residents. For vandalism, damage, theft, excessive or personal trash, or unsanitary conditions found in common areas of residence halls beyond what may be considered "normal wear and tear," staff from Public Safety and Residential Life And Housing will make every reasonable effort to find those responsible through comprehensive investigations, reviewal of documentation, and anonymous reporting tools. Students are responsible for their guests as well as anyone they allow to enter into University Buildings. With this in mind, it is critical that students' trust their guests to uphold all policies and procedures of Residence Life and Housing.

In situations where community damage or vandalism has happened, and a responsible person is unable to be identified, all residents of a residence hall group (floor/hall/apartment/suite/area) may be held responsible via restorative practice (i.e community service) and/or a fine depending on the severity of the vandalism/damage. The Director of Residence Life and Housing in collaboration with the Associate Vice President of Buildings and Grounds, and the Area Coordinator will make this determination based on all the information available to them regarding the incident in review. Information to be reviewed can include, but is not limited to, the severity of the damage/vandalism, the impact of the damage/vandalism on the community, the number of times the damage/vandalism has occurred. All fines will be billed at the cost of the full bill (parts, labor, etc) but a minimum bill has to be $5 per student.

Abandoned Property

Property left in the residence halls by a student at the end of his or her contract period, or when the student leaves an assigned space, will be boxed up by staff. The contents will be inventoried and stored in another location. The Residence Life staff will attempt to contact the student at the number the student has on file with the university, informing the student that they must come and claim their belongings or they will be disposed of at that time. Residents will be charged a removal fee for all abandoned property. All abandoned property will be donated or disposed of thirty (30) business days after the student moves out, unless other arrangements have been made.

Alcohol

As noted in the Community Conduct Code, students over the age of 21 who are assigned to a designated Upperclassmen Housing Community, are allowed to have alcohol in their assigned room. Alcohol is prohibited in the following alcohol-free buildings: Ross and Davidson. Residents are responsible for making sure that only students over

the age of 21 are present when open and/or empty containers of alcohol are present. Both the underage resident(s) and the resident(s) of age will be subject to student conduct charges should a violation happen. Upperclassmen Housing Communities are designated as Bingham, Frazier, Finley, Main and Village Green.

Babysitting
The residence halls & Village Green are not designed to accommodate small children and, therefore, babysitting is not allowed within the residence halls or off campus affiliated housing. Children under the age of 16 are not allowed to spend the night in the residence halls or spend extended time in a resident's room. The residence halls and Village Green should not be used for any commercial/non-residential purpose.

Bicycles and Motorized Transportation
Bicycles are allowed in your room as long as they do not block doorways. No bicycles may be left in halls, stairwells, lobbies or other common areas, and will be removed if found. Mopeds, Scooters, Hoverboards, Segways or Motorcycles are not allowed inside residence halls.

Candles and Incense
Decorations with open flames such as candles, wick lamps, lava lamps, incense, etc., are prohibited in the residence halls and will be removed by staff if found in the room.

Card Access System
Residents are issued cards that allow access to residence halls and other campus buildings. Passing, lending, or giving your access card to any other person is strictly prohibited and presents a security risk to the community. Residence halls are locked 24 hours a day. Most campus buildings are locked at 5:00 p.m. and may be entered only by use of an access card. At the beginning of the semester, the Office of Public Safety issues access cards to both commuter and resident students. Once issued, students keep their ID/access cards as long as they are enrolled. The replacement cost of the ID is $25.00. The meal plan is also tracked on the card, so extra caution should be exercised around not losing the card.

In accordance with William Peace University policy, persons are expected to provide appropriate identifications (university identification card (ID) or driver's license) when requested by a university representative or employee. Identification cards are used for admission to campus events, the dining hall, the library and all campus facilities. ID cards are not to be used by anyone other than the person to whom they are issued. Students who falsify information on their ID cards are subject to student conduct action. The ID card is the property of William Peace University, issued to the students for their convenience. The card is to be returned upon termination of the holder's relationship with the university.

Vandalism & Property Damage
Damage or vandalism to residential facilities (including but not limited to room and lounge furnishings, hallways, doors, locks, windows, card readers and vending machines) is prohibited. Students found in violation will be responsible for restitution of the item(s) damaged or vandalized, and further disciplinary action may be taken. Students responsible for accidental damage within their individual room or within a residential facility are encouraged to furnish this information to a staff member to take appropriate responsibility for their action. Students involved in this type of situation may be held responsible for the cost of repairing or replacing the damaged item.

Decorating
All items used to decorate a room should be hung from the cork strip (if applicable) provided in the room. Painters' tape may be used to hang pictures, posters and banners on walls or doors. If damage occurs from wall or door decorations the student will assume the cost of the repairs. Writing, painting, drawing or defacing of doors or walls is not permitted. Hanging decorations or other objects from the ceiling is prohibited. If walls, doors, floors and/or ceilings are defaced, the student will be charged to cover cleaning, repair and/or repainting costs. Due to fire code

regulations, there should only be a limited amount of paper adhered to the door. Excessive amounts of paper are considered a fire hazard and the RA may require it be removed. Room numbers should be visible at all times. Decorations are a matter of personal taste. Residence Life reserves the right to ask a student to remove a decoration that is in public view or disrupts the educational environment of the university. Decorations and signs should not be displayed in residence hall windows except with permission from Residence Life. Any decor relating to alcohol/drugs can not be displayed if the resident is not of legal age/the substance is illegal, failure to comply with this decorating guideline will be a violation of the Community Code of Conduct.

Signs
Students may not display highway signs, exit signs, markers, warning lights, business signs, etc. in their rooms unless you can produce verification of purchase. Possession of these items is a violation of university rules and applicable laws and regulations. If signs are found, they will be confiscated and you will be charged with possession of stolen property. These items will be turned over to the Office of Public Safety and discarded via the Raleigh Police Department.

Furnishings
Furniture may not be removed from your room, lobby, study lounge or other residence hall areas. Special requests may be directed to the Office of Residence Life and Housing. Removal or relocation of furniture is a violation of the Community Code of Conduct and is considered theft.

Microwaves
Microwaves are not allowed in the residence halls except in the kitchen areas in each hall. Residents of Bingham Hall can have one microwave per cottage, but all microwaves must remain in the kitchen area. Residents at Village Green are not permitted to bring their own microwave.

Kitchen Use
Kitchens are provided at William Peace University for resident use. It is the responsibility of the residents who use the kitchen to maintain the facility in a clean and healthy manner. Residents may choose to leave their pots, pans, plates, cups, utensils, etc. in the cabinets at their own risk. The university is not responsible for missing items left in the kitchen. All dishes, pots, pans etc., must be washed at the time of use and neatly stored. The counter tops should be wiped off after each use. The microwave should be wiped down after each use. The kitchen must be left in an acceptable and clean condition at all times.

The Office of Residence Life at William Peace University reserves the right to close the community kitchens at any time they are found in an unsatisfactory condition. The residents will have 24 hours to bring a community kitchen back up to a satisfactory condition or the kitchen will remain closed. Note that no food should be left over breaks, as it will be discarded. Students are encouraged to label all items left in the refrigerator. Please enjoy the benefit of a kitchen in the residence halls but also be mindful of the shared responsibility of its use.

Room and Bathroom Conditions
Resident rooms and bathrooms should be kept in a reasonably clean condition. Residents will be charged for any damage done to the room and bathroom. Bathrooms are the collective responsibility of all the residents of a room or suite and should be cleaned regularly. Any cleaning that has to be done once a resident has left a room will be charged to the students account. When a resident moves out of a room, the furniture should be returned to the original formation with beds un-bunked.

Solicitation
To protect your privacy in the residence halls, solicitation is not allowed without approval from the Assistant Vice President of Student Life or Director of Residence Life and Housing. Please see the “Solicitation and Fundraising” section of this document.

Sports in the Hallways / Horseplay
No sports or horseplay should be played in the hallways of a residence hall. For Example: soccer, baseball, frisbee, tennis, rollerblades, water guns, gun-like toy objects, etc. Athletic events should be held in the recreational areas provided, unless you have special permission from residence life. If you want to lift weights in your room, use plastic-covered weights to keep the noise down in your room. Engaging in these types of behaviors will result in a student being referred to the Student Accountability process.

Bunking Beds
Students may not bunk/de-bunk beds on their own and should not have anyone except maintenance staff do it for them. Staff members will facilitate all requests during the beginning of each semester. Students wishing to bunk their beds should submit a maintenance request through SchoolDude. Please Note: Bunking and raising beds adds additional safety risks (such as falling) which students should be aware of. Since this is only available on a request basis from students, the university is not responsible for injuries related to raised beds or bunked beds.

GUEST & VISITATION POLICIES

Guest Policy
The reasons for our Guest Policies are to help promote a holistic educational environment beyond the classroom. Having guests is viewed as a privilege and guests can be asked to leave at any time by University Officials including Residence Life staff and Public Safety. Furthermore, the privilege of having guests can be removed from individuals, rooms, floors and/or buildings.

On-Campus Housing
Non-Student Guests are defined as a non-student of William Peace University. Student Guests are defined as a student of William Peace University who is not assigned to the particular Residence Hall, Floor and/or Room that they are visiting.

Guests (both Student and Non-Student) are to be escorted at all times by the William Peace University student who they are visiting, while on campus or in the particular building, hall or room. Any guest that is unaccompanied will be asked to leave the Building, Floor or Room they are in.

Students are responsible for the conduct of their guests and for informing their guests of all University Policies. Students can be held responsible for the actions of their guests both through the University Conduct Process and financially.

Each resident is permitted two (2) guests at a time in the Residence Halls. Bingham Hall cottages are limited to a maximum of 14 people at a time.

Guests are permitted to be in the Residence Halls/Floors/Rooms only during Visitation Hours.

Visitation Hours are:
Sunday-Thursday 9am-11pm
Friday-Saturday 10am-2am

University-Affiliated Housing (Village Green Apartments)
All guests must be escorted at all times by a William Peace University student who is assigned to the Village Green Apartments. Students should not escort individuals who they do not know. Students are responsible for the conduct of their guests and must remain with their guests at all times. Guests are not allowed to be alone in an apartment bedroom or apartment common space Guests left unattended or unescorted will be asked to leave the building. Each resident is permitted two (2) guests at a time.

Overnight Guests
On-Campus Housing

Non-Student Overnight Guests are defined as a non-student of William Peace University, of any gender, at least 18 years of age who reside overnight in a William Peace University residence hall at the invitation of a residential student. Student Overnight Guests are defined as a student of William Peace University who resides overnight in a William Peace University residence hall room which they are not assigned, at the invitation of a resident assigned to that room.

- Overnight guests are only permitted if both roommates consent.
- Overnight guests any night of the week; however, they must abide by the cohabitation rules.
- Students must complete the overnight guest form prior to hosting a guest.

Guests who are 17 and younger may not stay on campus overnight without written parental permission and the approval of the professional Residence Life and Housing staff member-on-call. Written parental permission must be provided and Residence Life and Housing approval must be requested at least 24 hours in advance of the visit.

- The resident host is responsible for informing his or her guest(s) of all University and residence hall rules and regulations.
- Guests are not permitted to stay more than three (3) nights per month in the residence halls or 10 times per semester.
- Residents are only permitted to have one (1) overnight guest at a time.
- Overnight guests may not stay in the residence halls during First-Year Orientation, the first week of classes each semester, the final exam period of each semester, fall break, Thanksgiving break, winter break, and spring break.

University-Affiliated Housing (Village Green)

Non-Student Overnight Guests are defined as a non-student of William Peace University, of any gender, at least 18 years of age who reside overnight in University-Affiliated Housing (Village Green) at the invitation of a residential student.

- Student Overnight Guests are defined as a student of William Peace University who reside overnight at University-Affiliated Housing (Village Green) which they are not assigned, at the invitation of a resident assigned to that room.
- Guests who are 17 and younger may not stay overnight without written parental permission and the approval of the professional Residence Life and Housing staff member-on-call. Written parental permission must be provided and Residence Life and Housing approval must be requested at least 24 hours in advance of the visit.
- Overnight guests are not permitted to stay during First-Year Orientation, the first week of classes each semester, the final exam period of each semester, fall break, Thanksgiving break, winter break, and spring break.
- Students in University-Affiliated Housing (Village Green) may have overnight guests any night of the week; however, they must abide by the cohabitation rules.

Cohabitation

Cohabitation is defined as guests who stay more than (3) three nights per month or (10) ten times per semester. Cohabitation is not permitted in the residence halls or in university-affiliated housing. The right of a student to live in reasonable privacy takes precedence over the right of a roommate to entertain a guest in the room. Any activity in a residence hall or university-affiliated housing that impedes a student's ability to have a positive living learning experience can be grounds for student conduct action.

Quiet Hours

Students should be mindful at all times how their noise level affects their community. Courtesy hours are in effect 24 hours a day, 7 days a week. Quiet hours are Sunday through Thursday from 11 p.m. to 9 a.m., and Friday and Saturday, from midnight to 10a.m. During final exams, 24-hour quiet hours are in effect to provide the most conducive atmosphere for study. During quiet hours the noise level should be low enough that it cannot be heard outside of your room. In cases of repeat noise offenses, the Office of Residence Life and Housing may require that the offending items

(stereos, speakers, etc.) be removed from campus at the resident's expense. Individual halls may add additional quiet hours as part of their community standards.

Noise Policy
All radios, television sets, stereo equipment or any other band instruments or items which may cause noise should be turned down to a level of sound that does not annoy or interfere with other residents of the community. No music lessons, either vocal or instrumental, are permitted at any time. Residents should not permit any offensive noises to originate from their room or apartment at any time. Any student who is found responsible for noise violations may receive the following minimum sanctions: (First Violation) written warning; (Second Violation) a $25.00 violation fee will be assessed to the Resident's account; (Third Violation) a $50.00 violation fee will be assessed to the Resident's account; (Fourth Violation) a $100.00 violation fee will be assessed to the Resident's account.

Lock Outs
On Campus: Students who get locked out of their room may gain access to it with the assistance of the Residence Life or Public Safety (on campus only) by calling the posted phone numbers. Students who get locked out of their room may gain access to it by going down to the Village Green front office during the hours of Mon-Fri 9am-6pm & Sat 10am-5pm. During non-office hours students should call 919-249-9662 and follow the teleprompter for lock out and charges will apply. There is a $50 charge for lockouts at Village Green.

Lost Keys
If any university key is lost the resident must notify a member of the Residence Life staff immediately so that a replacement can be provided. For security purposes when a key is lost, the resident room door lock must be changed. The cost of a lock core change is $100 per lock. Lost ID card replacement cost $25. These charges will automatically be billed to the student's account. Duplicating any keys that belong to the University is prohibited. Lost Access Cards cost at Village Green is $100.00.

Common Fines
The list below is a list of common fines; however, additional fines may be assessed through the conduct process. Damage fines are assessed on a case-by-case basis.

- Parking Ticket:
  $75.00; *If a student receives 3 or more tickets they will be required to purchase a parking pass.*
  On-Campus Parking Pass:
  Yearly: $225.00 Semester: $130.00

- Village Green Lock Out: $50
- Lost key/Re-Core:
  $100.00 per lock that is replaced.
- Intentionally Activating Emergency Exit Alarm:
  $75.00
- Tampering with Fire Detection/Suppression System:
  Up to $1,000.00
- Improper Room Change:
  $85.00
- Improper Check-Out:
  $80.00
- Village Green: Parking Decal (Lost/Not Returned):
  $100.00
- Village Green: Key Fob / Access Card (Lost/Not Returned):
  $100.00
- Trash/Cleanliness:

$25.00 per bag / $25.00 per room.

- Pet Policy Violation:
  $300.00 – 1st Offense; $500.00 each repeat offense

Hold on Academic Records
A "hold" can be placed on a student's academic record when he or she has not fulfilled a responsibility to the Office of Residence Life and Housing. A "hold" prevents a student from registering for classes and/ or obtaining an official transcript. The most common reasons that "holds" are placed on students' records include unpaid damage bills or fines or unfulfilled disciplinary sanctions.

Room Entry
Every attempt will be made to allow residents to retain as much privacy as possible in their room; however, the University reserves the right to have its representative enter a student's room in the following instances:
1. When it appears that an occupant may be physically harmed or endangered;

2. When it appears University property is or may be endangered;

3. When it appears University policy is or may be violated;

4. To maintain order in the community;

5. If there is reasonable suspicion that items in the room are prohibited by law or university policy

6. Make periodic health, safety, and maintenance inspections and repairs.

William Peace University reserves the right to enter and/or search rooms without prior notice. Residence Life staff will seek authorization for a room search from the Director or Assistant Director of Residence Life and Housing, Director of Public Safety, or the Vice President for Student Life. If it is deemed necessary based on the circumstances, a search will occur. Generally, staff members will not enter a room alone. Staff usually enter a room accompanied by another staff member or paraprofessional staff member. When possible, a note will be left for the students in the room if this occurs.

FOR YOUR SAFETY

Fire Safety/Fire Drills (On Campus)
Fire prevention is an important aspect of community living. For that reason, fire safety tests and drills will be conducted regularly in residence halls throughout the year. When the alarm sounds:

1. Exit your room immediately, closing and locking your door.
2. Walk quickly and quietly to the nearest exit and stand in the designated area outside the building.

Each residence hall floor reviews exit routes and meeting areas during floor meetings at the start of each semester. Never assume that an alarm is false or just a drill. Always evacuate the building when a fire alarm sounds. Not leaving the building during a fire alarm is a student conduct violation and unacceptable.

Fire Alarms & Sprinklers
If the premises have a fire sprinkler system, the subtenant should be careful around fire sprinkler heads to avoid triggering or activating them accidentally. Subtenants must not pull fire alarms or activate any fire alarm or protection system unless there is an actual fire. Students found responsible for tampering with fire alarms or sprinklers may be held liable for any damages resulting from their actions.

Hallways and Stairwells
Safety regulations require that hallways and stairwells be clear at all times.

Electrical Appliances
All large appliances are strictly prohibited in the residence halls. The following small electrical items are acceptable: each individual student may have a mini fridge up to 2.7 cubic feet or two roommates may share a fridge with a maximum of 5 cubic feet, radios, TVs, and coffee pots. Open coil appliances, microwaves, air fryers, electric grills (including George Foreman grills), space heaters, blenders, and halogen lamps are prohibited due to a potential fire hazard.

Extension Cords
All extension cords shall be UL approved, 16 gauge, have a polarized plug and a single outlet, be unspliced, not exceed a length of six (6) feet, not be placed under floor coverings or furnishings, and not have the insulation penetrated, compacted, or otherwise compromised.

Health and Safety Inspections
The purpose of health and safety inspections is to ensure that reasonable conditions of health are being maintained in each residence hall room and that all conditions associated with university safety regulations are being met. Excessive damages by a student to their residence hall or room may result in the loss of university housing for the remainder of the student's stay at William Peace University and liability for repairs and/or cleaning. Health and Safety inspections will be announced 48 hours in advance. The University reserves the right to hold unannounced health and safety inspections if student behavior in a building or area warrants. Approval for unannounced health and safety inspections will be given by the Director of Residence Life and Housing or the Associate Director of Residence Life and Housing. During inspections, the staff will check the room for general cleanliness and search for any potentially dangerous or unhealthy conditions and fire hazards. Refrigerators will be examined for cleanliness. We reserve the right to check any areas in the room of which we have concern. Minor violations will be noted and residents given 24-48 hours to correct the violation. Major or repeated violations will be reported as a Community Conduct Code violation. Illegal or prohibited items will be confiscated immediately and reported as a student code of conduct violation. If a violation is not corrected, we reserve the right to confiscate the items and report the infraction as a conduct violation. Rooms found to be consistently below sanitary standards of housekeeping and residence life staff will be subject to fines and conduct charges.

COMMON PROHIBITED ITEMS

This is a list of common prohibited items. *This list is not intended to be a complete or comprehensive list*. Any item that creates a health or safety risk, disrupts the community, or negatively infringes upon other students' rights can be considered prohibited and will need to be removed from the community.

- Candles (including decorative)
- Appliances with open coil heating units
- Appliances over 1000 Watts
- Small Cooking and Heating Appliances
    - Toaster/Toaster Oven
    - Microwave
    - Slow Cooker
    - Rice Cooker
    - Instant Pot
    - Air Fryer or deep fryers
    - Electric Griddles and Grills
    - Waffle Irons and Makers
    - Hot oil popcorn poppers
- Iron Gym/ Door Gym
- Air Conditioners
- Electric Heaters

- Halogen Lights
- Double Sided Foam Tape
- Nails
- Weapons
- Surround Sound Systems
- Pets (other than a fish in a 10-gallon tank or smaller)
- Fireworks/Other Explosives
- Illegal Drugs
- Bed Risers (over 10”)
- Hookah
- Hoverboards / Segway
- Scooters including electric scooters
- Guns & Ammo
- Gun-like objects, i.e. water guns, orbeez guns, etc.
- Throwing Stars / Nun chucks / Swords
- Bows & Arrows
- Darts (Metal Tips)

Contact Information
Phone: 919.508.2076
Email:Residencelife@peace.edu
Location: Main 132

Smoking/Tobacco/Hookah Campus Policy

This policy addresses all tobacco products including, but not limited to cigarettes, pipes, cigars, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and smokeless tobacco. Smoking and the use of all tobacco products is prohibited in all University owned and operated buildings and vehicles except for the designated area for students, faculty and/or staff who wish to smoke or use tobacco products on campus. The designated smoking location is located by the bench between Davidson Hall and the Softball Field. Smoking and the usage of tobacco products is not permitted anywhere else, including porch balconies, parking lots and at the sand volleyball court. Smoking refers to inhaling, exhaling, burning or carrying any lighted or heated tobacco product, as well as non-tobacco smoking substances and smoking instruments.

Contact Information
Phone: 919.833.2277
Email: Publicsafety@peace.edu
Location: Main Hall (1st Floor)

Solicitation and Fundraising

The solicitation of sales, services, memberships or gifts on campus without permission of the Office of Advancement and the Office of Student Involvement is prohibited. Solicitation in classrooms, in office buildings, or on a door-to-door basis for any purpose is prohibited. This includes sales of any kind, petitioning, promotion of businesses and events, or other fund-raising activities. Exceptions may be granted to student organizations that request approval through the Office of Student Involvement and Office of Advancement Registered Student Organization Fundraising Policy Request Form (this can be found on PacerEngage under “Forms”).

Solicitation in the residence halls on a door-to-door basis for any purpose is prohibited. This includes sales of any kind, petitioning, promotion of businesses and events, or other fund-raising activities. Exceptions may be granted to student organizations that request approval upon registration through the Office of Student Involvement and Office of Advancement and receive permission from the Assistant Vice President of Student Life & Director of Residence Life and Housing.

University professionals and departments may go door-to-door for business purposes after consulting with the Vice President for Student Life, and/or the AVP of Student Life.

Contact Information
Phone: 919.508.2504
Email: involvement@peace.edu
Location: Ruffin Hall (2nd Floor)

Spiritual Life

William Peace University is committed to providing an environment where the development of the whole person can take place, including one's spiritual development. The Chaplain's Office, which seeks to foster the spiritual growth of our students through a variety of activities, including chapel and devotional services and spiritual counsel, is committed to creating an atmosphere of welcome and acceptance where students can explore and deepen their own spiritual commitments while simultaneously experiencing the diversity of religious expression on our campus.

William Peace University shares a close, historical relationship with the First Presbyterian Church of Raleigh, and continues to be affiliated with the Presbyterian Church (USA). Although the university is rooted in its Presbyterian heritage, students from all religious and faith backgrounds attend Peace and all beliefs are respected.

Contact Information
Email: ttbrown2@peace.edu
Location: 2nd Belk

Student Grievance

William Peace University recognizes the need to have procedures in place to address and respond to concerns raised by students. William Peace University believes the ideal community is one marked by mutual respect and a spirit of collegiality. This means, first, that individuals should make every reasonable effort to resolve disagreements with the person/department involved before invoking the complaints procedure outlined below.

The primary objective of a student grievance procedure is to ensure concerns are promptly addressed and resolutions reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of the University with the assurance each will be heard and due process afforded the student. To complete a grievance, please navigate to the "Grievance" tab under "Student Life" on PacerNet. This site will provide the ability for you to submit an electronic form.

DEFINITIONS OF GRIEVANCES

Formal Grievance
A complaint (which is received in writing) by a Peace student involving an alleged misapplication or violation of any

University policy or procedure that adversely impacts the student, or any other dispute within the University that directly impacts the student in adverse manners. A Grievance may include, but is not limited to, complaints alleging (a) mistreatment by a University employee, (b) errors in the assessment of fees or other financial obligations, (c) registration errors, (d) loss of financial aid eligibility (e) an alleged bias issue, and/or (f) student housing issues. A student is an individual who is matriculated or otherwise enrolled to attend classes full or part-time at Peace.

Informal Grievance

A complaint that has not yet exhausted all other options for resolution. Every attempt should be made to resolve the issue through mediation or by meeting with the head of the department(s) involved. An informal grievance may also include issues and disputes not covered under this policy, such as:

1. Requests to review and challenge the contents of student records. Please see the Registrar or Student Conduct Administrator as appropriate.
2. Grievances or concerns involving harassment or discrimination. Please see Public Safety or a member of the Residence Life Team.
3. Grievances relating to sexual harassment. Please see Public Safety, HR, or a member of the Residence Life Team.
4. Appeals of disciplinary actions. Please see the Community Conduct Code.
5. Appeals or petitions regarding instructional or academic issues please see the Academic Catalogue.
6. Complaints that, on their face, are not subject to possible resolution in a student grievance context. (An example would be a student complaint where the student's requested relief is prohibited by state or federal law.)

GRIEVANCE PROCEDURE

- Students must complete the online form located on PacerNet within fourteen (14) business days of the date of the occurrence or matter.
- Each student wishing to file a grievance must complete a separate form.
- Within five (5) business days of receiving a grievance it will be acknowledged by the appropriate administrative office of the University (In an Acknowledgement Letter). The acknowledgement shall indicate if the complaint has been accepted as FORMAL or INFORMAL. The date of receipt should be clearly marked on the written complaint.
- All INFORMAL COMPLAINTS shall be given explanation and recommendation on next steps in their Acknowledgment Letter. A member of the administrative office identified in the complaint will be informed of the complainant so that they may also assist in the resolution of the informal complaint.
- All FORMAL COMPLAINTS shall be responded to within 30 business days after acknowledging receipt of the complaint. The Cabinet level official who supervises the administrative office or personnel identified in the complaint will inform the complainant regarding the institutional response to the complaint. The response shall outline the steps that will be or have been taken to resolve the complaint. The decision of the Cabinet Member is final. Any bias related complaint involving a University employee will be referred to Human Resources for investigation and/or resolution.
- The office of Student Life shall be responsible for collecting and maintaining records of all written grievances, acknowledgements thereof, and official responses to the complainant. The office of Student Life will therefore monitor institutional compliance with the written complaints policy and be responsible for reporting the result of compliance on an annual basis to the Senior Leadership Team.
- All decisions made, in response to formal written complaints, are considered final and not subject to any further appeal.

Contact Information

Email: bdcole@peace.edu
Location: Ruffin Hall (2nd Floor)

Student Involvement

William Peace University is committed to the holistic development of each individual student. The Office of Student Involvement initiates programs, activities, and events to provide personal and professional growth opportunities through Registered Student Organizations (RSOs), Student Government & Programming Association (SGPA), New Student Orientation, leadership programs, community engagement opportunities, and traditional events. The Office of Student Involvement aims to engage all Peace students through social and educational opportunities.

Mission Statement
The Office of Student Involvement at William Peace University strives to enhance the Pacer experience through the development of the whole student from new student orientation to graduation. Our office supports the mission and values of the institution by providing inclusive experiential learning opportunities through transition initiatives, student organization involvement, programming, leadership development, and community/civic engagement.

STUDENT ACTIVITIES

Whether it is a late-night comedy show or a big festival on Main Lawn, the Office of Student Involvement always has something up their sleeves for fun. Follow @LifeAtPeace and @PeaceSGPA on Instagram to see what activities and events we have for you across campus. You can also find the latest updates from Student Involvement in the student newsletter, "The Pacer". The Pacer is sent to all student email addresses every Monday morning at 8:00 a.m. Have a suggestion for an event or activity? Email the Office of Student Involvement at involvement@peace.edu or SGPA at sgpa@peace.edu.

The Student Government & Programming Association (SGPA) is Peace's chief governing and programming body. They are responsible for advocating for the Pacer experience and ensuring students have what they need in order to be successful at Peace, while also planning and hosting campus-wide events throughout the year. They sponsor a variety of traditions like the Red Rose Ball, Waterpalooza, and Late Night Breakfast. The also sponsor initiatives such as the annual "It's On Us" campaign to bring awareness to sexual assault and monthly Town Halls where you can voice your concerns to your student representatives.

Want to get involved in SGPA? Running for a Class Representative position is a great first step. Class Representatives meet monthly to discuss events on campus, voice concerns of the student body, and work to create solutions as the liaisons between students and SGPA. SGPA elections for their Executive Board and Class Representative Positions happen each Spring semester for the following academic year. First-Year Class Representative elections occur each Fall semester for incoming first-year students.

REGISTERED STUDENT ORGANIZATIONS

General Guidelines
Student organizations must be compatible with the stated and implied mission and values of William Peace University and may not be in violation of any university rules or any applicable laws and regulations. The leadership of the group, and control of the activities of the organization, must rest with the student membership.

The student organization must have at least one full-time faculty or administrative staff member of William Peace University who has indicated a willingness to serve as its advisor and agreed to meet with the President on a monthly basis. Advisors should provide active on-going support which is outlined in the advisor agreement at the start of each academic year.

Student organizations must afford membership privileges, including voting and officer positions, to members on the basis of personal merit and not age, creed, nationality, race, religion, sex, sexual orientation, physical or mental disability.

**Organizations other than honor societies and organizations related to academic disciplines or non-profit parent organizations must be open to all students.*

RSO Handbook
For any other information on policies, procedures, or general FAQs, please reference the 2025-2026 RSO Handbook available on PacerEngage under Campus Links.

Contact Information
Phone: 919.508.2504
Email: involvement@peace.edu
Location: Ruffin Hall (2nd Floor)

University Policies

FREEDOM OF EXPRESSION POLICY

William Peace University is fundamentally committed to fostering an environment that values free speech and expression for the Peaece community and campus guests. We also affirm our commitment to academic freedom that is paramount to the mission of higher education.

Peace seeks to promote an atmosphere where our community members grow in knowledge, become strong communicators, form independent judgment, learn from multiple and diverse perspectives, and discover their vast intellectual potential. We recognize that this goal may only be achieved by placing a high value on freedom of expression for members within our University community.

As an institution of higher education, Peace aspires to protect freedom of expression to encourage students to learn broadly, think critically, disagree thoughtfully, and become informed citizens of the world. While it is not the University's role to regulate ideas that are unwelcome or appear offensive, the University also respects the right of each member of the community to be free from coercion and harassment and expects all members of our community to demonstrate high standards of behavior and use our core value of inclusion and respect as a guiding light.

Within the Peace community, the freedom to speak, write, and express is not absolute, and Peace will not allow conduct that disrupts or interferes with University events or operations, restricts others' ability to listen or to be heard, violates the law, or creates safety concerns.

Assembly Policy
This Assembly Policy ("Policy") applies to protests, demonstrations, pickets, and other group speech and expression activities conducted on University property (each, an "Assembly") by current students, faculty and staff of the University. This Policy does not apply to individuals other than current students, faculty and staff (referred to as a "Third Party"). Notwithstanding this Policy, Third Parties may not protest, demonstrate, picket or otherwise assemble on University property for any reason.

This Policy also does not apply to the posting or distribution of pamphlets, leaflets, handbills, posters, or other materials. Such posting and distribution by students are governed by the Posting Policy, as found in the University's Student Handbook. Such posting and distribution by faculty and staff is governed by University policies included in the Faculty Handbook and Employee Handbook. Such posting and distribution by Third Parties shall only be

permitted with the prior written consent of the University Vice President for Enrollment Management and Marketing. This Policy also does not apply to the rental or reservation of University property. Such use is governed by Visitor/Group Reservation policy. Information may be found on the University's website at: https://peace.edu/

Assemblies may not disrupt or interfere with University operations, block access to University facilities, restrict others' ability to listen or be heard, or create safety concerns. No Assembly may harass, abuse, threaten or intimidate any person. Furthermore, Assemblies may not discriminate against any Assembly participant based on race, creed, color, national origin, religion, gender, sexual orientation, age, disability, veteran status, or citizenship.

Current student(s), faculty and staff planning to conduct an Assembly shall notify the Associate Vice President Buildings and Grounds and the Director of Public Safety in writing of the Assembly no less than seventy-two (72) hours before such Assembly, although a full week's advance notice (5 business days) is preferred. Such notification shall include:

(i) the name, telephone number, and e- mail address of the current student(s), faculty or staff organizing the Assembly;
(ii) the date, time, and location of the Assembly; a general description of the Assembly; and
(iii) the expected number of participants. All applications shall be reviewed by the University on a case-by-case basis, granted or denied without discrimination based on race, creed, color, national origin, religion, gender, sexual orientation, age, disability, veteran status, or citizenship.

If an application is denied, the applicant(s) can petition the Vice President for Administration for an appeal. Please allow forty-eight (48) hours for a decision to be made on an appeal.

All Assemblies approved by the Associate Vice President for Buildings and Grounds and the Director of Public Safety must adhere to all University rules, policies or procedures as well as meet any additional requirements stipulated by the Associate Vice President for Buildings and Grounds and the Director of Public Safety (e.g. no Assembly may block or otherwise interfere with the free flow of vehicular, bicycle, or pedestrian traffic; the right of way of all streets and sidewalks shall be maintained
at all times).

This Policy shall be interpreted and enforced by Peace Public Safety and, where applicable or deemed necessary, in the sole discretion of the University and local law enforcement authorities. Failure to abide by this Policy or applicable laws, rules or regulations, may result in a range of disciplinary actions. Students participating in Assemblies shall be subject to these policies and shall also conduct themselves in accordance with the University's Code of Conduct. Failure to do so may result in suspension or dismissal from the University. University tuition refund procedures will apply to any suspension or dismissal and do not provide for a refund.

Responsibilities

The current student(s), faculty or staff who organize(s) an Assembly shall be responsible for: (i) providing non-University restroom facilities (not on University property) for all Assembly participants; (ii) cleaning University property following the Assembly; and (iii) paying for any and all damage to University
property caused by Assembly participants during the Assembly. If providing for non-university facilities, the assembly may not install temporary facilities on University property without prior approval. The responsibilities set forth herein shall not, however, limit the individual responsibilities of Assembly participants.

Transportation Policy

University staff members are not permitted to transport students in need of medical attention.

An ambulance or paramedic will transport any ill or injured student with a condition that requires specialized transportation. Call 911 and notify the Office of Public Safety at 919-833-2277.

Examples of when an ambulance would be utilized include but are not limited to:

1. Car accident victim
2. Unconscious student
3. Any suspicion of head, neck or back injury
4. Severe allergic reaction - involving difficulty breathing
5. Mental or emotional distress
6. Respiratory distress

When the student has minor injuries or problems and the condition is highly unlikely to deteriorate prior to receiving medical help, it will be the responsibility of the student to arrange transportation with friends.

Examples of such conditions include but are not limited to:

1. Normal off-campus physician appointments
2. Specialist or physical therapy appointments
3. Lacerations that are not bleeding profusely
4. Appointments for which the physician has agreed to see students at their private practice for earache, sore throat, etc.

Electric Scooters and Electric Bikes

Electric Scooters and Bikes are prohibited from being ridden and parked within campus boundaries. This includes but is not limited to the Bird, Lime Bike, and Spin scooters. Peace Community members may ride a scooter or bike to the perimeter of campus; however, the scooter or bike should not be brought onto campus. Electric scooters and electric bikes can not be charged in any campus buildings, including residence halls. There are outlets in Belk Courtyard and Gaddy Garden, near Finch Library, that can be used to charge electric scooters and bikes.

Unmanned Aircraft Systems/Drone Policy

Only university sanctioned/sponsored unmanned aircraft/drones are permitted to be operated on the Peace campus, interiors or exteriors. If a student or organization would like to request permission to operate an unmanned aircraft/drone for official institutional use or research/teaching use; they must receive approval from the Communications and Marketing Department.

Advertising and Postings

The use of display materials such as flyers, signs, posters, bulletins, television monitors, electronic message boards, easels and message rails serves an important function as internal communication and visual representation on the campus. When that visual representation is inconsistent, the perception of the institution can also become disconnected or inconsistent. By following these standards, we build not only consistency, but protect our most valuable asset – the William Peace University name.

Below is the policy for posting any notices on University property. The policy divides the campus into three areas: residence halls, academic/administrative spaces and the outside grounds. It is an expectation that all members of the University community adhere to the policy and aid in removing expired and improperly posted notices.

General Notes

Notices are posted as a courtesy to the William Peace University community and do not imply endorsement by the University.

Posting is considered to be any information tacked, tied, taped, stapled or otherwise attached to any surface on campus. Posting on campus is only allowed on bulletin boards.

For the purpose of this policy, the term *flyer* refers to all flyers, posters, advertisements, notices or anything of the kind.

As much as possible, all expired or improperly posted items will be recycled. Persons wishing to reclaim a posted notice must do so immediately after the expiration date of the notice. The University assumes no responsibility for retaining posted information past the expiration date.

Bulletin boards displayed inside an office and for the use of the occupant's position are not subject to this policy. Individual bulletin boards typically displayed outside an academic office for purposes of displaying office hours, individual(s) working in the office, etcetera are not subject to this policy. However, flyers must be contained within the bulletin board.

General Policy

1.01 All items posted must not be offensive to the campus community.

1.02 All William Peace University-produced flyers must contain the logo, a contact name, telephone number or email and follow the style guide.

1.03 External flyers and advertisements (provided to William Peace University, advertising a separate company) approved for posting are not subject to the following section: 1.02.

1.04 Items may be posted on bulletin boards only. Materials fastened to any other surface will be removed. Persons and groups in violation of this may be assessed all or part of the costs of removal and repair of damage. Residence halls are allowed with permission to post otherwise using approved tape.

1.05 All flyers must be stamped for approval by the Office of Communications and Marketing or Office of Student Involvement prior to the copy run. Notices not stamped by either office will be removed and reported to the Office of Communications and Marketing and may be subject to section 1.04. If posting on an academic bulletin board, please see alternate policies in section 3.04.

1.06 Size of posted literature will be restricted as follows:

- 1.06.1 Items announcing specific events, parties, and/or lectures may not exceed 11" X 17".
- 1.06.2 Items of general information and/or announcing regularly scheduled meetings or events may not exceed 8.5" X 11".
- 1.06.3 Posters or banners exceeding 11" X 17" may be hung on the bulletin boards on the outside grounds of campus.

1.07 The length of time an item may stay posted is as follows:

- 1.07.1 Items announcing specific events will be removed after the event is over.
- 1.07.2 Items announcing regularly scheduled meetings or events or general announcements will be removed after the stamped expiration date.
- 1.07.3 The club, organization, department or individual responsible for the flyer creation and posting must take all flyers down within these times. Failure to do so will be reported to the Office of Communications and Marketing and will be subject to section 1.04.

Within Residence Halls

2.01 Bulletin boards are mounted both in the entrance to each residence hall and along hallways; all notices will be

restricted to these bulletin boards. Items posted on other surfaces (walls, doors, windows, etc.,) should use approved tape. Items found posted over other items will be removed

2.02 One bulletin board will be labeled for general notices and the other will be labeled for the residents' use in that hall. Literature not related to residential life must be posted on the general notice bulletin board.

2.03 Areas within a residence hall unrelated to student housing will be classified as academic/administrative buildings. These areas include but are not limited to dining halls and entrance areas to dining halls; offices; computer labs; and classrooms.

2.04 All materials to be posted in the residence halls should be submitted to the Department of Residence Life and Housing office to be put up by housing staff such as resident assistants. These items must still be stamped and approved prior to submission to the department office. Individuals may not put up posters on their own.

3.00 **Academic/Administrative Spaces**

3.01 All buildings/spaces that are not residence halls or areas within a residence hall that serve a primary function unrelated to student housing will be included in the policy for academic/administrative buildings.

3.02 All restricted bulletin boards will be labeled to identify the information that may be posted on that board.

3.03 Only one flyer per event per general bulletin board will be allowed. Cork strips in contiguous areas constitute one bulletin board.

3.04 The following regulations pertaining to displays at William Peace University on departmental, divisional or other faculty bulletin boards. These bulletin boards are understood to be bulletin boards that are designated to represent specific departments, programs or disciplines. The term *departments* in this policy are intended to refer to academic programs, departments or disciplines at William Peace University.

- 3.04.1 Department bulletin boards are intended for the display of materials directly related to activities and events of the academic area(s). Each bulletin board must be branded for William Peace University and approved by the Office of Communications and Marketing. Examples of branding include the William Peace University logo, the department name and contact information.
- 3.04.2 Materials must be approved by the chair or program director prior to posting to ensure the criterion stated in section 1.0 is met.
- 3.04.3 Materials may be posted only by faculty in the department associated with a given bulletin board. One department may not post materials on another department’s board without their approval.
- 3.04.4 Any dispute about which department is responsible for a given bulletin board will be resolved by the Office of Communications and Marketing, in consultation with the Vice President for Academic Affairs.

3.05 Departmental bulletin boards may not be mounted on college property without the prior approval of the Office of Communications and Marketing.

3.06 Posted material must be contained completely within the bulletin boards. Material must be removed either (a) 24-hours after an event promoted with a posting has passed or (b) at the end of each academic year. Renewal of posted material meeting the criteria stated in this policy is permitted if the posted material is timeless in nature.

3.07 Displays shall not impede or obstruct the use of hallways or other public spaces, and shall be in accordance with all state fire codes. Materials may not be posted for commercial purposes. Items found posted over other items will be removed

3.08 Displays and printed materials that do not comply with all of the above regulations will be removed. In addition, the University reserves the right to remove any displays/printed materials if in the opinion of the University the materials would subject the University to a claim by a third party or if the displays/printed materials are in violation of any university rules or any applicable laws and regulations.

4.00 **The Outside Grounds**

4.01 Items may not be posted (tacked, tied, taped, stapled or otherwise attached) on any outside areas except on the bulletin boards provided expressly for this purpose. All outdoor bulletin boards will be labeled for general notices.

4.02 Chalking is permitted on sidewalks only and must be approved by the Office of Communications and Marketing, the Office of Student Involvement, or the Center for Student Success.

4.03 Items should be placed in a clear area of the bulletin board. Items found posted over other items will be removed.

4.04 Sandwich boards, or any other freestanding advertisement, is allowed as long as it does not block normal foot-traffic and is in accordance with all state fire codes.

University Welcome Center

The University Welcome Center is utilized to welcome all potential students, family, and guests to campus. The Welcome Center directs phone calls, greets visitors, and serves as a central point of information on campus. The office can also help connect you to other offices on campus. If you need any assistance locating an office on campus, finding a contact person to speak with, or need any general directions then please contact the Welcome Center.

Contact Information
Phone: 919.508.2214
Email: admissions@peace.edu
Location: Main Hall 104

Wellness Center

The Wellness Center is located on campus in Joyner House and includes Health and Counseling services. We offer confidential Health and Counseling Services to all-full-time, traditional undergraduate students without having to leave campus.

Our university physician, nurse, and counselors are here to support students with lifestyle choices as it relates to their health and wellness. College can be a stressful time for students and our goal is to assist students in making responsible decisions concerning their physical and mental health. We are committed to providing quality and accessible services in a welcoming and non-judgmental atmosphere that values inclusion and respect individuality.

Fees for service
Health services are free to all full time, traditional undergraduate residential students. If you are a traditional undergraduate commuter student these services will be available to you for $100.00 a semester and the fee will drop

to $50.00 after fall break and after spring break. There are a few nominal fees for certain lab tests, physicals and vaccines. All charges are charged to the student's account. Counseling services are free to all full-time traditional undergraduate students.

Hours of Operation
Hours of operation are available online and are posted outside the office door. In the case of a non-threatening medical situation after hours, residential students should contact their Resident Assistant. A Residence Life professional staff member will assess the situation and triage the situation accordingly. Public Safety has a list of medical facilities where a student can be referred to for further evaluation. If a student does not have transportation to travel to the medical facility, Public Safety can assist with coordinating a transportation resource. The student does not need to have money for transportation. The fare is charged to the student's account. If there is a medical emergency, call 911 and then call Public Safety at (919)833-2277 for further assistance. The student should also have the Public Safety Officer contact the Assistant Vice President of Student Life & Director of Residence Life.

Confidentiality
All medical and counseling records of service received in the Wellness Center are strictly confidential and maintained separately from your student and academic record. Student medical and counseling records may not be released without a written authorization from the student or if required by law.

COUNSELING CENTER

The Counseling Center is part of the Wellness Center at William Peace University. The mission of the Counseling Center is to support the healthy academic, emotional, and social growth of William Peace University students. Licensed and trained counselors are available to provide psychological counseling services in a safe and confidential setting to traditional undergraduate students (including commuter and residential students). Referral resources can be provided for SPS students.

Students come to the Counseling Center to discuss a wide variety of concerns, including adjusting to college, making friends, managing anxiety, strengthening self-esteem, and improving interpersonal relationships. Counselors are also experienced in working with students who are coping with such issues as depression, anxiety, eating disorders, substance abuse, sexual assault, and grief.

Students may meet with a counselor for an initial assessment and short-term counseling. Students seeking more intensive, specialized, or long-term mental health treatment can work with a counselor to locate referrals for mental health providers in the local area. Counselors are also available to present workshops on psychological issues to a variety of University audiences, including classes, clubs, residence halls, administrators, and faculty. Please contact the Wellness Center to plan. Counselors may also provide training to University paraprofessionals, including Resident Advisors and Student Leaders.

In addition, if anyone affiliated with William Peace University is concerned about a student's well-being or behavior, a counselor is available to assist with setting appropriate limits, clarifying the seriousness of the problem, planning effective ways to express concern to the student, developing a referral plan, and learning more about the University and community resources.

All Counseling Center services are provided on a private and confidential basis, within the legal and ethical limits of confidentiality. Without written permission from the student, no information about their treatment may be disclosed to any person, including family members. Due to legal exceptions to confidentiality, pertinent information may be shared with the Vice-President for Student Life when there is a safety concern for the student or for others.

For students experiencing a mental health crisis, a counselor works with Student Health Services, the Office of Residence Life and Housing, the Office of Student Life, and Public Safety to aid. During Wellness Center office hours, students in crisis should call or come directly to the Wellness Center and inform the nurse that there is an urgent need to speak with a counselor. After office hours, on-campus students should contact Public Safety at ext. 2401 or (919)833-2277. Students living in campus affiliated housing who are experiencing a crisis after hours should call the Residence Life RA on-call. In the case of immediate danger please call 911.

To schedule an appointment with a counselor, a student may email Counseling@peace.edu or drop by Joyner House or call (919) 508-2163.

Contact Information
Phone: 919.508.2163
Email: counseling@peace.edu
Location: Joyner House

HEALTH SERVICES

Health Services provides students with routine treatment for minor illnesses and injuries in a confidential environment. For a comprehensive list of services, we offer, please visit www.peace.edu and search for the Wellness Center under the Student Life tab. It is important that any student that is ill or has an injury visit the nurse in Joyner House so the illness can be documented and the nurse can decide if the student is well enough to attend class. Certain communicable diseases may require the student to be sent home or isolated on campus away from the general population. Health Services also provides awareness of current health and wellness issues through education using printed material, speakers, and campus wide events.

Health Insurance
All full-time traditional undergraduate students are required to have health insurance. All students will be enrolled in the Student Health Insurance Plan offered by the university. Students who have their own health insurance or are covered under their parents, must go online and complete a health insurance waiver annually to avoid unnecessary charges. If you have any questions regarding the student health insurance, please contact Student Accounts at studentaccounts@peace.edu. All students are required to document their health insurance information in their Magnus Health account and be sure to carry their insurance information with them at all times. For more information please visit the university website or contact the Student Accounts Office.

New Students
All new students are required by the state of North Carolina to have a complete immunization record uploaded to Magnus Health prior to starting class at Peace . All of this information will become a part of your medical record. Magnus Health (a fully HIPAA-approved company) is a service that keeps track of immunization records for the student while they are a student at Peace . Health Services will have access to Magnus Health as needed. The student will also have lifetime access to this portal for their own future use. It is the student's responsibility to keep your login and password in a safe place should you need to access the site at a later date. A student cannot be seen in Health Services without their medical record and required documents being complete.

Return to the University after Hospitalization
William Peace University Students who are hospitalized as a result of a physical or mental health condition should follow these steps to return to the campus. It is the student's responsibility to notify the Directors of Health Services & Counseling Services, Jill Gattone & Alicia Wiggins of any hospitalization for a physical condition and/or a mental health condition. Once the student has been released from the hospital, they must bring the hospital release forms to the Directors of Health Services and Counseling Services for review and this must be done before returning to class or university housing. The release forms should include a description of the condition for which the student was treated, recommendations for a treatment plan, the clinician's assessment of the student's ability to meet academic requirements and if the student resides in campus housing, the student's capacity to observe the community

standards of residence living. Students are expected to follow the clinician's recommendation for treatment. Failure to do so may result in involuntary withdrawal from the University. The Directors of Health Services & Counseling Services will determine the student's eligibility to return to classes.

TimelyCare

Available to all students, with the exception of SPS students.

William Peace students have 24/7 access to virtual care services with TimelyCare — the virtual health and well-being platform from TimelyCare, designed for college students. Students do not need insurance to access TimelyCare services. Download the app. As part of William Peace's partnership with TimelyCare, students have access to services in TimelyCare, including:

- MedicalNow: On-demand support for common health issues, including cold, flu, and allergies.
- TalkNow: 24/7, on-demand emotional support to talk about anything, including anxiety, relationships, depression, and school-related stressors.
- Scheduled Medical: Choose the day, time, and medical provider that best works for you.
- Scheduled Counseling: Choose the day, time, and mental health provider that best works for you. (12 visits per year)
- Health Coaching: Develop healthy lifestyle behaviors, including nutrition, sleep habits, time management, and mindfulness.
- Psychiatry: Appointments are available through referrals.
- Self-Care Content: Visit the "Explore" page within TimelyCare for guided self-care content, including yoga and meditation sessions, as well as group conversations with our providers on a variety of health and well-being topics.
- Students have access to TimelyCare services 365 days a year. That means you have access during breaks, after-hours, and any time you need support!

Visit timelycare.com/Peace wellness to get started.

Contact Information

Phone: 919.508.2502
Email: healthservices@peace.edu
Location: Joyner House

Respiratory illnesses including COVID-19 Guidelines

The William Peace University (Peace) community has successfully navigated the unique challenges of the COVID-19 pandemic. This is to the credit of our students, faculty and staff. Peace continues to follow guidance from the CDC and local and state health officials and will remain vigilant, watching for any new developments. The guidelines below recognize that COVID-19, like many other illnesses, is still present in our community but at this time does not require the level of surveillance measures we've used over the past several years.

Below you will find important guidelines designed to keep our campus as safe as possible. Thank you in advance for doing your part to minimize the spread of COVID-19, Influenza and other respiratory illnesses.

Please note that Peace will continue to monitor the metrics and guidance from health officials and campus guidelines are subject to change as directed by Peace Health Services, Wake County Health Department, North Carolina Department of Public Health, and CDC guidelines.

I. Vaccination/Boosters for COVID-19 and InfluenzaThe University strongly recommends that students are up to date on COVID and Influenza vaccinations.

ll. Requirements for all students
Comply with NC, Wake County, and other government orders related to COVID-19.
Masks are optional in common public spaces on campus such as the library, Belk dining hall, hallways, and all outdoor areas.Masks may be required in professional areas where employees must work, such as classrooms and offices. Individual faculty may require students to wear masks while in their classroom. Individual staff members may require students and colleagues to wear masks while in their office spaces.Masks are required in the Peace Wellness Center if you are experiencing respiratory symptoms or a sore throat. Otherwise, masks are now optional in Joyner House.Masks are required in Athletic Training areas in Hermann if you are experiencing respiratory symptoms or a sore throat. Otherwise, masks are now optional. Students reserve the right to request guests wear a mask when entering personal areas such as dorm rooms. Please be respectful of your colleagues and friends who choose to wear a mask or ask you to do so! Reminders:Wash hands with soap often, for at least 20 seconds or use hand sanitizer if soap and water is not available Stay away from people who are illCover your cough or sneeze with tissues, not your hand Clean and disinfect your personal space and frequently touched surfaces Comply with directives regarding class attendance and isolation

Be tested for COVID-19 and wear a mask if you develop symptoms or have known exposure to the virus and report any symptoms of illness to Health Services (HealthServices@peace.edu).

Ill. Additional Requirements for Residential Students Residential students must have an emergency plan that includes a location they may go to if the University's residential status changes or if the student becomes ill and needs to leave campus.

lV. Additional Requirements for Commuter Students
Students living and spending time in off-campus settings such as off-campus and non-university affiliated housing are expected to abide by NC Executive Orders (COVID-19 Orders & Directives). Students who are suspected to be in violation of any NC Executive Orders are subject to undergo the Peace accountability process as outlined in the Peace Community Code of Conduct. https://tinyurl.com/ Peace -Community-Code-of-Conduct

V. COVID-19 symptoms Watch for: Fever (temperature of 100.4 or above) • Chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Sore throat • New loss of taste or smell • Congestion or runny nose • Nausea or vomiting • Diarrhea Call 911 if you experience: Severe difficulty breathing • Severe and persistent pain or pressure in the chest • New confusion • Inability to wake or stay awake • Bluish lips or face • Slurred speech • Severe dizziness • Any other severe symptoms that are concerning to you Contact HealthServices@peace.edu if you have any questions or concerns about non-emergent symptoms

Vl. Testing for COVID-19 Pre-arrival to campus. It is strongly recommended that you be tested for COVID 24-72 hours before arriving on campus if you have any symptoms of COVID 19. During the Semester. All students who develop any symptoms of COVID-19 will be asked to wear a mask and get tested. Students are asked to submit their test results to Health Services at HealthServices@peace.edu. Contact Health Services if you need assistance with COVID testing.

The Centers for Disease Control (CDC) updated its guidance for respiratory viruses including its COVID-19 isolation protocols, responding to the changing threat of COVID-19.• Under the new CDC guidance, extended isolation following a positive COVID-19 diagnosis is no longer required, however Peace recommends following: Remain at home

until 24 hours after:1) your symptoms are getting better overall; AND2) you have not had a fever and are not using fever-reducing medication.

Read the complete CDC guidance for more information about protecting yourself and others if you get sick.In keeping with the CDC's recommendations, the university will not require an extended period of isolation following a positive COVID-19 diagnosis. Continued mitigation strategies to prevent the spread of viruses. Students, faculty and staff should follow measures to reduce the spread of respiratory viruses on campus. The university continues to encourage members of the university community to follow CDC guidance for staying up to date with COVID-19 vaccination. Diagnostic testing for those with respiratory symptoms will continue to be available at Student Health Services.Please notify your professors if you are ill and must miss class. You should stay in contact with your professors while you are recovering.

Contact Information:

Health Services: healthservices@peace.edu; 919-508-2502 or 919-508-2498
Counseling Center: counseling@peace.edu; 919-508-2163; 919-508-2018
Disability Support Services: disability@peace.edu; 919-508-2393
Peace Public Safety: 919-833-2277
Peace Residence Life and Housing: residencelife@peace.edu; 919-508-2078
Wake County COVID-19 Information hotline: 888-675-4567