

Section 1: History and Governance

History and Governance of the University of North Carolina

History of the University of North Carolina

The University of North Carolina comprises all the public institutions of higher education in North Carolina that confer degrees at the baccalaureate level or higher. The University was authorized by the State Constitution in 1776, and it was chartered in 1789 by the General Assembly.

The University of North Carolina opened its doors to students at Chapel Hill in 1795. Thereafter, beginning in the latter part of the 19th Century, the General Assembly of North Carolina established and supported 15 other public sector institutions in keeping with Article IX, Section 8 of the Constitution of North Carolina, which provides that the "General Assembly shall maintain a public system of higher education, comprising The University of North Carolina and such other institutions of higher education as the General Assembly may deem wise."

The multi-campus University of North Carolina system has its beginnings in legislation enacted by 1931 that defined the University of North Carolina to include the University of North Carolina at Chapel Hill, North Carolina State University at Raleigh, and the University of North Carolina at Greensboro. In the 1960s, three additional campuses were added: the University of North Carolina at Charlotte, the University of North Carolina at Asheville, and the University of North Carolina at Wilmington. By 1969, the University of North Carolina included six constituent institutions, overseen by a single governing board.

In 1971, the General Assembly redefined the University of North Carolina. Under the terms of that legislation all 16 public senior institutions became constituent institutions of the University of North Carolina.

The chief executive officer of the University is the President who reports to the Board of Governors.

Each constituent institution of the University has its own faculty, student body, and Board of Trustees composed of 13 members: eight are elected by the Board of Governors, four appointed by the Governor, and the elected President of the student body ex officio. (The University of North Carolina School of the Arts has two additional ex officio members, and the North Carolina School of Science and Mathematics has a 27-member board as required by law.) The chief administrative officer of each institution is the Chancellor, and the Chancellors are responsible to the President and to the Board of Trustees.

Board of Governors

The University of North Carolina Board of Governors is the corporate body that has total responsibility for the governance and welfare of the University system. In particular, the Board of Governors is responsible for the general determination, control, supervision, management and governance of all affairs of the constituent institutions and may adopt such policies and regulations as it deems wise. Standing committees include: the Committee on Audit; Committee on Budget and Finance; Committee on Educational Planning, Policies and Programs; Committee on Personnel and Tenure; Committee on Public Affairs; and the Committee on University Governance. For more information, see the [University of North Carolina Board of Governors](#). Information about the authority granted to the Board of Governors can be found in [Section 101 of The Code of the University of North Carolina](#).

President and General Administration of the University of North Carolina

The President's office is the operations level between the constituent institutions and the Board of Governors. The President is the chief administrative and executive officer of the University, and has complete authority to manage the affairs and execute the policies of the University of North Carolina and its constituent institutions, subject to the direction and control of the Board of Governors. For more information, see the President's office. Information on the authority granted the President can be found in [Section 501 of The Code](#).

Faculty Assembly of the University of North Carolina

The Faculty Assembly of the University of North Carolina is composed of representatives from each of the constituent institutions. The Faculty Assembly gathers and exchanges information on behalf of the faculties represented, and advises and communicates with the Board of Governors, the General Assembly, the President of the University and other governmental agencies concerning the interests of the faculties. The University of North Carolina at Charlotte has five representatives on the faculty assembly.

History and Governance of the University of North Carolina at Charlotte

History of the University of North Carolina at Charlotte

UNC Charlotte is one of a generation of universities founded in metropolitan areas of the United States immediately after World War II in response to rising education demands stimulated by the war and its technology. To serve returning veterans, North Carolina opened 14 evening college centers in communities across the state. The Charlotte Center opened on September 23, 1946, offering evening classes to 278 freshmen and sophomore students in the facilities of Charlotte's Central High School. After three years the state closed the centers, declaring that on-campus facilities were sufficient to meet the needs of returning veterans and recent high school graduates.

Charlotte's education and community leaders, long aware of the area's unmet needs for higher education, moved to have the Charlotte Center taken over by the city school district and operated as Charlotte College, offering the first two years of college courses. Later, the same leaders asked Charlotte voters to approve a two-cent tax to support the College.

Charlotte College drew students from the city, Mecklenburg County, and from a dozen surrounding counties. The two-cent tax was later extended to all of Mecklenburg County. Ultimately financial support for the college became a responsibility of the State of North Carolina. As soon as Charlotte College was firmly established, efforts were launched to give it a campus of its own.

With the backing of Charlotte business leaders and legislators from Mecklenburg and surrounding counties, land was acquired on the northern fringe of the city and bonds were passed to finance new facilities. In 1961 Charlotte College moved into two new buildings on what was to become a 1,000-acre campus 10 miles from uptown Charlotte.

Three years later, the North Carolina legislature approved bills making Charlotte College a four-year, state-supported college. A year later, the legislature approved bills making Charlotte College a branch of the University of North Carolina.

In the years since, UNC Charlotte has grown at a rate of about 4 percent per year. With an enrollment of over 25,000 students, it is the fourth largest of the 17 institutions that make up the University of North Carolina system.

UNC Charlotte is a comprehensive university offering almost 90 baccalaureate programs, over 60 programs leading to a master's degree, and 19 programs leading to doctoral degrees. Please see the UNC Charlotte website for a complete, updated listing of degree programs.

In 1995-96, during the celebration of its 50th anniversary as an institution, UNC Charlotte awarded its 50,000th degree. In 2012, it awarded its 100,000th degree. It now boasts more than 95,000 living alumni and adds 4,500 to 5,000 new alumni each year. Students attend UNC Charlotte from nearly every county in North Carolina, nearly every state in the U.S., and over 100 foreign countries. Additional information regarding student demographics including enrollment data, racial and ethnic composition, scholastic information, and the origins of new first-year and transfer students is available from the Office of Institutional Research and their Fact Books.

Institutional Planning

The purpose of institutional planning at UNC Charlotte is to (1) meet the needs for internal planning and decisions at department, college, academic affairs, and University levels; (2) support long-range plans and biennial budget requests submitted to the UNC President's office; and, (3) evaluate, assess, and enhance institutional achievements. The two-year and five-year cycles in the process correspond to the budget system of the North Carolina General Assembly and the procedures of the UNC Board of Governors, which provides for a five-year plan to be updated every two years. The Institutional Plan for UNC Charlotte includes:

Institutional Vision Statement provides the common framework for what is to be accomplished and who is to be served at the University of North Carolina at Charlotte.

Institutional Mission Statement is the general statement of educational mission established for the institution by the Board of Governors of the University of North Carolina. UNC Charlotte's Mission Statement is as follows:

UNC Charlotte is North Carolina's urban research university. It leverages its location in the state's largest city to offer internationally competitive programs of research and creative activity, exemplary undergraduate, graduate, and professional programs, and a focused set of community engagement initiatives. UNC Charlotte maintains a particular commitment to addressing the cultural, economic, educational, environmental, health, and social needs of the greater Charlotte region.

In fulfilling this mission, we value:

- Accessible and affordable quality education that equips students with intellectual and professional skills, ethical principles, and an international perspective.
- A strong foundation in liberal arts and opportunities for experiential education to enhance students' personal and professional growth.
- A robust intellectual environment that values social and cultural diversity, free expression, collegiality, integrity, and mutual respect.
- A safe, diverse, team-oriented, ethically responsible, and respectful workplace environment that develops the professional capacities of our faculty and staff.

To achieve a leadership position in higher education, we will:

- Implement our Academic Plan and related administrative plans.
- Rigorously assess our progress using benchmarks appropriate to the goals articulated by our programs and in our plans.
- Serve as faithful stewards of the public and private resources entrusted to us and provide effective and efficient administrative services that exceed the expectations of our diverse constituencies.
- Create meaningful collaborations among university, business, and community leaders to address issues and opportunities of the region.
- Develop an infrastructure that makes learning accessible to those on campus and in our community and supports the scholarly activities of the faculty.
- Pursue opportunities to enhance personal wellness through artistic, athletic, or recreational activities.
- Operate an attractive, environmentally responsible and sustainable campus integrated with the retail and residential neighborhoods that surround us.

General Academic Plan summarizes the academic priorities, goals, and objectives for the campus, the action steps and resources to address them, and the measures to ascertain their achievement and effectiveness. This plan includes campus support unit plans and may include subsidiary plans to address specific campus issues such as enrollment plan, staffing plan, facilities plan, outreach plan, and diversity plan.

Institutional Effectiveness Report is the basis for the annual report to the Board of Governors and the General Assembly on the institution's effectiveness in the areas of student learning and development, faculty development and quality, and progress toward the institutional mission. It draws upon the results of annual assessments of the achievement of institutional goals and objectives, comprehensive self-studies and program evaluations, as well as periodic evaluations of functions and services and occasional specialized studies. For more information contact the Institutional Effectiveness Oversight Committee.

College Plans. Each college develops a plan, informed by the plans of its departments, which articulates the college mission, purpose, priorities, goals, and objectives; describes the action steps and resources needed to address them; and specifies the measures to ascertain their achievement and effectiveness. These plans may include subsidiary plans to address campus and/or college issues.

Department Plans. Each department develops a plan that articulates its mission, purpose, priorities, goals, and objectives; describes the action steps and resources needed to address them; and specifies the measures to ascertain their achievement and effectiveness.

Board of Trustees at UNC Charlotte

The Board of Trustees is responsible for ensuring the institution's compliance with the educational, research and public service roles assigned to it by the Board of Governors. Other responsibilities include advising the Chancellor on the budget, planning, policies governing the operation and development of the University and other matters it deems appropriate. A comprehensive description of the duty and authority of the Board of Trustees can be found at UNC General Administration.

Chancellor of UNC Charlotte

The administrative and executive head of the University of North Carolina at Charlotte is the Chancellor, who exercises complete executive authority, subject to the direction of the President, and is responsible for carrying out policies of the Board of Governors and of the Board of Trustees.

The Chancellor is the leader of and the official spokesperson for the institution; promotes the educational excellence and general development and welfare of the institution; and defines the scope of authority of faculties, councils, committees and officers of the institution. All projects, programs and institutional reports undertaken on behalf of the institution are subject to the Chancellor's authorization and approval.

The Chancellor is the official medium of communication between the President and all deans, heads or chairs of departments, directors and all other administrative officers, faculty members, students and employees. The duties and responsibilities of the Chancellor can be found in [Section 502 of The Code](#).

Administrative Organization of UNC Charlotte

Academic Affairs

The Division of Academic Affairs includes Academic Services; Enrollment Management; Information and Technology Services; International Programs; Library; Metropolitan Studies and Extended Academic Programs; Research and Economic Development; The Graduate School; University College; and seven discipline-based colleges: the Colleges of Arts + Architecture, Business, Computing and Informatics, Education, Engineering, Health and Human Services, and Liberal Arts & Sciences. The colleges and support units in Academic Affairs report to the Provost and Vice Chancellor for Academic Affairs, as does the Vice Chancellor for Research and Economic Development and the Vice Chancellor for Information Technology Services (Chief Information Officer).

Deans of Colleges

The responsibilities of the dean of a college at the University of North Carolina at Charlotte fall into three basic areas:

College Planning

The dean is the chief planning officer of the college and works closely with the chairpersons and department faculties to develop plans for the intermediate and long term development and improvement of the college.

College Operations

The dean as the chief operating officer of the college has overall responsibility for:

- Faculty and personnel procedures
- Instructional, research and service programs
- Students
- Revenue allocation
- Management

College and University Leadership

The dean provides academic and educational leadership through the personal example of his or her own faculty accomplishments and through systematic communication to the basic constituencies of the college including:

- Faculty of the college
- Students of the college and the University
- Campus colleagues
- Alumni and other former students of the college

- Local community
- Academic discipline or profession

All deans have the responsibilities in each of these areas although the relative importance of the areas will differ from one college to another, depending on the mission of the college, its history, and its stage of development.

Department Chairpersons

The chairperson is expected to provide academic leadership for the department and to ensure effective administration of the affairs of the department. Major responsibilities of the chairperson include:

Development of Faculty

- Recruiting, hiring, orienting, and evaluating members of the faculty
- Encouraging and facilitating professional development
- Creating a forum in which faculty members can express ideas freely, thus promoting healthy discussions among members of the department

Representation of the Department

- Providing a communication link between and among the faculty and other areas of the University and levels of administration
- Representing the department within University administrative and governance structures and with external professional and community groups
- Maintaining personal, professional competence in order to set a good example in teaching and research and to maintain a position of stature on and off campus

Development of Instructional Programs

- Coordinating planning and implementation of effective academic programming
- Encouraging and supporting efforts for improvements of instruction
- Coordinating academic offerings to provide programming that is pedagogically sound and uses available resources effectively

Development of Students

- Coordinating a program of effective academic advising
- Responding to grievances and academic petitions (undergraduate)/special requests (graduate)
- Certifying that students meet departmental graduation requirements

Administration of the Department

- Coordinating departmental planning activities
- Preparing and managing departmental budgets
- Supervising activities of support staff
- Conducting departmental meetings

Faculty Governance

Faculty Council

The chief faculty governance body is the Faculty Council. The Faculty Council is empowered to conduct the affairs of the UNC Charlotte faculty, including part-time faculty, as described in Article III of the Faculty Constitution and the Standing Rules of the Faculty Council.

As one of the standing committees of the Faculty Council, the [Part-Time Faculty Committee](#) consults with and advises university leadership on policies, processes and practices that relate to part-time faculty.

Faculty Executive Committee

The Faculty Executive Committee is responsible for establishing the agenda for Faculty Council and for ensuring that the business of the faculty is handled with dispatch. The Constitution of the Faculty of the University of North Carolina at Charlotte states the policy-making responsibilities and authority, as well as specific consultation responsibilities of the faculty.

Graduate Council

The Graduate Council, whose voting members are elected by the graduate faculty, reviews, develops and makes recommendations concerning graduate school policy. All curricular proposals and all criteria for membership in the graduate faculty come before the Graduate Council, which also creates appropriate committees and hears grievances. In addition, the Graduate Council serves in an advisory capacity to the dean of the graduate school.

Further information on current faculty governance activities is maintained by the [Faculty Council](#).

Graduate Organization

The Graduate School was founded in 1985 and its main purpose is to provide leadership, administration, and representation for the University's graduate programs. The dean of the graduate school is responsible for the executive and administrative affairs of the graduate school.

Campus Judicial System

The UNC Charlotte student judicial system is responsible for dealing with cases of alleged violations of the UNC Charlotte Code of Student Responsibility and for the interpretation of the Student Body Constitution. The UNC Charlotte Code of Student Responsibility is a comprehensive document that details the student disciplinary process including policies, procedures, and due process rights and responsibilities.

Commencement

Commencement is held twice per year, at the close of both the fall and spring semesters. All faculty members are encouraged to participate, but it is not required of part-time faculty to do so.

Convocation

University Convocation marks the start of the academic year at which the Chancellor outlines long-term goals and immediate plans and issues and the Provost and Presidents of the Faculty, Staff Council, and student body present their agendas for the year. Additionally, the University Convocation is a chance to recognize new members of the faculty, as well as honoring those entering their 25th year at UNC Charlotte, new and newly-tenured faculty members, and those who have been promoted to full

professor. The newest Bonnie E. Cone Early-Career Professor in Teaching is also introduced. All faculty members, staff, and students are invited to attend.

Student Governance

Undergraduate Student Governance

The primary vehicle by which undergraduate students are involved in institutional governance is the Student Government Association. By the process of largely autonomous self-governance, students determine to a very significant degree the focus, scope, and direction of most of the extra-class and co-curricular activities occurring on campus. In addition, they represent the student body on a host of official and ad hoc committees at the institution.

Graduate Student Governance

The Graduate and Professional Student Government (GPSG) was chartered in 1986 and serves as the official organization for UNC Charlotte graduate students, all of whom are automatically members. Its purposes include (a) establishment of an appropriate voice for graduate students; (b) assistance with their special social, emotional, intellectual and physical needs; and (c) liaison with the administration and faculty.

Other Organizations

Alumni Organization

The Alumni Association of the University of North Carolina at Charlotte is the official alumni organization. This body serves as the vehicle for exchange of ideas, services and resources between the alumni and the University community. For more information, refer to the procedures and regulations that govern the general alumni association.

UNC Charlotte Foundation

The Foundation of The University of North Carolina at Charlotte, Inc. is the 501(c)(3) public charity, incorporated in 1965 to benefit UNC Charlotte through asset management and fund raising. The Foundation advances UNC Charlotte as North Carolina's urban research university through active engagement, advocacy, fund raising, and stewardship.

AAUP

UNC Charlotte has a chapter of the American Association of University Professors (AAUP). Membership is voluntary and open to dues-paying faculty members.

State Employees Association of North Carolina, Inc.

SEANC is a voluntary organization of state employees, including faculty members, that works to improve benefits for all state employees. The organization communicates with legislators and other governmental officials on behalf of state employees.

Athletic Foundation

The Athletic Foundation is a private non-profit foundation established to raise money for athletic scholarships.

Section 2: Employment at UNC Charlotte

Getting Started

Administrative Assistance

Administrative assistance for faculty members is limited, and demands for administrative time come from all members of the department. Requests for administrative support must be realistic and reasonable. The use of administrative time for private business or social correspondence is prohibited. Professional correspondence, the production of professional papers, and the use of administrative support for affairs of professional societies are acceptable provided University business is given priority. For more information, refer to [University Policy 601.3, Administrative Support for Professional Obligations](#).

Appointment of Part Time Faculty

What is a Part-time Faculty Member

Part-time faculty appointments comprise a category of Special Faculty Appointments that are made in accordance with Section 3.4 of [University Policy 102.13, Tenure Policies, Regulations, and Procedures](#).

These appointments are not full-time faculty positions and do not qualify for state benefits. A part-time faculty member is usually hired to teach specific courses or labs for a semester. These part-time faculty members usually teach less than a full load of courses and are paid by the course. The amount paid per course varies with the discipline. Specific personnel procedures for hiring part-time faculty are found in the Academic Personnel Procedures Handbook in [Section VIII.D](#).

Appointment

It is the responsibility of the department chair to identify appropriate candidates for part-time faculty positions, ensure that their credentials are appropriate, arrange for the interview, and make recommendation for appointment to the Dean. All part-time faculty must meet requirements for professional, experiential and scholarly preparation comparable to those of their full-time counterparts who teach in the same discipline. All employees are subject to a criminal background check prior to hire. It is the responsibility of the department chair to document the qualifications of any faculty member who does not present the appropriate terminal degree in the discipline. The Division of Academic Affairs provides a form (AA-21) for this purpose.

Bookstore

The UNC Charlotte Bookstore makes available all required textbooks as well as a large selection of school supplies, greeting cards, UNC Charlotte apparel, sundries and grooming items. In addition, there is a large selection of non-required paperback books, as well as reference and specially priced books.

Compensation

Employment and Payroll

Part-time faculty sign an employment contract that indicates the beginning and end dates of the semester of service. Part-time faculty members are required to be present for all class meetings and exam times from the first day of class through the last day of final examinations. Additional requirements and compensation for departmental, college or university service and/or research will be clarified in the

contract and may adjust the required presence of that faculty member. If applicable, an I-9 verification form must be processed on or before the first day of employment. Before payment of salary can be made, a social security card must be presented, and a withholding form must be completed in the Office of Human Resources.

Salary Advances

The University does not make advances against anticipated salary. For more information, refer to [University Policy 101.2, Salary Advances](#).

Salary Payments

Faculty are paid the 15th and the last working day of each month by direct deposit. Faculty must contact the Business Office to set up direct deposit of paychecks.

Credentials Verification

Education and certification credentials are verified shortly after employment begins. Faculty members are therefore required to submit to their respective departments the following credentials:

- 1) Current Curriculum Vitae or Biographical Sketch
- 2) Official transcripts from the last institution where the highest degree was earned.

North Carolina law and the University of North Carolina Board of Governors rules require applicants for employment to be honest in representing their credentials and other qualifications when they apply for University employment. For more information, refer to [University Policy 101.12, Fraudulent Disclosure or Willful Nondisclosure in Applying for Employment](#).

Verification of Employment Eligibility

Federal law requires employers to verify the eligibility of each employee to work in the United States, to attest they have seen documentary proof of eligibility, and to maintain records of such attestation. The University is responsible to complete Immigration and Naturalization Service (INS) Form-I9 verifying employment eligibility of employees hired after November 6, 1986. Newly hired faculty and staff employees are required to visit the Human Resources Department and complete the verification form on or before the first day of employment at the University.

Department Faculty Meetings

Every department chair schedules regular faculty meetings for department members. Part-time faculty members should be encouraged to attend these meetings, but are not required. They are often the best way to learn about University and department business, issues and upcoming events that affect faculty and students.

Disability-Related Resources

Faculty members with disabilities who are in need of disability accommodations should notify their employing department. Once an existing employee identifies himself/herself as disabled, Human Resources will work with the employing department/office to provide consultation and assistance on accommodations specific to the employee's disability. The Office of Disability Services also works closely with the Department of Human Resources to ensure appropriate accommodations are provided. For more information, visit the University's [Accessibility website](#).

Email Accounts

All full- and part-time faculty and EPA staff are issued a campus e-mail account. Email is the official form of communication at the University, and faculty are expected to check their email account regularly. For questions about email, please contact [Information and Technology Services](#).

Expectations of the Part-time Faculty Member

With respect to their teaching responsibilities, duties of part-time faculty members are generally consistent with those of full-time faculty members. The following elements are expected. Others may be negotiated for the purposes of particular departments, programs, or courses.

1. Preparation and distribution of an appropriate syllabus (See Course Syllabus and Requirements, and Expectations for Students)
2. Prompt attendance at each class meeting and appropriate use of the entire class period. Should an emergency arise prohibiting the faculty member from attending a class, he/she must notify the department chair prior to the class meeting (See Classroom Policies and Attendance).
3. Standards and expectations in keeping with the University setting.
4. Timely and early assessment of students so that the mid-term grades are clearly related to performance.
5. Attention to appropriate handling of mid-term and final [grades](#).
6. Accessibility to students either before or after class on a regular and announced basis. The time of availability should total at least 30 minutes for each class period.
7. Attention to development of student skills in written and oral communication when applicable.
8. Prompt and timely submission of all grades, reports, etc.

Evaluation

The department chair evaluates each part-time faculty member using established department procedures and criteria before the end of the employment contract (see [Academic Personnel Procedures Handbook, Section VIII.D](#)). Each part-time faculty member must receive both an oral and written evaluation. Also, student evaluations are to be administered each semester for all courses, including those taught by part-time faculty. See also Course Evaluations.

Fringe Benefits and Services

Social Security

Social Security contributions are withheld from all remunerations paid to faculty and EPA staff members, beginning January 1 of each year, until the maximum subject to coverage has been earned. No credit for amounts earned in the employ of another state agency or other employer is permitted.

Social Security Number

Disclosure of social security number is required of all employees for purposes of crediting social security accounts with FICA payments and for federal tax purposes. Disclosure is voluntary for other purposes and is requested by UNC Charlotte to perform efficiently its obligations as an institution of higher education. Social security numbers disclosed may be used only for the following purposes:

- a) financial management
- b) maintenance of employee and student records
- c) credit management, including debt collection
- d) preparation of identification cards
- e) medical records management

- f) traffic and parking enforcement

Identification Cards

Identification cards are required for members of the campus community to check out books from the library, secure use of gymnasium facilities, obtain a parking permit, cash checks and provide identification. The form from which the identification card is made is obtained from the Human Resources Department, and the card itself (including a photograph) is prepared in the I.D. Card Office located in the Student Union. Cards are issued for a stated period of time or on an indefinite basis depending upon the period of employment. Spouses and children of faculty members may obtain I.D. cards enabling them to use the library at no charge.

Instructional Supplies

Supplies are distributed through departmental offices. Procedures for purchasing supplies and equipment can be found in [University Policy 601.11, Purchasing Policy](#).

Office Keys

Office keys are provided through departmental offices. Faculty members are encouraged to keep their office accommodations locked when not in use to discourage theft and unwanted entry.

Orientation

College deans and department chairs are responsible for ensuring that an orientation program is offered for all part-time faculty at either the department or college level (See [Academic Personnel Procedures Handbook, Section VIII.D.](#)). This orientation program is conducted before the beginning of the respective semester and should include the following:

- Introduction to other faculty members
- Information about relevant University policies and departmental policies such as grading procedures and attendance
- Curriculum information
- Learning resources
- Office space and administrative support services
- Dates of departmental meetings
- Calendar deadlines

In addition, each Fall, the ADVANCE Faculty Affairs and Diversity Office hosts an orientation welcome session for all new faculty members. This session is designed to introduce new faculty members to the University, to one another, to cover important instructional issues, and to highlight programs and services that may contribute to the success of a new faculty member at UNC Charlotte. The Center for Teaching and Learning also offers several workshops throughout the year for all instructors (see Center for Teaching and Learning).

Parking

All vehicles must display a current decal or utilize a visitor's parking deck or the parking meters. A parking decal can be purchased from [Parking Services](#) for an annual fee. Faculty and EPA staff members may also purchase magnetic gate hang tags that admit them to gated lots.

Supervision

The department chair acts as supervisor of the part-time faculty member and before the respective semester or term begins, each department chair should present, preferably in writing, all employment expectations to the part-time faculty members in the department. The department chair should provide information on all academic matters, clarification of policies and issues (such as attendance, mid-term grades, and assessment); and assistance with any problems related to curriculum and instruction.

Employee Regulations and Procedures

Alcohol, Illegal Drugs, and Firearms

State law regulates the possession and use of alcoholic beverages on campus. In addition, the possession and use of alcoholic beverages on campus is governed by [University Policy 706, Alcoholic Beverages](#). That policy sets forth requirements about the types of alcohol permitted, the locations where alcoholic beverages are permitted on campus, the service of alcoholic beverages, and the permits and forms required.

The University considers the use of illegal drugs or alcohol abuse by students, faculty and staff or by others on premises under University control to be unacceptable conduct that adversely affects the educational environment. To remind students, faculty and staff of their responsibilities for maintaining a drug free environment, [University Policy 711, Program to Prevent Use of Illegal Drugs and Alcohol Abuse](#), is distributed throughout the University community each year. Further, the University considers a sound awareness, education, and training program indispensable in combating illegal use of drugs and alcohol abuse, both as a preventive measure and as a remedy.

The University will cooperate fully with law enforcement agencies and will apply appropriate disciplinary procedures should a student, faculty member, or staff member violate criminal statutes with regard to illegal drugs. Violations may subject a student, faculty member or staff member to prosecution and punishment by civil authorities **and** to disciplinary action by the University. It does not constitute "double jeopardy" for the University to initiate its own disciplinary proceedings for the same offense when the alleged conduct is deemed to affect the interests of the University.

State criminal law generally prohibits the open or concealed possession of firearms and other weapons on the property of any public or private educational institution. For additional information, refer to [University Policy 702, Weapons on Campus](#).

Animals on Campus

The University recognizes that owners of Domestic Animals and Therapy Animals may desire to bring those animals to the campus, users of Service Animals or Service Animals in Training may find it necessary to bring those animals on campus, and feral or wild animals may select the campus landscape as their habitat. However, in consideration of the personal safety and well-being of the UNC Charlotte campus community [University Policy 704, Animals on Campus](#), establishes requirements for accessibility, behavior, and treatment of animals on campus.

Civil and Military Leave

Jury duty and court attendance are classified as civil leave. If a faculty member is called to serve on a jury or subpoenaed as a witness or required to attend court in connection with official duties, he/she can do so without loss of salary. Military leave is granted to members of the Reserves and National Guard for training, alerts, attendance at Service Schools and active duty status. The department chairperson or

dean should be notified at the earliest possible date of the need for civil or military leave so that arrangements for teaching responsibilities can be made. The Human Resources Department should also be contacted prior to departure on military leave.

Communications

Mail Services

Mail Services, located in the Student Union, is a fully operational Postal Contract Station, capable of services equivalent to that of a US Post Office; packages are delivered through the United States Postal Service (USPS). Non-USPS packages (i.e., FedEx, UPS) are processed through Central Receiving and Stores.

State Courier Service

A courier mail delivery service links most state government agencies including all campuses of the University of North Carolina system. The cost of mailing through the courier is about half the cost of U.S. mail. Faculty are encouraged to use this service for University business whenever possible.

Telecommunications

Telecommunication services are provided by a digital switching system, using the latest digital and fiber optic technology and are tailored to meet the needs of the campus community. Voice mail is provided on each University telephone. If a telephone is provided, information regarding telephone features and functions is available in the Telephone Service Quick Guide for Faculty & Staff that can be requested from Telecommunications.

Faculty and staff have access to an extended local calling area that includes all of the 704 and 980 area codes as well as portions of the 336, 803, 828 area code. Long distance calls for University business use the state telephone network and are billed back to the appropriate department by the Telecommunications Department. For more information, refer to [University Policy 601.1, University Supplies, Equipment and Materials](#).

Facsimile Communications

Use of fax machines is limited to University business.

University Publications

Inside UNC Charlotte is a University newsletter published online containing information for faculty and staff. The online newsletter publishes announcements of faculty publications and other professional accomplishments, free want ads, news events on campus, and items of personal interest.

Items submitted should be of professional accomplishments or public service activities worthy of campus-wide notification. Examples of items that should be submitted include: publication of a book or an article in a professional journal, participating in (not just attending) a professional meeting, research activities, public service activities such as speaking engagements to important groups, and humanitarian or human interest activities. Faculty are encouraged to submit items about their accomplishments, and many departments designate a person to collect and channel such announcements.

UNC Charlotte Magazine is published quarterly and is available electronically to all members of the University community.

The student publication, *Niner Times*, is a weekly newspaper; faculty and staff contributions are welcome.

Confidentiality of Faculty and EPA Staff Personnel Records

State statutes establish legal requirements concerning the use of faculty and EPA staff personnel records. The faculty member has a right to review the contents of his or her personnel files including evaluation files except for pre-employment confidential letters of recommendation and certain medical records. Except in special circumstances provided by law, the University is required to keep confidential all information concerning a faculty member **except** the following, which is subject to public access:

- Name;
- Age;
- Date of original State employment or appointment to State service;
- The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the agency has the written contract or a record of the oral contract in its possession;
- Current position;
- Title;
- Current salary;
- Date and amount of each increase or decrease in salary with that department, agency, institution, commission, or bureau;
- Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification within that department, agency, institution, commission, or bureau;
- Date and general description of the reasons for each promotion with that department, agency, institution, commission, or bureau;
- Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the department, agency, institution, commission, or bureau. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the head of the department setting forth the specific acts or omissions that are the basis of the dismissal; and
- The office or department to which the employee is currently assigned.

The Chancellor, the Provost and Vice Chancellor for Academic Affairs, the college dean, the department chairperson, or their agents for the purpose of conducting official business may inspect a faculty member's personnel file. The departmental and college review committees may review portions of the file related to evaluation. Confidential personnel records can be subpoenaed in a court of law. For more information, refer to [University Policy 101.8, Personnel Records](#).

Conflicts of Interest and Commitment

Faculty and EPA staff are encouraged to engage in appropriate outside research or non-research activities if these activities are consonant with the objectives of the University. Faculty and EPA staff are required to avoid conflicts of interest and conflicts of commitment in their relationships with outside organizations. Outside activities and financial interests must be arranged so as not to interfere with the primacy of University commitments. For more information, refer to [University Policy 102.2, Conflicts of Interest and Commitment](#).

Duty to Report

The University is obligated to investigate actions undertaken by employees in the performance of their official duties that may be unlawful, improper, or dangerous to the well-being of students, faculty and staff, and to protect those who disclose such actions. [University Policy 803, Reporting and Investigation of Suspected Improper Activities and Whistleblower Protection](#) establishes a mechanism for (A) reporting suspected Improper Activities, (B) initiating investigations of suspected Improper Activities, and (C) protecting members of the University community who report suspected Improper Activities from retaliation.

Members of the University community who have reason to suspect the occurrence of Improper Activities should report those Improper Activities to the appropriate authority following the procedures described in Section V of [University Policy 803, Reporting and Investigation of Suspected Improper Activities and Whistleblower Protection](#). Retaliation against anyone reporting Improper Activities in good faith is prohibited.

“Improper Activities” is defined as actions or failures to act by University employees in the course of their duties that result in:

- A. A violation of State or Federal law, rule, or regulation;
- B. A serious or substantial violation of University policy or procedure;
- C. Fraud;
- D. Misappropriation of State resources, including embezzlement;
- E. Substantial and specific danger to the public health and safety; or
- F. Gross mismanagement, a gross waste of monies, or gross abuse of authority.

Whistleblowers have protection from retaliation under NCGS § 126-85 and [University Policy 803, Reporting and Investigation of Suspected Improper Activities and Whistleblower Protection](#). This Policy establishes a mechanism for (A) reporting suspected Improper Activities, (B) initiating investigations of suspected Improper Activities, and (C) protecting members of the University community who report suspected Improper Activities from retaliation.

Employment of Relatives

Related persons may be concurrently employed by the University, even as members of the same department, except in the case where one related person has responsibility for the direct supervision of the other. In no case can one related person participate in the evaluation of the other. For more information, refer to [University Policy 101.4, Concurrent Employment of Related Persons](#).

In addition, the University is prohibited from soliciting or culminating a contractual procurement relationship with the immediate family member of any employee of the University, although the family member could serve as a subcontractor or supplier to the successful bidder. For more information, refer to [University Policy 603.2, Contracting with Relatives of Employees](#).

Environmental Safety and Health

UNC Charlotte strives to ensure that its faculty and staff work in a safe and healthy environment. The University voluntarily engages in a compliance program with the Occupational Safety and Health Act of North Carolina. This program is designed to provide a safe and healthy working, teaching and learning environment, as well as an atmosphere of safety and health awareness. For details, see [University Policy 703, Environmental Health and Safety](#). This policy delegates responsibilities for compliance, implementation, and planning and financing.

Equal Employment Opportunity/Affirmative Action

Equal Employment Opportunity

[University Policy 101.5, Equal Employment Opportunity](#) provides that UNC Charlotte recognizes a moral, economic, and legal responsibility to ensure equal employment opportunity for all persons, regardless of race, color, religion, gender (except when gender is a bona fide occupational qualification), sexual orientation, age, national origin, physical or mental disability (except when making accommodations for physical or mental disabilities would impose undue hardship on the conduct of University business), or veteran status. The policy's prohibition against discrimination on the basis of gender includes actual or perceived gender identity and gender expression.

This policy is a fundamental necessity for the continued growth and development of this University. Nondiscriminatory consideration shall be afforded applicants and employees in all employment actions including recruiting, hiring, training, promotion, placement, transfer, layoff, leave of absence, and termination. All personnel actions pertaining to either academic or nonacademic positions to include such matters as compensation, benefits, transfers, layoffs, return from layoffs, University-sponsored training, education, tuition assistance, and social and recreational programs shall be administered according to the same principles of equal opportunity. Promotion and advancement decisions shall be made in accordance with the principles of equal opportunity, and the University shall, as a general policy, attempt to fill existing position vacancies from qualified persons already employed by the University. Outside applicants may be considered concurrently at the discretion of the selecting official. The University has established reporting and monitoring systems to ensure adherence to this policy of nondiscrimination.

Affirmative Action

UNC Charlotte's philosophy concerning equal employment opportunity is affirmed and promoted in the University's Affirmative Action Plan. To facilitate UNC Charlotte's affirmative action efforts on behalf of disabled workers, veterans (including veterans of the Vietnam Era), individuals who qualify and wish to benefit from the Affirmative Action Plan are invited and encouraged to identify themselves. This information is provided voluntarily, and refusal of employees to identify themselves as veterans or disabled persons will not subject them to discharge or disciplinary action. Unless otherwise required by law, the information obtained will be kept confidential in the manner required by law, except that supervisors and managers may be informed about restrictions on the work or duties of disabled persons and about necessary accommodations.

For more information about equal employment opportunity and affirmative action, refer to [University Policy 101.5, Equal Employment Opportunity](#).

Grievance Procedures

Faculty Grievance Procedures

All grievance procedures applicable to faculty members are set forth in the "[Procedures for Resolving Faculty Grievances Arising from Section 607\(3\) of The Code of The University of North Carolina](#) (hereinafter "Faculty Grievance Procedures"). Section 607 of The Code provides a process for faculty members to seek redress concerning employment related grievances other than those involving decisions about reappointment, promotion, the conferral of tenure, discharge, imposition of serious sanctions, termination, or those within the jurisdiction of another standing committee. General questions concerning these faculty procedures should be directed to the Office of Academic Affairs, which may refer such inquiries to the chairperson of the appropriate faculty committee. In order to prevail in the formal grievance process, a faculty member must establish that she or he experienced a remediable

injury attributable to the alleged violation of a right or privilege based on federal or state law, university policies or regulations, or commonly shared understandings within the academic community about the rights, privileges, and responsibilities attending University employment.

Employment Related Grievances

Some departments or colleges provide informal procedures for resolving faculty grievances. The dean of the college should be consulted about these procedures. An aggrieved faculty member who is unable to resolve a grievance informally within the department or college should submit a written petition for redress to the University Mediation Coordinator as set forth in the Procedures for Resolving Faculty Grievances.

It should be noted that disputes related to reappointment, promotion, the conferral of tenure, discharge, imposition of serious sanctions, or termination of a faculty member are not resolved under the Faculty Grievance Procedures but pursuant to Section 7 of University Policy 102.13, Tenure Policies, Regulations, and Procedures.

Discrimination

General grievances alleging improper discrimination adverse to a faculty member should be addressed under the [Procedures for Resolving Faculty Grievances](#); however, in accordance with Section 7 of [University Policy 102.13, Tenure Policies, Regulations, and Procedures](#), allegations that a non-reappointment decision was impermissibly based on race, color, creed, sex, religion, disability, age, sexual orientation, or national origin are to be addressed to the University Hearing Committee.

Racial Harassment

UNC Charlotte is committed to ensuring an environment for all students and employees that is fair, humane and respectful - an environment that supports and rewards student and employee performance on the basis of relevant considerations such as ability and effort. Behaviors that inappropriately assert a person's race, ethnicity or national origin as relevant to student or employee performance are damaging to the desired environment. Racial harassment by any member of the University community is a violation of both law and University policy and will not be tolerated in the University community.

Racial harassment is defined here as any verbal or physical behavior that occurs on the University campus or on premises under University control, that stigmatizes or victimizes an individual on the basis of race, ethnicity, or ancestry, and that involves an express or implied threat to or interference with any facet of an individual's University life or creates an intimidating, hostile or demeaning environment for that individual in the University community.

If you are aware of incidents of racial harassment at UNC Charlotte or if you are a victim, you are urged to take action by contacting a University mediator or the affirmative action officer in the Office of Human Resources. Students who feel that they may be victims of racial harassment may seek redress by contacting the Dean of Students Office, a University mediator, or the affirmative action officer.

Sexual Harassment

Sexual harassment by any member of the University community is a violation of both law and University policy and will not be tolerated in the University community. Sexual harassment of students or employees is a particularly sensitive issue and as such will be dealt with promptly by the University administration.

Employees. Harassment on the basis of sex is a violation of Section 703 of Title VII, which states that: "Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when --

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Students. Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature by a University employee, by another student, or by a third party, constitutes sexual harassment if such conduct is sufficiently severe, persistent, or pervasive to limit the student's ability to participate in or benefit from an education program or activity, or create a hostile or abusive educational environment. "Quid pro quo" sexual harassment is equally unlawful. It occurs when a University employee explicitly or implicitly conditions a student's participation in an education program or activity, or bases an educational decision, on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. "Quid pro quo" harassment occurs whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

If you are aware of incidents of sexual harassment at UNC Charlotte or if you are a victim, you are urged to take action by contacting a University mediator or the affirmative action officer. Students who feel that they may be victims of sexual harassment may seek redress by contacting a university mediator, or the affirmative action officer. For more information, refer to [University Policy 502, Sexual Harassment Policy and Grievance Procedures](#) and, for cases in which a student is involved, [Interim Regulations on Student Sexual Misconduct Complaints](#).

Student Academic Grievance/Academic Petitions

Students have the right to submit grievances against a faculty member as well as submit academic petitions related to academic matters (e.g., missed deadlines; final course grade appeals). Grievances against a faculty member (other than allegations of sexual harassment) are to be addressed initially in the college where the grievance arises, or if no particular college is appropriate, by the Dean of Students Office. Graduate students are to file their grievances through the graduate coordinator/director of his/her academic program. The Dean of Students Office serves as a resource center for those seeking information regarding grievance and appeal procedures. For more information, refer to [University Policy 403, Student Appeals and Grievances](#).

Students appealing a final course grade are to follow [University Policy 410.1, Request for Review of a Final Course Grade](#). Undergraduates submitting petitions related to academic matters such as missed deadlines or policy exceptions are to be addressed in the college with the faculty member, academic advisor, and when necessary with the associate dean of the college responsible for student academic matters. Graduate students submitting petitions related to academic matters are to be addressed in the college with the faculty member, graduate coordinator/director of his/her academic programs and when necessary with the senior associate dean of the Graduate School. For more information, see the Advising section of this manual.

Disability-Related Grievances

Faculty, staff, and students who have grievances related to discrimination on the basis of disability should process such grievances in accordance with [University Policy 501, Nondiscrimination on the Basis of Disability](#).

Sexual Harassment Grievances

Faculty members, staff, and students who have grievances related to sexual harassment by University employees or students should pursue such grievances under [University Policy 502, Sexual Harassment Policy and Grievance Procedures](#), and for cases in which a student is involved, [Interim Regulations on Student Sexual Misconduct Complaints](#). See Sexual Harassment.

Academic Integrity

All students are required to read and abide by the Code of Student Academic Integrity. University Policy 407, the UNC Charlotte Code of Student Academic Integrity (the Code), describes in detail the various behaviors that constitute violations of academic integrity and the procedures faculty must follow. See Academic Integrity.

Other Dispute Resolution Procedures

Faculty members should be aware that persons employed in non-faculty positions have similar dispute-resolution mechanisms available to them. Employees subject to the State Personnel Act (SPA) can utilize the UNC Charlotte Grievance and Appeal Procedure for SPA Employees to process employment-related grievances. Most EPA staff employees not subject to the State Personnel Act are covered by and may utilize the UNC Charlotte grievance procedures for EPA staff employees, set forth in Section III.5 of [University Policy 102.7, Personnel Policies for Designated Employment Exempt from the State Personnel Act](#).

Information and Technology Services

Information and Technology Services (ITS) manages the campus voice and data networks, centralized servers, University-owned computers, operating systems, and software to support teaching and learning, research and business processes. The campus has a robust data network that connects over 500 servers and approximately 8000 computers. Fifty percent of the campus features wireless network access. ITS maintains and supports the University's core administrative systems, performs application development, and administers and supports all of the University's central server resources. ITS provides development, consulting, and support services for the University web presence, its portal (49er Express), and the learning management system. ITS also provides facilities and services in support of the University's research mission.

The University is a member of the North Carolina Research and Education Network, which provides access to the North Carolina Supercomputer Center and other state resources. UNC Charlotte has a policy governing the use of computer software for which it has procured licenses. For more information, refer to [University Policy 601.14, Proprietary Software](#).

Administrative Systems

Administrative Systems is responsible for the development and maintenance of the University of North Carolina at Charlotte administrative systems. This includes all business-related systems not specifically the responsibility of another administrative unit. The staff is also available for consultation on uses of technology to enhance University effectiveness.

Center for Teaching and Learning

The Center for Teaching and Learning is open to all members of the UNC Charlotte teaching community. They provide a variety of services and resources for instruction and e-learning. Faculty are encouraged to participate in workshops, use online resources, or work directly with consultants regarding specific instructional projects or needs. The center offers a variety of software, multimedia equipment, books and many other teaching resources as well as provide customized professional development offerings for individuals, departments or groups.

Client Services

Client Services within Information and Technology Services works to ensure that students have access to computer equipment, software, and information needed to support their general academic efforts at the University of North Carolina at Charlotte.

Database Administration

The Database Administration unit manages database technologies for the University, in accordance with all privacy regulations and University security policies.

Desktop Support

Desktop Support provides service for customers' university owned personal computer hardware and software needs including installation, connectivity, upgrade and maintenance of desktops, laptops, workstations, mice, keyboards, printers, thin clients, and scanners. In addition, handheld mobile devices are supported. The Niner Tech Store also provides repair service at a modest cost for the privately owned computers of members of the University community.

Electronic Communication Systems

University electronic communication accounts are provided and supported by the State of North Carolina to support the missions of the University.

The purpose of [University Policy 304, Electronic Communication Systems](#) is to ensure the appropriate use of the University's electronic communication systems (ECS) by its students, faculty, and staff. ECS are tools provided by the University to complement traditional methods of communication and to improve education and administrative efficiency. Users have the responsibility to use these resources in an efficient, effective, ethical, and lawful manner. **Use of the University's electronic communication systems evidences the user's agreement to be bound by this Policy.** Violations of this Policy may result in restriction of access to the University email system and/or other appropriate disciplinary action.

While personal use of University ECS accounts is not prohibited by law, and while the University does not routinely monitor any user's ECS content, privacy of personal ECS content residing on or transmitted through University equipment is not assured. Because the University is a State entity, all data transmitted or stored using ECS capabilities are subject to the requirements of North Carolina's Public Records law, which generally requires that any person may have access to State records. Courts may order the production of University records, including ECS records, in connection with litigation. Appropriate law enforcement and other officials may, consistent with law, have access to documents for purposes of investigating allegations of violations of law or of University policy. **Given such considerations, but subject to the requirements of the North Carolina Public Records Act, no University faculty member, staff member, or student should use a University ECS account with**

the expectation that any particular ECS content, whether personal or business-related, will be private.

Enterprise Information Management

The Enterprise Information Management (EIM) unit coordinates the standardization and integration of UNC Charlotte data resources. It also enhances the quality and integrity of this data and develops the infrastructure necessary to enhance access to this information across campus. These are collaborative efforts between EIM, data custodians, and end users. EIM consists of strategies, standards, policies, procedures, models, and a centralized data repository that recognize institutional data as a valuable asset, which serves cross-departmental campus functions.

Help Center

The Help Center's role is to handle technology help requests submitted by UNC Charlotte faculty and staff via telephone, web form, or email. The help center staff's goal is to assist faculty and staff with timely resolution of any problem that may impact use of core tools used to conduct business at the University.

Information Technology Services (ITS) Projects

The ITS Projects Office focuses on Information Technology initiatives where it is critical that effective project management methodology be employed. The goal of this office is to balance people, process and technology in a manner that leads to project success. This office also serves as the conduit for project initiation and project closure for all ITS department projects, as well as the annual project planning process.

Network Services

Network Services provides advanced technology planning, development, and infrastructure support for the UNC Charlotte data network, and distributed computing community. Its goals are to successfully maintain a high quality of service, integrate critical technologies, and provide reliable data communications to support the goals and objectives of the University through teamwork, effective communication, and technical leadership.

Office of the Chief Information Officer

ITS aims to set new standards of service and to introduce new information systems in support of our clients: faculty, staff, students, alumni and the Charlotte community. Our systems and organization are designed to support the University's goals. A common ITS architecture serves as an enabler for excellent and cost effective services.

Research Computing

The primary purpose of Research Computing is to support the unique computing needs of UNC Charlotte's diverse community of research faculty by developing shared computing facilities and offering specialized services that would be difficult for individual research groups or departments to provide internally.

Security

The mission of the ITS Information Security Office is to deliver and maintain an information security program that safeguards information assets against unauthorized use, disclosure, modification, damage or loss. This is done by educating the campus community about security related issues, assessing current policies and developing new policies, assisting in strengthening technical measures to protect campus resources, and developing mechanisms to react to incidents and events that endanger the institution's

information assets. The administrative responsibilities include establishing and maintaining a secure organization, and developing an integrated security program that supports the accomplishment of the University's strategic goals and priorities.

Server Administration

Server Administration is responsible for the deployment and support of server hardware and associated operating systems that support centralized services throughout the University. The Server Administration technical support staff provides server configuration, installation, and ongoing maintenance for centralized ITS and departmental servers housed in the main server room.

Services Management Center (SMC)

The Service Management Center has a wide range of responsibilities and duties. The goal of the SMC is to provide the best quality of experience for all persons accessing UNC Charlotte computing resources, by monitoring network resources and ensuring maximum availability. This includes monitoring network equipment, servers, websites, and applications. The SMC also staffs the OPSCAN Center which provides test scoring, faculty evaluations, as well as general survey data file creation for the University.

Technology Training

ITS Technology Training provides training for the core business and office applications used at the University. Classroom training is available to faculty and staff. On-line training is offered to all University constituents and is available from on or off campus via the web.

Telecommunications

Telecommunications has maintained the University telephone system since 1982. We provide telephones, long distance and data, voice and video cabling. Telephone service to the UNC Charlotte faculty and staff community are provided by a digital switching system, using the latest digital and fiber optic technology and are tailored to meet the needs of the campus community. Students are provided analog telephone lines. All faculty, staff and resident students have voice mail service. Some of the features include conference calling, last number redial and for students, call waiting.

Web Services

The primary purpose of Web Services is to oversee UNC Charlotte's entire web presence; including develop and maintain web policies/standards, provide technical guidance for integration of other university technologies into the web, research and development to maintain an effective and efficient web and portal presence, provide guidance in the use of templates and standards for content management, strategic planning, project management, and coordination with server administration to maintain web servers and related web systems.

Motor Pool

When the use of a University vehicle is required, contact the Motor Fleet Pool in advance to reserve the vehicle. Department or college approval must be obtained beforehand, and the account number of the department to be charged for the use of the vehicle must be provided. For more information, refer to [University Policy 604.2, State-Owned Vehicles](#).

Participation in Politics

Although faculty members and EPA staff as private citizens are free to engage in political activities, the Board of Governors of The University of North Carolina has enacted regulations ([UNC Policy Manual, Chapter 300.5](#)) to avoid inappropriate conflict between the obligations of University employment and certain activities for University employees related to governmental and political activities. For more

information, refer to [University Policy 102.3, Political Activities of Faculty and Staff Exempt from the State Personnel Act](#). Any faculty member or staff member exempt from the State Personnel Act contemplating serving in an elective or appointive public office, or becoming a candidate, should contact the Office of Legal Affairs well before filing as a candidate for or assuming such office.

Participation in partisan politics by members of the UNC Charlotte community is neither encouraged nor discouraged. Faculty members working on political campaigns or issues are not to use campus mail or other services (printing, computer use, etc.) in doing so. For more information, see UNC Board of Governors [Guidelines Concerning Use of University of North Carolina Resources for Political Campaign Activities](#).

Private Use of University Name or Resources

The University name, seal, letterhead and all supplies and materials of the University must be used only in the exercise of official responsibilities in behalf of the University. Thus, for example, it is improper to use UNC Charlotte stationery for private purposes, or to use an automobile owned by the University for private business or pleasure. For more information, refer to [University Policy 601.1, University Supplies, Equipment, and Materials](#).

[Chapter VI, Section 601 of The Code](#) provides that faculty members should not represent themselves as speaking for UNC Charlotte or the University system without authorization.

Professional and Scholarly Preparation

Faculty members must meet or exceed the minimum criteria described in Section 3.7 of the [Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools \(SACS\)](#).

Publications and Printing Services

Auxiliary Services oversees the Reprographics Program that provides printing and copying services for the entire campus. All University printing must be done on campus at Copy and Print Services unless the shop is unable to do the required work or cannot meet the required deadline. Every exception must be approved for off-campus contracting by the Director of Publications and Printing, and processed through Materials Management. For more information, refer to [University Policy 605.5, Publications](#).

Relationships between Students and Faculty Members

UNC Charlotte prohibits a faculty member, instructional assistant, or other University employee from participating in the instruction, evaluation or supervision of a student with whom there is an amorous or familial relationship. For more information, refer to [University Policy 101.3, Relationships between Students and Faculty Members or Other University Employees](#).

Sexual Orientation

The University believes that education and employment decisions should be based on the abilities and qualifications of individuals and should not be based on irrelevant factors, including personal characteristics that have no connection with academic abilities or job performance. It is the policy of The University of North Carolina at Charlotte that the sexual orientation and/or gender identity and expression of an individual is not a relevant factor upon which educational and employment decisions are to be based. For more information, refer to [University Policy 504, Sexual Orientation](#).

Smoking

The University has a vital interest in maintaining a healthy and safe environment while respecting individual choice about smoking. As such, smoking is prohibited within all University buildings and vehicles, and is prohibited within 100 feet of any University building. Smoking is permitted in Designated Smoking Areas. For more information, refer to University Policy 707, Smoking on University Property.

Space Reservations

When planning events it is important to consider individuals with disabilities who may attend the events. Accessible planning should include the faculty, staff, students and campus visitors who may need accessible features in order to participate in events. A request for event accommodations should be addressed early to ensure that services can be set-up. If you have questions about how to make your event accessible or receive a request for an accommodation, contact the Office of Disability Services or visit the University's Accessibility website.

Responsibility for scheduling all exterior campus space, space in the Cone University Center, and all other indoor space on campus which is not Instructional Space, Assigned Space or Residential Space (as defined in [University Policy 601.6, Scheduling University Facilities](#)) is delegated to the University Reservations and Event Services Office, located in Cone Center. (Contact this office for a copy of the scheduling procedures.) Responsibility for the scheduling and use of Residential Space is delegated to the Director of Housing and Residential Life.

Generally space is reserved on a first come, first served basis within the timelines and priorities established in [University Policy 601.6, Scheduling University Facilities](#), as well as those established by each area of usage.

The University Conference, Reservations, and Event Services Office is available to assist in securing the necessary facilities and services for hosting on-campus conferences, workshops, or meetings. This could include but is not limited to housing (summer months only), meeting and recreational space, parking, visitor information, food service arrangements and technical support.

Travel

The North Carolina State Budget Office regulates UNC Charlotte travel activity. Standard per diem and mileage rates are established by the State Budget Office.

UNC Charlotte's travel procedures are designed to ensure compliance with regulations, provide the traveler and the traveler's supervisor with a trip planning tool, guarantee the lowest cost to the institution and provide the department fund manager with financial management information.

Listed below are the procedures for arranging travel for members of the faculty and staff:

- 1) Complete a Travel Authorization form including appropriate approvals and forward to the Financial Services Travel Section two weeks prior to departure date. (Faculty may be required to submit travel documents to their departmental office.) If the mode of transportation is air, lower fares and savings to the institution can be obtained if the authorization procedures are completed 30 or more days in advance of the departure date.
- 2) If an advance of funds is needed for the trip, the traveler should prepare a Check Request in the amount needed, but not to exceed the estimated cost of travel, and submit the request with the Travel Authorization. Travel advances are released to the traveler five days prior to departure. Travel advances are deducted from travel expense reimbursements when filed.

- 3) A Travel Reimbursement form must be completed and submitted to the Travel Section in Financial Affairs no later than 30 days after completion of travel. Timely filing of travel reimbursement forms will speed up reimbursements to the traveler as well as provide the department fund manager with actual costs associated with the trip.

Travel regulations and procedural changes are communicated to the campus at the beginning of each fall semester through travel seminars conducted by Financial Services. In addition, the Vice Chancellor for Business Affairs provides other information to the campus community through written memoranda and items on the *Inside UNC Charlotte* website. See [University Policy 602.7, Travel Authorization and Reimbursement](#).

Violation of University Policy

Violations by faculty and staff of University policy are grounds for disciplinary action, which may range from a warning to dismissal from employment. For more information, refer to [University Policy 801, Violation of University Policy](#).

Workers' Compensation

North Carolina's Workers' Compensation law provides that University employees injured on the job will, subject to statutory requirements, receive specified medical and other benefits paid by the University. The Student Health Center is the primary contact for University employees hurt on the job. These employees shall be directed to the Health Center for initial and follow-up treatment. The follow-up treatment may either be at the Health Center, an appropriate specialist's office, or a physician deemed appropriate by both parties.

Should the Health Center be closed, an employee injured on the job will be directed to the emergency room of University Hospital to be evaluated by the hospital's emergency room physician.

The supervisor of an employee injured on the job is required to submit a written report to the University Environmental Health and Safety Office no later than 24 hours from the date of the accident. Claims for workers' compensation, including claims for medical services and disability compensation, are to be submitted to the Environmental Health and Safety Office for review and processing. For more information, refer to [University Policy 101.7, Workers' Compensation](#). See also [Personnel Information Memorandum 26, "Incident Reporting/Investigation Procedures."](#) Employees and Supervisors must comply with the State of North Carolina's mandatory Return to Work Program. Specific guidelines are outlined in [Personnel Information Memorandum 49, "Return to Work Program."](#)

Workplace Violence

UNC Charlotte is committed to provide a workplace that is safe, secure, and respectful--an environment that is free from violence. Behaviors and actions which inappropriately represent violence are potentially damaging to University employees, students and property. Violent behavior is a violation of University policy and will not be tolerated in the University community. It will be dealt with promptly by the University administration. For more information, refer to [University Policy 101.17, Workplace Violence](#).

Section 3: Teaching at UNC Charlotte

Academic Freedom

UNC Charlotte endorses and supports the principles of academic freedom and responsibility of Faculty, as set forth in Sections 601 and 602 of The Code of the University of North Carolina. UNC Charlotte will support and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication for all members of its Faculty, to the end that they may responsibly pursue the transmission and advancement of knowledge and understanding free from internal or external restraints that would unreasonably restrict academic endeavors. The University will protect Faculty Members in the responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth, and will not penalize or discipline members because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

Faculty Members will share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected. They are expected to recognize that accuracy, forthrightness and dignity befit their association with the University, and should not represent themselves, without authorization, as spokespersons for the University of North Carolina or any of its constituent institutions.

For more information, refer to the UNC Charlotte Tenure Policies, Regulations, and Procedures.

Academic Year

“Academic Year” and its beginning and end means the academic year as shown on the official University academic calendar published by the Office of Academic Affairs. The nine-month academic year consists of two regular semesters. The Fall semester begins in August and ends in December, and the Spring semester begins in January and ends in May. Three Summer sessions are offered in two five-week sessions and one ten-week session.

The University calendar is prepared annually by the Office of Academic Affairs in consultation with the Faculty Council and the other divisions of the University. After approval by the Chancellor, the calendar is published on the *Inside UNC Charlotte* website, the UNC Charlotte Undergraduate and Graduate Catalogs, and the Academic Calendars.

Advising

Assignment of Advisors

Each student entering a degree program at UNC Charlotte is assigned an academic advisor or advisory committee in his or her major field. At UNC Charlotte, undergraduate academic advising is decentralized. Students are assigned advisors in the college of the student’s major. In the case of multiple majors, students are assigned multiple advisors. Undeclared students, and students in transition between majors, are advised by the University Advising Center of University College. Freshmen and transfer students participating in SOAR (Student Orientation, Advising and Registration) may or may not continue with the same advisor who worked with them in the summer. Non-degree students do not have assigned advisors. If the student is a member of a special population, she or he may be assigned a

“secondary” advisor from a related office. For example, the Office of Adult Students and Evening Services is available to assist adult and nontraditional students in developing and implementing individual plans for achieving their academic and career goals.

Student Responsibility in the Advising Process

Each student is responsible for the proper completion of his or her academic program, for familiarity with the UNC Charlotte Undergraduate and/or Graduate Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. Students assume academic and financial responsibility for the courses in which they enroll and are relieved of these responsibilities only by formally terminating enrollment. The advisor will counsel, but the final responsibility remains that of the student. Undergraduate students are provided a folder which outlines both the student and advisor responsibilities, also available in the Advising Manual.

Faculty Advisor’s Responsibilities in the Advising Process

Research demonstrates that strong academic advising can have a significantly positive impact on students, primarily improved retention and progression at both the undergraduate and graduate level. On the other hand, poor advising has been found to be a definitive reason for students leaving an institution. By establishing a relationship with students, encouraging them to become involved in the University and their department, and referring them to various services (e.g., tutoring, writing, career services), academic advisors will enhance students’ experience.

Faculty and staff advisors have the responsibility to:

- provide accurate and timely information.
- be available during posted office hours.
- respond to student inquiries within 48 hours.
- empower each student to make independent decisions.
- be supportive of each student’s decisions.
- provide insight about major and career requirements.
- be knowledgeable about policies and procedures.
- serve as a guide, teacher, facilitator, coach, and counselor.
- make appropriate referrals as necessary.
- encourage active engagement in the curriculum-based advising process.
- advise from an integrated perspective of general education, major(s), and/or minors.
- ensure smooth transition for students declaring and changing majors.
- encourage reasonable time to degree.
- keep accurate and up-to-date advising records.
- provide realistic options for student decision making.
- be resourceful, utilizing web-based resources, advising tools and professional development opportunities.

The advisor has the responsibility to talk periodically with advisees, especially at times to enable students to prepare themselves to plan their academic career and register for courses. The advisor should be available throughout the academic year and should schedule routine appointments with students to discuss their academic progress.

Students rely upon advisors to provide accurate information about academic regulations and procedures, course prerequisites, and graduation requirements and to provide signatures on forms. The signature may indicate the advisor’s recommendation for such things as exceptions to the course drop deadlines. If

the advisor does not recommend an action requested by the student, the signature, with appropriate notation, may be used to indicate that the advisor has discussed with the student the consequences of the requested action.

In addition, the advisor should be available for discussing nonacademic problems as well as academic concerns. For example, an advisor can assist an advisee in making academic adjustments in a case of serious illness or injury. The advisor should refer students to support services offered them by the University. Brief descriptions of these services are located in the University Services for Students section of this Handbook.

Students sometimes ask advisors to confirm that they have completed all requirements for their degree. While the advisor can assist the student to review the requirements and how the student's coursework corresponds to them, the Office of the Registrar is responsible for the official degree audit and certification that the student has met all University requirements. The department chair, with assistance of the undergraduate/graduate coordinator, is responsible for certification that departmental requirements are met.

Faculty serving as advisors to undergraduate students are encouraged to: 1) take the Online Tutorial for New Faculty/Staff Advisors; 2) utilize the Advising Manual for All Faculty/Staff Advisors; and 3) familiarize themselves with the central Academic Advising website. The Tutorial and Manual are available on the Advisors Menu of Banner Self-Service in 49er Express.

Guidelines for the Advisor-Advisee Relationship

In an ideal advisor-advisee relationship, the advisor does not make decisions for a student but serves as a listener who assists the student in considering various alternatives and their consequences. The advisor helps the student recognize personal strengths and weaknesses and encourages the student to make maximum use of native ability. An advisor should not attempt to handle cases of emotional disturbances that fall outside normal behavior patterns. Complex mental, physical, personal, financial, employment-related, and other counseling problems can be referred to support services such as the Student Health Center, Counseling Center, Dean of Students Office or the Office of Student Financial Aid. It is also important that the advisor encourage the advisee to set up an appointment with a staff member in the University Career Center to discuss employment and career goals.

Broadcast Communications

Broadcast Communications provides media production services to the University community, as well as distance education and videoconferencing support. In addition, this department operates or supplies content to a variety of distribution outlets through sources such as Time Warner Cable, AT&T U-verse, iTunes, Facebook, YouTube, and the UNC Charlotte main website. Furthermore, the staff produces several ongoing series on a variety of topics.

Center for Teaching and Learning

The [Center for Teaching and Learning](#) enhances the University's mission of teaching and learning excellence, provides enterprise level instructional technologies, and champions the advancement of scholarly teaching. Major priorities of the Center include:

- Providing professional development opportunities to ensure constructive and active learning environments.
- Leveraging the experience and wisdom of faculty leaders to promote teaching excellence.
- Encouraging innovative research and scholarly publication on teaching and learning.
- Identifying, developing, and sustaining enterprise level instructional technology systems.
- Collaborating with campus constituents to assess programs, tools, and services that support their teaching and learning needs.
- Contributing to the development of policies, initiatives, and Campus-wide culture that supports excellence in teaching.

Class Hour Scheduling

During the regular academic year, day classes are generally scheduled to meet beginning at 8:00 a.m. on Monday/Wednesday (MW), Wednesday/Friday (WF), and Tuesday/Thursday (TR) sequences. MW and WF classes are scheduled at one and one-half hour intervals and last 75 minutes. Tuesday and Thursday classes are scheduled at one and one-half hour intervals and last 75 minutes. Late afternoon and evening classes meet either twice a week for 75 minutes or once a week for 165 minutes. In addition, laboratories, problem sessions, and discussion groups are scheduled throughout the day. Classes may be scheduled once per week on Fridays. Weekend classes and asynchronous online classes are also used to meet the needs of our growing student body.

Class Rosters

Faculty members obtain their class rosters using [Banner Self-Service](#) online. Instructions are available online at the [Office of the Registrar's](#) website. Faculty are asked to verify their official roster against actual attendance by the end of the first week of classes. The census date for state funding takes place at the end of the first two weeks of the Fall and Spring semesters (and respective dates in the Summer). Eligible students must be enrolled before that time in order to be counted in the official census, which is used for funding. Students who are attending, but do not appear on the roster should be advised to register and that they are not enrolled and will not earn a grade or credit for the course.

Class Scheduling

Prior to the start of registration for a term, the Office of the Registrar works with the colleges and academic departments to develop the class schedule for the term. The academic departments, in consultation with the college deans, are responsible for developing the schedule with a view toward cost effective delivery of approved academic programs. The Office of the Registrar is responsible for assigning general use classrooms to implement the departmental schedules and working with the college deans to negotiate schedule adjustments required by facilities limitations and University policy.

The Office of the Registrar is responsible for publishing the Schedule of Classes online for the student registration process each term. In addition to a listing of the Schedule of Classes, the Registrar's Office website contains information about registration policies and procedures and the academic calendar for the term.

Classroom Assignments

Instructional space for regularly scheduled classes and labs are assigned by the Office of the Registrar. If a faculty member has specific classroom requirements he or she should make them known to the department chairperson or college dean when the schedule is being developed. If the first class meeting indicates the need for a change of classrooms, the faculty member should notify the department chairperson or college dean immediately so that a change can be requested. Under no circumstances should a faculty member change classrooms without first consulting the department chairperson or college dean who will make arrangements with the Office of the Registrar. For more information, refer to University Policy 601.6, Scheduling University Facilities.

Classroom Audiovisual Equipment Support

Presentation Support Desk

Located in Atkins Library, Presentation Support Services desk provides assistance with using equipment in the three Information Commons computing labs. In these labs, students, faculty, and staff can type a document, create a spreadsheet or slide presentation, or edit a video or multimedia presentation. Presentation Support staff will direct you to the appropriate workstation and provide instruction on scanning, capture, digitization, manipulation and output of information.

Office of Classroom Support

The Office of Classroom Support provides real-time classroom assistance for instructors experiencing any high-tech or low-tech difficulties, as well as provides maintenance of equipment.

Classroom Civility

Both the faculty member and the student should expect the classroom environment to be one that encourages open discussion and is free from rude or disruptive behavior. The ability to balance openness and rude or disruptive behavior can be difficult. A document prepared by the Office of Legal Affairs titled, "[Civility in the Classroom: Practical Advice for Faculty Members](#)" contains a number of useful ideas on how to maintain the level of classroom civility that protects academic freedom while discouraging rude or inappropriate behavior.

Computer Use

UNC Charlotte has developed a policy statement to protect and preserve University computing and electronic resources, and has set standards for responsible use. For more information, refer to University Policy 307, [Responsible Use of University Computing and Electronic Communication Resources](#).

Conduct at Speech Events

The University strives to create an environment in which the broadest range of ideas may be presented, examined, and debated. Individuals and groups often sponsor events where speakers from within or outside the University present their views and ideas. In order to carry out its responsibility to promote free expression and the robust exchange of ideas in an atmosphere of mutual respect for the rights of those who wish to speak, those who wish to hear, and those who wish to protest against the ideas

expressed, the University has developed standards for conduct at speech events. For more information, refer to University Policy 802, Conduct at Speech Events.

Course Evaluations

Courses and instruction are assessed through student evaluations using a standardized online survey that has been developed at UNC Charlotte. Each college or department designee will distribute specific instructions to each faculty member on the administration and collection of the student evaluations. The results of evaluations are used to provide feedback to instructors and to assist with assessment of teaching during considerations for merit raises, reappointment, promotion, tenure, and scheduling and revision of courses.

Course Syllabus and Requirements, and Expectations for Students

At the beginning of each credit-bearing course, faculty are required to provide a course syllabus or learning contract in paper or electronic format to each student that explains exactly what will be expected of them in the course; this applies to all forms of instruction including individualized instruction and internships. The document provided should include at a minimum topics to be covered and/or expected student learning outcomes, number of credit hours, grading information, and scheduled meeting times. If students have advance knowledge of policies regarding class attendance, grading, academic integrity and assignments, there is less likelihood that problems will arise later in the semester stemming from a student's claim that he or she did not know what was expected. Suggested wording on academic integrity can be found in the Academic Regulations and Procedures section of this handbook under "Academic Integrity." Please note that some colleges may have a preferred standard syllabus format. For more information, please see: UNC Charlotte Academic Procedure: Guidelines for Independent Study.

For more information, please see: [UNC Charlotte Academic Procedure: Guidelines for Undergraduate Independent Study](#).

Environment for Learning

As articulated in its Mission and Vision statements, UNC Charlotte is committed to excellence in its teaching, research, and service programs and the relationships that support and are supported by them. Emphasis is placed on creating a campus environment that encourages the active involvement of students in their personal and intellectual development and that promotes responsible citizenship.

The policies and practices of the University are designed to promote for each of its members:

- attitudes and opportunities for creative, critical, and independent inquiry;
- high standards for the acquisition of knowledge and the achievement of intellectual understanding;
- freedom from the limitations of ignorance, prejudice and intolerance;
- self-knowledge and an understanding of the relationships of the individual to society; and,
- knowledge of and experience with cultures and circumstances that differ from the familiar in location, time, or values.

UNC Charlotte is committed to ensuring an environment for all students and employees which is fair, humane, and respectful – an environment that supports and rewards student and employee performance on the basis of relevant considerations such as ability and effort.

Evening Classes

The University does not offer a separate program to serve students who can attend only in the evening. However, the academic program is offered through class periods scheduled from 8:00 in the morning through 9:30 in the evening. Faculty members can be assigned to teach in the evening. The Office of Adult Students and Evening Services provides support for those completing degrees primarily during the evening and on weekends.

Non-Discrimination on the Basis of Disability

Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008 protect the civil rights of individuals with disabilities. Section 504 states that “no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity.”

Consistent with these requirements, the University and all members of the faculty and staff operate its programs and services to ensure that no qualified individual is excluded from participation in, denied the benefits of, or subjected to discrimination under any such program, activity, or service solely by reason of disability. For more information, refer to University Policy 501, Nondiscrimination on the Basis of Disability, and the University’s Accessibility website.

Obscenity Laws

Members of the University community should be aware of and sensitive to legal definitions of “obscenity” in the state and local community that may differ from those in other parts of the country. Students under the age of 18 are minors and are protected by laws that prohibit them from viewing material that depicts sexually explicit nudity or sexual activity that violates contemporary community standards. Although most classroom activities are protected, events open to the public that may be attended by those under the age of 18 require special procedures. Current laws are particularly strict when minors are involved in productions or activities that may be judged to be obscene. Consult the Office of Legal Affairs for information about the most recent laws. In North Carolina, applicable obscenity laws are set forth in NCGS Chapter 26, § 14-190.1 through 14-190.9.

Office Hours

Faculty members are expected to schedule sufficient office hours for consultation with students in their classes, with advisees, and colleagues. Provision should be made to accommodate student schedules. It is helpful if office hours and locations are included in your syllabus and filed in the department or college office.

Most departments keep a list of office hours for use in assisting people trying to contact faculty members. Just prior to advance registration and during other peak advising periods, faculty may need to schedule additional office hours.

Use of Copyrighted Materials in Teaching

Faculty members are reminded that copyright protection extends to literary works, musical works (including any accompanying words), pantomimes, choreography works, pictorial, graphic and sculptural works, architectural works, motion pictures and other audiovisual works, and sound recordings. The Office of Legal Affairs can provide advice on specific copyright questions related to University work. That office can also provide samples of copyright permission requests and formal applications to the U.S. Copyright Office for copyright registration. Additional information about copyright law and fair use in the educational setting is available online from the Copyright Education Specialist and from the Office of Legal Affairs.

Web Environment for Courses

The Center for Teaching and Learning provides a web-based course management and learning system (Moodle) which can be used to augment or fully deliver courses online. The Center also provides Moodle support and resources for both faculty and students.

Section 4: Academic Regulations and Procedures

Academic Degree Requirements (Undergraduate and Graduate)

The baccalaureate degrees require the completion of a minimum of 120 semester hours of credit including all requirements for a major field of study and general education requirements to achieve the goals of a UNC Charlotte education. Specific requirements for each major are specified under the college and departmental section of the Undergraduate Catalog. An overall cumulative grade point average of at least 2.0 is required, as well as a minimum 2.0 grade point average in the major or minor. Some programs may require a higher grade point average.

General Education at UNC Charlotte

The purpose of the General Education Program is to provide undergraduate students, regardless of their majors, with the foundations of a liberal education. The program is designed to address four areas of liberal education. First, it helps students develop the foundational skills necessary for obtaining the full benefits of a college education: basic college-level writing, basic use of information technology, and basic college-level mathematical and logical skills. Second, it helps provide students with an understanding of the methods of scientific inquiry and the ways that knowledge is acquired and accredited in the life sciences, physical sciences, and social sciences. Third, the General Education Program addresses major themes related to living as a liberally educated person in the twenty-first century. Students take four liberal studies courses designed especially for the General Education Program. Fourth, it helps students develop more specialized communication skills for disciplinary writing and oral presentations.

Exceptions to the general education requirements must be approved by the dean of University College. The dean is responsible for considering requests to meet requirements with transfer courses for which there are no UNC Charlotte equivalents or for which the UNC Charlotte equivalents have not been approved to meet the requirements.

The graduate degree requirements differ from undergraduate requirements and are outlined in the *Graduate Catalog*.

Academic Integrity

Maintaining academic integrity is a shared responsibility of the faculty and students. Faculty should familiarize themselves with University Policy 407, the UNC Charlotte Code of Student Academic Integrity (the Code), which describes, in detail, the various behaviors that constitute violations of academic integrity, and the procedures faculty must follow in handling cases of violations and penalties. Violations of the Code include, but are not limited to, plagiarism, use of unauthorized notes during a test or examination, cheating, and other incidents that reflect unethical and/or dishonest academic behavior. Students may not present as their own the ideas, opinions, images, figures, language or concepts of another, including those of other students. Sources must be properly and fully acknowledged. Also, if a student has received any kind of help (except that permitted by the instructor) in the preparation of a project, that help must be fully acknowledged. Suggested syllabus policies regarding the use of Turnitin.com or other plagiarism detection services are available from the Office of Legal Affairs.

Faculty members should outline their expectations pertaining to academic integrity at the beginning of each course and should refer students to the UNC Charlotte Code of Student Academic Integrity. Faculty members should also take note of the “Advice to Faculty Members” in Section VI of the Code, and should review “Procedures for Handling Cases” in Section V of the Code. In addition, in accordance with an April 1987 decision by the Faculty Council, each academic unit (department, area or non-departmental college) will have the following policy: Faculty will automatically include a statement regarding academic integrity on every course syllabus. The statement, or something like it, will appear as follows:

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code.

Other academic integrity documents included in this Handbook can be found in the Appendix under “Instructions for Using ‘Settlement of a Charge of Academic Dishonesty Form.’”

Academic Program and Curriculum Development

Academic Program Development Procedures

The policies and procedures for planning and establishing new academic degree programs are described in Academic Program Development Procedures published by the President of the University of North Carolina. This document identifies the types of instructional development (e.g., new degree programs and new degree program tracks) that require approval beyond the campus level and provides formats for preparation of proposals and instructions for their submission.

Course and Curriculum Development Procedures

The faculty has policy-making responsibility and authority for "establishing curricula and developing and reviewing proposed new programs" (Article III, Section 3A of the Constitution of the Faculty). The procedures for review and approval of course and curriculum proposals beyond the department and college levels are described in the Standing Rules of the Faculty Council. Undergraduate course and curriculum proposals are considered by the Undergraduate Course and Curriculum Committee, and graduate courses and curriculum proposals are reviewed by the Graduate Council. The Faculty Council for University College is responsible for the General Education Program. This committee sets policy and is responsible for maintaining the academic standards of the program, for assessing its effectiveness, and for making recommendations for changes to improve the program. Copies of "Procedures for Processing Course and Curriculum Proposals," and "Format for Course and Curriculum Proposals," are available on the Faculty Governance website.

Application Procedure for the Degree

Application for an undergraduate degree is made through an online form, Application for Undergraduate Degree, accessible through the Office of the Registrar website. The application must be made no later than the filing dates specified in the current UNC Charlotte academic calendar. Upon submission of the application, students are billed the appropriate fee through Student Accounts. Degrees are conferred at commencement exercises held in December (for Summer and Fall graduates) and May (for Spring graduates). Degrees are posted and diplomas mailed during the month after the end of the term of

graduation. The student's academic transcript will indicate the graduation date as the last day of the semester in which all degree requirements were met.

Classroom Policies and Attendance

Students

Students are expected to attend punctually all scheduled sessions in the courses for which they are registered, to demonstrate civil behavior while in class, and to complete all of the course requirements, but instructors may outline additional and more specific standards in the course syllabus. Students who miss class are responsible for the work missed. Absences from class may be excused by the instructor or Dean of Students for such reasons as personal illness, religious holidays, or participating as an authorized University representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences.

Faculty

Faculty members are expected to meet their regularly scheduled classes. In the case of illness or emergency, if a faculty member is unable to meet a class, the department chairperson or dean should be notified immediately so that appropriate arrangements to cover the class can be made. In the case of anticipated absences, faculty members should make their own appropriate arrangements for their classes and should inform the department chairperson or dean of the arrangements.

Students Reporting Deaths of Immediate Family Members

In the event a student informs a faculty member that he/she will miss or has missed class due to a death in the family, you are encouraged to refer the student to the Dean of Students Office for assistance. The Dean of Students Office will make every effort to determine the validity of the student's absence and inform faculty members in writing once the appropriate documentation has been obtained from the student.

Students referred to the Dean of Students Office will be asked to provide credible documentation to support their absence from class. This documentation may include:

- A copy of a death certificate of the immediate family member **OR**
- The obituary of the deceased which includes the student's name in the listing of surviving family members **OR**
- A memorial service or funeral program which includes the date and location of the service and the student's name in the listing of surviving family members.
- Any other information that would confirm the death of an immediate family member.

Upon review of documentation, the Dean of Students or designee will provide written notification to all of the student's faculty members including the date and location of the memorial service.

Conducting Conferences, Seminars, Institutes, Workshops and Extra-Budget Programs

An important mission of the University is to provide intellectual leadership to the state of North Carolina and the Southeast by sponsoring conferences, seminars, institutes and workshops on important issues and topics. Departments are encouraged to initiate these activities in collaboration with Conference,

Reservations, and Event Services and the Office of Extended Academic Programs, which can provide logistical and administrative support. These activities, including administrative services provided by the University through the Office of Extended Academic Programs, are funded entirely from participant fees, grants and contracts. Faculty members interested in planning conferences, seminars, institutes and workshops should first receive the endorsement of their department chairpersons or deans, and then contact the Office of Extended Academic Programs. For more information, refer to University Policy 201, University Continuing Education Activities and University Policy 604.1, Operation of Vehicles on University Business.

Consulting

The UNC Board of Governors and the UNC Charlotte Board of Trustees have issued policies and regulations regarding external professional activities for pay. For more information, refer to University Policy 102.1, External Professional Activities of Faculty and Other Professional Staff Exempt from the State Personnel Act. Activities subject to the policy include external consultation and other external services for pay.

The regulation (supplemental to Board of Governors' Policy 3.2.2, Section II.A) permits such activities provided they do not create conflicts of interest or conflicts of commitment that interfere with obligations to the University, and requires advance review and approval of activities which may create such conflicts. For more information, refer to the Board of Governors' regulation 300.2.2.1[R]. The form for advance reporting of such activities may be downloaded from the Office of Legal Affairs.

Declaring or Changing a Major/Minor

In order to be admitted to a degree program (or change an existing one) a student must meet all requirements for acceptance into that major and/or minor and submit an approved "Change of Major/Minor" form to the Office of the Registrar. Additional information can be found in the "Degree or Major Program and Minors" section of the *Undergraduate Catalog*.

Disruption of Operations of the University

The University of North Carolina at Charlotte has long honored the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be policy of this University to deal with any such disruption, destruction or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex, disability, or political beliefs.

Students are subject to the Code of Student Responsibility, which prohibits certain disruptive conduct and establishes discipline and penalties. Charges of violations of the Code of Student Responsibility should be brought to the attention of the Office of the Dean of Students. If an emergency arises involving a disruption, faculty members should call the Campus Police. For more information, refer to [University Policy 601.13](#), Interference with University Operations.

Ethical Conduct in Research and Scholarship

It is the policy of UNC Charlotte that research and educational activities carried out by its faculty, postdoctoral fellows, and staff be characterized by the highest standards of integrity and ethical behavior. It is further the policy of the University to inform fully all affected parties where research data or other information related to projects or programs sponsored by, or under the administrative supervision of, the University have been falsified or otherwise misrepresented. Finally, it is the policy of the University to protect to the maximum extent possible the positions and reputations of those persons who, in good faith, make allegations of scientific misconduct and of those persons against whom allegations of misconduct are not confirmed. For more information, refer to [University Policy 309, Ethical Conduct in Research, Scholarship, and Educational Activities](#).

Examinations During the Last Week of Classes

There are questions and concerns each semester about the administration of exams during the last week of classes. Although students often believe faculty members are not permitted to give tests during that week, faculty members may give exams during the last week of classes but they may not give the last, i.e., the final, examination for the course during that week. Final examinations are administered according to the final exam schedule published by the Office of the Registrar. For more information, refer to [University Policy 202, Final Examinations](#).

Final Examinations

The normal expectation is that the completion of a course will include a final examination; classes must meet during the scheduled examination time period, although it may be used for oral presentations, discussion, lecture, or whatever is appropriate.

If an examination is given, the responsibility of administering it at the assigned period rests with the instructor. A departure from the published schedule may be made only with the consent of the students concerned. Approved changes are to be communicated to the Office of the Registrar without delay. The Office of the Registrar publishes the official final examination schedule each semester. For more information, refer to [University Policy 202, Final Examinations](#).

Procedure for Rescheduling Final Examinations

Students

If a student's regularly scheduled final examinations fall so that he or she has three final examinations scheduled for one day, the student should complete the Final Examination Conflict Form. Upon agreement of the student and the respective instructor, a different exam may be rescheduled.

Faculty

Examinations may be given at other than the prescribed times only with the consent of all students involved and by notifying the Office of the Registrar. See [University Policy 202, Final Examinations](#).

Grading Policy

Letter grades are used to designate the quality of work completed. There are separate systems of grading for undergraduate and graduate students. Final course grades should be submitted within three days of the officially scheduled final exam day. Comprehensive information on grades can be found in the "Grading and Related Policies" section of the *Undergraduate* and *Graduate Catalogs*.

Guidelines for Faculty Members Concerning the Death of a Student

On-Campus Death Outside the Residence Halls

If a student death occurs on campus but outside the residence halls, **Campus Police** should be immediately notified. Campus Police will contact the appropriate emergency medical service to pronounce the death and transport the body.

Student Deaths Off-Campus

- a) Response to any death occurring off campus will be handled initially by the local police agency and/or the hospital involved. It is the responsibility of these agencies to notify the next of kin.
- b) **In the event a University official is informed of the student's death, that official should contact Campus Police immediately to report the information.** If the death occurs in Charlotte or Mecklenburg County, Campus Police may be notified by that agency.
- c) If a death occurs during a field trip, the University Official accompanying the trip should immediately contact local emergency services and the local law enforcement agency. Once the situation is secured, the University Official should contact the following:
 - Appropriate academic dean or department head, if it was an academic field trip
 - Campus Police (704-687-2200)
- d) After the incident is reported to Campus Police, the following campus officials will be notified:
 - Vice Chancellor for Student Affairs, who will contact the Chancellor when appropriate
 - Director of Police and Public Safety
 - Vice Chancellor for Business Affairs
 - Director of Public Relations
 - Director of Housing and Residence Life, if the student has an on-campus residence
 - Office of the Legal Affairs

Media Involvement

- a. The Office of Public Relations will be responsible for collecting and disseminating information to the media. All requests for information should be directed to this office
- b. Where a student death occurs on University premises or at events under University control, it is important that no person involved in the University response speculate as to the cause of death or make statements assigning responsibility for the cause of death to any individual or group. Requests for such information by the media or others should note that the University (and/or other agencies) will promptly conduct a thorough investigation to determine the cause and circumstances of the death

Follow-Up

After the death of a student, campus support services should be available to those individuals affected by the death.

- a) Family members may want to talk with faculty, staff, or students concerning the death. At the discretion of the Vice Chancellor for Student Affairs, someone from Student Affairs who is familiar with the situation may be assigned as a contact person to assist them with their concerns. If the student lived in the residence halls, a member of the Residence Life staff may facilitate this process.
- b) Friends, classmates, and faculty may need assistance in dealing with their reactions to the death. The Counseling Center will offer short-term services to any individual or group that can be identified as being affected by the death.

While this policy pertains particularly to currently enrolled, degree-seeking students, it is also desirable to include under it distance learning students, students who have dropped out of the University and English Language Training Institute (“ELTI”) students. **In the event of the death of an ELTI or an international student, the Office of International Programs should be notified as soon as possible.**

[University Policy 404, Death of a Student](#), contains all procedures and protocols for addressing a student death.

Patents and Copyrights

[University Policy 315, Copyright Policy](#), (1) establishes the Faculty Copyright Education and Policy Committee, which provides an educational resource to faculty and staff members and gives faculty members the opportunity to advise the Chancellor on implementation of the Copyright Policy; (2) vests ownership of “Traditional Works or Non-Directed Works” in faculty members or EPA non-faculty creators, with the University’s retention of only a limited license in such works for the University’s own non-commercial educational or research use; (3) requires department chairs or heads of administrative units to inform a faculty member in writing before University resources are allocated if such use is “exceptional,” in order for the University to claim ownership rights in the resulting work; (4) establishes a mechanism for the University to release or transfer ownership rights in a Traditional Work or Non-Directed Work created through exceptional use of University resources to the work’s creator through an appropriate written agreement; (5) requires department chairs and heads of administrative units to affirmatively establish that a work is a “Directed Work” prior to its creation in order for the University to claim ownership rights in that work; and (6) establishes a mechanism for the University to release or transfer ownership rights in a Directed Work to the work’s creator through an appropriate written agreement.

The Faculty Copyright Education and Policy Committee, together with the Office of Legal Affairs, shall issue and as necessary revise guidelines to assist University faculty, staff, and students in making fair use evaluations. Faculty, staff or students who require assistance with fair use questions should consult the Office of Legal Affairs. For more information, refer to [University Policy 315, Copyright Policy](#).

University Policy 301, Patent Policy, provides that:

- 1) the University has an interest in all inventions of University personnel that are conceived or first actually reduced to practice as a part of or as a result of University research, activities within the scope of the inventor's employment by the University, and activities involving the use of University time, facilities, staff, materials, University information not available to the public, or funds administered by the University.
- 2) The University may also have an interest in inventions under the terms of contracts, grants, or other agreements. Faculty, staff, and students whose inventions are made on their own time and

without University facilities, materials, or resources and which inventions are, therefore, their exclusive property as specified by the Patent and Copyright Policies, may avail themselves of the opportunity to submit the invention to the University for possible patenting and/or commercialization and management under terms to be agreed between the inventor and the University.

- 3) The provisions of this Patent Policy are subject to any applicable laws, regulations, or specific provisions of the grants or contracts that govern the rights in inventions made in connection with sponsored research.
- 4) Under the terms of certain contracts and agreements between the University and various agencies of government, private and public corporations, and private interests, the University is or may be required to assign or license all patent rights to the contracting party. The University retains the right to enter into such agreements whenever such action is considered to be in its best interest and in the public interest. Except as provided in specific written agreements, the University will not agree to assign rights in future inventions.

For more information, refer to [University Policy 301, Patent Policy](#).

Privacy and Confidentiality of Student Records

The primary purpose of the Family Educational Rights and Privacy Act or “FERPA,” is to protect the privacy of student information, and this protection is achieved by controlling access to and disclosure of students' "education records," as that term is defined in FERPA.

Faculty, staff, and administrative officers at UNC Charlotte are required by FERPA to treat education records confidentially, unless a legal exception applies, or the student provides written consent to disclose. Students also have the right to inspect and review their education records and to request that their records be amended.

Faculty members are advised not to disclose information from student records, including grades and other evaluations, to third parties, including parents, without the written permission of the student. Faculty members and staff should consult with the Registrar or the Office of Legal Affairs with questions about disclosure of students' education records. For more information, refer to [University Policy 402, Student Records](#). In addition, a [FERPA tutorial](#) that explains the importance of protecting student records is available [online](#) for faculty and staff. All faculty and staff are encouraged to review the tutorial as well as other information and resources about FERPA on the [Office of Legal Affairs website](#).

Registration

Student Responsibility

Students are academically and financially responsible for their course registration. Administrative adjustments (e.g., disenrollment from a course) to student class registrations are made only by prior arrangement between the department and the Office of the Registrar. An essential element to such arrangements must be that the student is informed of the adjustment (and, where possible, warned in advance that such an adjustment may be made).

Registration Process

The Office of the Registrar is responsible for the management of the registration process by which students enroll in, drop, and withdraw from courses. Through the registration process, students assume academic and financial responsibility for the courses in which they enroll. They are relieved of these responsibilities only by formally terminating enrollment by dropping or withdrawing in accordance with deadlines specified in the Academic Calendar.

Registration Appointment Times

Assignments are made according to student classification and cumulative hours earned for undergraduate students and can be viewed on the Office of the Registrar's website.

Registration Deadlines

University policies determine when students may enroll or adjust their enrollment in courses. Deadlines for a given term are specified on the Academic Calendar.

The Course Adjustment Period

The course adjustment period during which a student may add or drop a course without penalty runs through the eighth instructional day of the fall and spring semesters (the second instructional day for the first and second summer sessions). Guidelines for the Add/Drop period are found in the *Undergraduate* and *Graduate Catalogs*.

Withdrawal

Undergraduate Students

Any student voluntarily leaving the University before the close of the term must withdraw officially to avoid academic penalties. The [UNC Charlotte Academic Policy: Withdrawals](#) is effective beginning Fall Semester 2014 for all undergraduate students, including new first-year students, transfer students, and returning students. This policy limits the number of W's permitted to students to 16 credits. The goal of this cap on W's is to encourage student success by reducing the number of unsuccessful course attempts and the undesired consequences that such attempts can have on student debt and timely graduation.

There are several best practices that faculty members have developed over the years to help students understand and consider the implications of remaining in or withdrawing from courses. These include:

- Provide feedback early in the course and be transparent about student grades
- Offer information about the students' chances for recovery from a poor grade on an assignment
- Recommend consulting with their advisor to ask about implications for progression in their major and time to degree
- Discuss the implications of withdrawing from your class versus options for success if they remain in the course
- Direct students to support resources including the [University Center for Academic Excellence](#)

Graduate Students

Any graduate student voluntarily leaving the University before the close of the term must withdraw officially to avoid academic penalties. See "Course Adjustment Period" above. A student may

withdraw from the University by going online and using Banner Self-Service by the deadline for that term. A withdraw is effective when the withdrawal action is submitted through Banner to the Office of the Registrar. A student who withdraws from the term will receive a grade of W for all courses in progress; any student who leaves the University before the close of a term without withdrawing officially will receive a failing or unsatisfactory grade (F for undergraduate courses and U for graduate courses) in each course for which he/she is registered. Enrollment will be terminated for any graduate student who receives a “U” and he or she will be required to reapply for admission.

A graduate student in good academic standing who must interrupt his/her program for good reasons may request a leave of absence from graduate study for a definite period of time, normally not to exceed one year. The student should initiate the request with the chair of his/her advisory committee and have it endorsed by the graduate program coordinator or director before submitting it to the graduate school.

The request should be received by the graduate school at least one month prior to the first day of the term involved. The time that the student spends on an approved leave of absence will be included in the time allowed to complete the degree, (i.e., six years for the master's and eight for the doctoral).

Personal or Medical Crisis

Students who experience a personal or medical crisis have the option of requesting a withdrawal (W) from all courses via the Dean of Students Office during the term the crisis begins. If granted, the Dean of Students Office will notify the student’s academic department(s). Any student who leaves the University before the close of a term without withdrawing officially will receive a failing or unsatisfactory grade (F for undergraduate credit and U for graduate credit) in each course for which he/she is registered.

Inter-Institutional Registration

An inter-institutional registration program is available, for a limited number of undergraduate and graduate students, with the University of North Carolina at Greensboro, North Carolina State University, University of North Carolina at Chapel Hill, Duke University, and North Carolina Central University. The registration process is initiated in the Office of the Registrar and requires the approval of the student's college dean.

Student Exchange Programs

Students are encouraged to complete a semester or an academic year at selected colleges and universities in foreign countries through the University’s participation in the International Student Exchange Program. Students should seek the advice of the Office of International Programs for assistance study abroad experiences.

Reinstatement after Academic Suspension

The University has developed a procedure for students who request to be reinstated to UNC Charlotte after an academic suspension. These procedures can be found in the "Readmission of Former Students" section of the *Undergraduate Catalog*.

Requirements for Continued Enrollment

The University has developed a number of requirements for continued enrollment at UNC Charlotte. These requirements can be found in the "Requirements for Continued Enrollment" section of the *Undergraduate Catalog*.

Research with Human Subjects

Federal law and University policy require that faculty and student research utilizing human beings as subjects be conducted in accordance with accepted ethical and professional standards. Generally, the faculty or student investigator is required to submit a description of the proposed research to the University's Institutional Review Board (IRB) for Research with Human Subjects and obtain its approval before conducting the research. The IRB has the authority to approve, require modifications in, or disapprove any research involving human subjects conducted under UNC Charlotte auspices. The Office of the Vice Chancellor for Research and Economic Development will facilitate contact with the committee. For more information, refer to [University Policy 306, Research Utilizing Human Subjects](#).

Research with Private Industry and Publication of Research Findings

The University supports collaborative effort with private industry. However, the academic goal of free distribution of knowledge sometimes conflicts with the proprietary and competitive interests of private industry. The Chancellor must approve any agreement to guard the confidentiality of proprietary information. No agreement, however, may interfere with the publication or oral defense of research theses and dissertations of graduate students. For more information, refer to [University Policy 308, Research Relations with Private Enterprise and Publication of Research Findings](#), and [University Policy 203, Grants, Contracts, and Cooperative Agreements to Finance Sponsored Programs](#), which outlines the steps involved to submit an application to establish an agreement between the University or a faculty member and an external agency.

Residence Requirements

The residency requirement for a bachelor's degree at UNC Charlotte specifies that a student must earn the last 25% of baccalaureate degree requirements at UNC Charlotte, including the last 12 semester hours of work in the major field and at least six hours of any minor field of study. Exceptions to these hour provisions may be made upon the recommendation of the student's major department and with the approval of the dean of the college of the student's major. (Please note: earning 25% of the degree at UNC Charlotte cannot be waived due to SACS accreditation standards.) Credit earned by challenge examinations or other advanced standing examinations cannot be used to meet the residency requirement.

Schedule Interruptions

Inclement Weather

In the event of adverse weather, students and faculty are expected to observe normal schedules unless the University is closed. For more information, refer to University Policy 701, Campus Operation in Adverse Weather or During Other Unusual Conditions. When the Chancellor (or Vice Chancellor delegate) closes the University, there will be public announcements of the closing made with the cooperation of radio and television stations, as well as on the University website and often via email communication.

Inquiries regarding the status of campus weather conditions can be made to the hotline at 704-687-1900.

If the University is not closed, but a faculty member or student determines that observing his or her normal schedule would require hazardous travel and acts on that determination, then,

- a) students who miss class for that reason will be allowed to make up the work missed;
- b) faculty members shall immediately notify their department chairpersons so arrangements can be made for their classes;
- c) twelve-month faculty members shall notify their supervisors and charge time lost to annual leave.

When unplanned university closures result in UNC Charlotte falling below the minimum number of class days required by North Carolina law, the University will institute a makeup day. This makeup day will be used to make up the most recent day of cancelled class and will be held on the Tuesday of fall recess (Fall Semester) or the Friday of spring recess (Spring Semester).

Religious Accommodation

UNC Charlotte is committed to diversity, nondiscrimination and inclusiveness, and to supporting its students, regardless of religious affiliation or non-affiliation, in accordance with state and federal laws and regulations. As part of this commitment, the University makes good faith efforts to accommodate a student's religious practice or belief, unless such accommodation would create undue hardship. Students and faculty may refer to [University Policy 409, Religious Accommodation for Students](#), for information regarding class absences due to religious observance.

Transient Study

Credit for courses taken by current UNC Charlotte students at other accredited institutions may be transferred to the University subject to the following regulations:

- a) The University is not obligated to accept any credit from another institution unless the student has first obtained the prior approval of the academic advisor and the dean of the college in which he or she is enrolled on a Permit for Transient Study (available in the Registrar's Office) and returned it to the Office of the Registrar. Graduate students must also have the signature of the dean of the graduate school.
- b) No credit will be awarded for courses in which the grades are below "C" level for undergraduate students or below "B" level for graduate students.
- c) The student must request of the other institutions that an official transcript be mailed to the Office of the Registrar upon completion of the course.

Use of Laboratory Animals for Teaching and Research

UNC Charlotte has developed guidelines on the use of laboratory animals in teaching and research. For more information, refer to [University Policy 310, Laboratory Animals Used for Teaching and Research](#).

Section 5: University Resources

Banking

Automatic teller machines (ATMs) for Bank of America, First Union, and Wells Fargo banks are located inside the Student Union and on the outside of the Prospector Building.

UNC Charlotte employees are eligible to become members of the State Employees Credit Union (SECU). A branch of the State Employees' Credit Union is located adjacent to the University on University City Boulevard.

Campus Behavior Intervention Team

A select group of faculty and administrators serve on the Campus Behavior Intervention Team to monitor student behaviors that are of serious concern. Individuals who observe a student that appears to be a threat to themselves or others should immediately contact the Campus Police at 704-687-2200. To report behaviors that are of concern and not of immediate danger, faculty should contact their department chair, the Dean of Students Office or the Associate Provost for Academic Services.

Campus Directory

A campus directory is published annually that includes campus address and phone number as well as optional home address, phone number, and spouse's name. An online directory on the UNC Charlotte website is also available. Faculty are responsible for updating their own directory information online in 49er Express. This is also the contact information that Human Resources, the Benefits Office, and Payroll will use.

Campus Mail

Campus mail is any piece of mail that is to be delivered from one Campus Department/Representative to another Campus Department/Representative. These pieces can either be placed in an inter-departmental envelope or may be sent in an envelope of your choosing. If the mail piece is not sent in an inter-departmental envelope, the mail piece must be distinguished as campus mail by placing the words "CAMPUS MAIL" in the upper right hand corner where postage would be applied.

Charlotte Area Transit System

The Charlotte Area Transit System (CATS) provides bus transportation from the Square in uptown Charlotte and from South Park (via Eastland Mall and the apartment complexes along Barrington Drive, Route 29 & 39). Service is provided on a regular schedule connecting with established routes throughout the city. Brochures containing detailed information regarding routes, schedules and TRAC passes may be obtained in the Parking Services Office, or by calling the Charlotte Area Transit System. Fees are set by CATS and are subject to change.

Charlotte Research Institute

The Charlotte Research Institute (CRI) is the portal for business-university partnerships at UNC Charlotte. Regionally, CRI works with the community and the campus to accelerate technology commercialization and the growth of entrepreneurial ventures. Globally, CRI develops intellectual capital through collaborations with industry, government and academia. New business and research ventures, university partnerships with regional and national enterprises, and CRI spin-off companies all draw research and businesses to the region and spur economic growth.

Copy Facilities

UNC Charlotte has a pay-for-print system in most computer labs and in the Atkins Library. A 49er Account is required to pay for print jobs in these areas. The 49er Account may also be used at the copy center for other copying services such as binding, wide-format printing and other copying and presentation services. The copy center offers full-service and self-service reprographics, and is located on the lower level of the Prospector building.

Dining Services

Optional Declining Balance is a dining plan for all students, faculty and staff. It is an account set up on your University ID card for purchasing food/items at all campus restaurants and convenience stores. You do not have to carry cash and can make deposits anytime during the year. For more information about this and other dining services, contact Dining Services. UNC Charlotte offers a variety of meal locations on campus for all faculty, staff, and students. Additionally, the faculty/staff dining center is located in Prospector.

Extended Academic Programs

Recognizing that learning must be a lifelong activity, the University provides opportunities for adults to pursue their continuing education through degree-related studies and special non-credit programs. With staff dedicated to Workforce Development as well as Corporate Training, Extended Academic Programs responds to the current and emerging workforce needs of companies, organizations, and industries in the region.

Non-credit short courses, seminars, and workshops for adults are offered through Continuing Education. Specific programs are provided each year for the continuing professional education of accountants, managers and project managers in the public and private sectors, business analysts, engineers, human resource professionals, training and development specialists, paralegals, fire and rescue professionals, emergency medical specialists, and medical office and coding administrators. The Office offers a variety of courses to prepare individuals to sit for various exams, including the SAT, GRE, GMAT, and LSAT. The Office's Corporate Training staff design and deliver programs in-house to serve the employees of specific companies and organizations. The Office also offers academic enrichment camps for youth during the summer. Continuing Education staff are located at UNC Charlotte's Center City Building.

Through Distance Education/Extension, courses for academic credit are offered at off-campus sites and via the Internet to serve citizens who live beyond easy commuting distance of the campus. Options for

delivery include sending a UNC Charlotte faculty member to an off-campus location to teach a course in person, using one of two state-wide interactive video networks to link a UNC Charlotte faculty member on the campus in Charlotte with students attending class at remote locations throughout the state, and delivering courses online via the Internet. The Office also has responsibility for offering Summer School, which includes courses offered on the campus, at off-campus sites, and online.

Faculty Development Programs

Part-time faculty are encouraged to participate in the programs provided by the Center for Teaching and Learning.

Handling of Injury or Accidents

In the event of an accident or illness that occurs in a classroom, laboratory or other campus facility, the following instructions apply:

- 1) CALL CAMPUS POLICE AND SAFETY AT 911. Campus Police will contact the Student Health Center, if appropriate.
- 2) BE CALM! Take the time to give as much information as possible, including:
 - a. Your name, location, extension number.
 - b. Location and number of persons in need of assistance.
 - c. Type of emergency (car wreck, lab accident, etc.).
 - d. Description of injury or condition, and its severity.
 - e. If the victim is conscious, information you have been able to obtain regarding medications he or she may have taken, allergies or any other information that may be helpful.
- 3) Assistance will be provided as indicated by the degree of severity of injury or illness.
 - a. Campus police will dispatch an officer to the scene.
 - b. Persons able to be moved will be transported to the Student Health Center.
 - c. For persons unable to be moved, emergency procedures, including calling an ambulance, shall be initiated by the Student Health Center, if open, and/or the Campus Police.
- 4) Qualified first aid attendants within the department are allowed to render first aid until medical help does arrive.
 - a. Monitor ABC's, perform breathing or CPR if necessary.
 - b. Do what is necessary to stop bleeding. Direct pressure on the wound or pressure points. DO NOT USE A TOURNIQUET.
 - c. Keep the victim calm, clear crowds away from the scene.
 - d. Make the victim as comfortable as possible: loosen clothes, cover with a blanket, but do not move the victim if there is any possibility of broken bones.
 - e. Watch for signs of shock.
 - f. Note the details of the accident or emergency, the change in condition of the victim, any medical information tags or bracelets that may be noticeable and any other relevant information to give to the rescue personnel when they arrive.

Lactation Room

On July 1, 2010, the N.C. Office of State Personnel approved a Lactation Support Policy designed to assist working mothers' return to the workplace after the birth of a child. Under this policy, all state

agencies and public universities are required to provide space, privacy and time for nursing mothers to express milk.

“A Mother’s Place,” located in the College of Health and Human Services Room 305, is available for nursing mothers. Individuals interested in using or visiting “A Mother’s Place” should contact the School of Nursing Learning Resource Center. See [University Policy 101.20](#), [Lactation Policy](#).

Library

The J. Murrey Atkins Library, the largest academic research library in the Southern Piedmont region, is proud to serve UNC Charlotte’s significant scholarship endeavors. It is an accredited member of ASERL (the Association of Southeastern Research Libraries), with a fundamental goal of helping UNC Charlotte faculty and students do their research and academic work, better and faster.

The Library continues to aggressively grow its robust digital collections, and maintains over 1,087,000 print items as well. Expert Subject Librarians are available for project and paper research help, citation assistance, instructional classes, Moodle support and much more. They can be reached via live chat, email, phone, in person at the Information Desk, and for one-on-one meetings involving deeper, subject-related study. Rare materials and archives are also accessible for physical and digital research in the Special Collections department.

Library faculty and staff are committed to consistently reinventing library services that meet the changing dynamics of research needs and trends. Most recently, a Digital Scholarship Lab (DSL) has opened, providing expertise, guidance, and critical services to support digital publishing and research initiatives of faculty and graduate students.

Web-based access to Library electronic research materials is also available from other locations on and off campus, if license agreements permit. For more information, refer to [University Policy 601.2](#), [Library Privileges](#).

Lost and Found

Lost and Found is located in the Police and Public Safety Office if you have questions about items lost or found on campus, or need personnel from Police and Public Safety to pick up items for Lost and Found. Holding items you have found almost always results in delays in getting articles back to the rightful owner.

Notary Public

There are a number of volunteer notaries at UNC Charlotte and a list may be found on the [Office of Legal Affairs’ website](#).

Oak Ridge Associated Universities (ORAU)

UNC Charlotte is a sponsoring institution of Oak Ridge Associated Universities (ORAU), a not-for-profit consortium of 62 colleges and universities and a management and operating contractor for the U.S. Department of Energy (DOE) with principal offices located in Oak Ridge, Tennessee. Founded in

1946, ORAU identifies and helps solve problems in science, engineering, technology, medicine, and human resources, and assists its member universities to focus their collective strengths in science and technology research on issues of national significance.

Parking

The State of North Carolina does not provide funds for the purchase, construction, or maintenance of parking areas. Therefore, funds to pay for the parking areas are generated through parking fees and fines. Failure to pay parking violations or initiate timely appeal may result in the penalty amount being withheld from your paycheck. The Parking and Transportation Services (PaTS) office is located in the Facilities Operations/Parking Services Building. All campus parking requires the purchase and display of a University parking permit or payment at meters or in the visitor decks. Parking permits may be purchased online. Permits do not guarantee proximity parking, nor do they reserve a specific parking space in any lot or deck.

Police and Public Safety

UNC Charlotte Police and Public Safety is a fully authorized state police agency, providing both police and security services. The Department is comprised of two divisions--Patrol and Support Services--with a special emphasis on community oriented policing. The UNC Charlotte Police Department collaborates regularly with the Charlotte Mecklenburg Police Force and other regional law enforcement agencies. Emergency telephones, which are connected to the Department of Police and Public Safety, are located throughout the campus and are identified by "blue lights."

Post Office

Mail and Package Services is a fully operational Postal Contract Station located in Prospector, capable of services equivalent to that of a U.S. Post Office. Packages are shipped and received through the United States Postal Service. Non-USPS packages (i.e., FedEx, UPS) are processed through Central Receiving and Stores.

Proposal Development

The Office of Proposal Development provides consultation services to faculty who are developing grant proposals. That office works closely with faculty to help develop research ideas, locate and evaluate funding sources, plan proposal and budget strategies, develop budgets and edit and review proposal drafts. For more information, refer to the official University policy on grants and contracts, [University Policy 203, Grants, Contracts, and Cooperative Agreements to Finance Sponsored Programs](#).

Public Relations and Marketing

The Offices of Public Relations and Marketing Services are the University's agent for communicating with the campus community via print and electronic media and with the off-campus public through the mass media. For more information, refer to [University Policy 605.1, Dissemination of News](#).

Recreation

Recreational Services

Recreational Services develops and conducts programs that provide opportunities for University students and faculty/staff members to participate in recreational activities. Five major program areas offer a variety of structures in which members of the University community may pursue recreational interests. *Intramural tournaments and events* are scheduled throughout the year for individual, dual, and team participation. The tournaments and events are organized to provide separate competition among coeducational, men's, and women's teams. *Sport Clubs* provide an opportunity to participate in a single sport on a continuing basis. Approximately thirty clubs, ranging from equestrian to lacrosse to tennis, are active each semester. *Fitness and Wellness* opportunities include group fitness, mind/body courses and personal training. Three major *Special Events* are offered each year, RecFest, Homecoming 5K Run/Walk, and a Spring Golf Tournament. The Special events are open to the public and may involve food, games, prizes, entertainment, and competition. In addition to structured sports programs, the division promotes the concept of informal recreational use of athletic facilities through the *Open Recreation Program*.

Venture Program

Through UNC Charlotte Venture Program, faculty members and their families may participate in non-credit courses, workshops and seminars that utilize outdoor settings to provide opportunities for active experiential learning. In addition, equipment (camping gear, canoes, etc.) can be rented with a valid UNC Charlotte I.D. Venture also provides experiential learning opportunities for academic classes. The Group Initiatives Course (with a focus on teambuilding and group cooperation) can the High Ropes Course (with a focus on individual risk taking and building self esteem) have been used by numerous professors. Venture can offer these programs for classes at no charge.

Campus Activities Board

The Campus Activities Board (CAB) is the largest student programming organization on campus and is responsible for planning diverse, quality events for the University community. CAB offers approximately 80 programs a year and works to enhance and unify the University community by planning social, cultural, educational and recreational events that complement the university's academic mission. Founded early in the history of UNC Charlotte, CAB maintains a vital role in fostering Niner Nation spirit and traditions through popular programs such as Week of Welcome activities, Week of Madness, Homecoming, and more.

Research Service and Outreach

Research Service and Outreach provides services for the review and submission of proposals to funding agencies, including the interpretation of guidelines, preparation of budgets, and mailing and tracking of proposals. This office coordinates research-support efforts with college research officers

Tickets to University Events

Athletic Events

Faculty members may purchase season tickets to UNC Charlotte basketball games at half price for themselves and members of their immediate families. The half price discount applies only to season

tickets. Advance tickets are not sold for any athletic event except men's basketball and football. Minimal admission fees are charged at the gate for some games such as baseball, volleyball, and soccer. Tickets may be purchased at the ticket office north of the Barnhart Student Activity Center or [online](#).

Movies, Plays, and Concerts

The Departments of Dance, Music, and Theatre present programs, recitals and plays in dance, music, and theater. For many of these performances there is no charge. Faculty members receive a discount on tickets to theater productions. Announcements of performances appear on the Inside UNC Charlotte, College of Arts + Architecture, or the Performances website.

The University Program Board sponsors films, concerts, and entertainment on campus, and faculty members are welcome at any and all such events.

University Development

The Office of University Development coordinates efforts to secure financial support from the private sector to meet needs not provided for through state appropriations. Through the UNC Charlotte Foundation, Friends of UNC Charlotte, the Alumni Association, Parents Association, the Athletic Foundation, and advisory boards, the various avenues of supporting the University are made known to individuals, corporations and foundations. All efforts to secure gifts from private sources must be brought to the attention of the Vice Chancellor of University Advancement. For more information, refer to University Policy 28, Solicitation and Acceptance of Gifts.

UNC Charlotte Urban Institute

The UNC Charlotte Urban Institute is the University's applied research and community outreach center for urban and regional affairs, connecting faculty and students with community organizations and public institutions working on significant public policy issues in the 14-county, two-state region surrounding Charlotte. Founded in 1969, the Institute has provided during its 40-year tenure a wide-range of services, including technical assistance and training related to operations and data management, public opinion surveys, land-use and natural resources consulting, economic development research, and community planning to meet the needs of the region and its citizens. The Institute's continuing focus has been a multidisciplinary social sciences approach to research, outreach, and training to support informed decision-making in the region. Ongoing programs include:

The Charlotte Regional Indicators Project compiles objective, reliable, and relevant measures for the greater Charlotte region on indicators important to the region's quality of life. Organized in ten theme areas, and measured over time and compared to state or national data, the indicators provide policy-makers, civic leaders, and the public with a solid foundation for engaging in efforts to address the region's social, economic, and environmental challenges.

The Institute for Social Capital provides social resources that advance University research and increase the community's capacity for data-based planning and evaluation. Through collaboration with nonprofit organizations, governmental agencies, and other relevant organizations in Charlotte and Mecklenburg County, the ISC has combined key resources of data into one community database.

The Center for Transportation Policy Studies is dedicated to the research and study of transportation issues and transportation-related policy. The Center conducts research and policy analyses that result in efficient and cost effective investments and sound decisions for developing and maintaining multimodal transportation systems and services.

The School Services Division focuses on planning and technology issues related to school operations, data management and training. A major on-going project involves providing software support and training for a statewide computerized school bus routing project called TIMS (Transportation Information Management System). As part of the TIMS project, the School Services Division provides support for public school districts in 40 of the 100 counties in North Carolina.

Section 6: Student Resources

Academic Services

The Academic Services unit at UNC Charlotte enriches the academic community by offering a broad range of initiatives promoting student success, ensuring access, and enhancing the educational experience of all students. Through transition programs, learning communities, support for student-athletes, career services, experiential learning, university-wide honors, disability services, tutorial programs, and initiatives for underrepresented students, Academic Services cultivates life skills critical to successful graduation and global citizenship. Addressing the needs of a diverse student population, Academic Services utilizes an integrated student-centered approach which reinforces rigorous academic expectations and encourages student engagement from the time of enrollment through graduation.

Adult Students and Evening Services (OASES)

The Office of Adult Students and Evening Services (OASES) serves as a principal resource for nontraditional students. Services include general education advising, referrals, parking decal pick-up, and assistance with processing various forms. Students can pick up and/or drop off information to be delivered on campus. Programs include transition seminars, adult student scholarships, the Alpha Sigma Lambda Honor Society, the PINNACLE Honor Society, the Non-Traditional Student Organization (NTSO), the Adult Mentoring Program for Students (AMPS), the 49er Readmit, and the 49er Finish Program.

Athletic Academic Center

The Charlotte 49ers Athletic Academic Center provides assistance to all Charlotte varsity student-athletes to achieve academic and personal success at the University by providing support services designed to meet their unique needs and ensuring the student athlete's compliance with all National Collegiate Athletic Association, Atlantic 10 Conference and University regulations. Academic advisors provide academic advising services, priority registration, tutorial services, supervised study sessions, a computer lab, résumé writing assistance, a life skills program, and academic recognition.

Counseling Center

The Counseling Center at UNC Charlotte supports the academic, personal, and interpersonal development of UNC Charlotte students by providing short-term individual and group counseling; consultation for faculty, staff, parents, and students; and educational programs to the campus community. Consistent with the academic mission of the University, the Center also serves as a training site for graduate students in psychology and counseling and encourages scholarly activity and professional development of staff.

Staff members are available to consult with faculty, staff, parents, and students who have concerns about a student. Outreach activities, usually focusing on some aspect of personal, interpersonal, or group development, include programs conducted outside the Counseling Center to meet the needs of a class, group, or organization.

Dean of Students

The Dean of Students Office is a department within the Division of Student Affairs and serves as a key link between students and other areas of campus life. As the hub of the Niner Nation student experience, the mission of the Dean of Students Office is to serve the University community as a compass and advocate for student centered education built on integrity, citizenship and diversity.

Various programs are sponsored by the Dean of Students Office to promote opportunities for learning and growth during a student's college experience. The staff is responsible for advising and promoting the following programs: student government, fraternity and sorority life, minority student support services, new student orientation, off-campus and community outreach, women's programs, student conduct, Community Service Learning Community, Veteran's Outreach, and parent and family services. In addition, the staff of student development professionals provides support for any student who has a grievance or concern about the University. The office also coordinates and assists with the settlement of academic and behavioral misconduct charges against individuals and student organizations.

The Dean of Students Office welcomes all students and values the concept of student involvement in leadership opportunities on campus. Leadership training offered within this department focuses on nine competencies: (1) interpersonal relationships, (2) critical thinking, (3) social justice, (4) ethics, (5) social responsibility, (6) leadership, (7) communication, (8) resource awareness, and (9) professional responsibility. Through these competencies, students often find themselves learning new skills and abilities that can help them become more productive and responsible citizens.

Disability Services

The Office of Disability Services works with departments across UNC Charlotte to ensure that educational programs and campus facilities are accessible to individuals with disabilities. Students with disabilities who wish to receive accommodations must provide documentation from their health care provider to Disability Services. After a determination of eligibility is made, students meet with a Disability Services counselor to determine appropriate and reasonable accommodations.

Assistive technology is available to eligible students with disabilities in a variety of locations on campus. Service animals assisting individuals with disabilities are permitted to all facilities on campus. Prescriptive devices, devices of a personal nature, or personal attendant care are the responsibility of the student. Specific accommodation questions should be directed to a Disability Services counselor.

The Office of Disability Services supports a culturally rich, inclusive, and accessible campus environment by providing information and consultation to faculty, staff, and the community. See [University Policy 501, Nondiscrimination on the Basis of Disability](#).

Experiential Learning Programs

Opportunities are available for both undergraduate and graduate students to receive course credit, transcript notation, or other recognition for supervised experiences in public and private agencies within the community, nationally, and internationally. These opportunities are offered through experiential learning programs including over 450 courses involving clinical rotations, cooperative education, internships, 49erships, and practicums. Options include Cooperative Education, the 49ership Program, Cooperative Education and 49er Experience, Service Learning Opportunities, the Career Prospector

Program, and Internships. The University Career Center coordinates these experiential learning programs. For more information, visit and/or refer to the Career Center section of the *Undergraduate Catalog*.

Honors

Honors College

The Honors College at UNC Charlotte offers academically talented, enthusiastic, motivated students many of the personal and intellectual advantages of a small liberal arts college within the diversity of a large university. The emphasis is on seminars, intensive reading, writing, and discussion in which reasoned self-expression and critical thinking are valued and rewarded. The Honors College is comprised of several distinct programs, each with its own standards for admission and requirements for graduation. Unique enrichment opportunities; including scholarships, study abroad, community service, executive shadowing, special lectures, and individualized senior projects are also available. Some exceptionally talented students are enrolled in more than one program. An honors residence option is also available for all students in the Honors College.

The University Honors Program

Open to talented and highly motivated students of all majors, the University Honors Program (UHP) is designed to challenge and broaden the intellectual growth of UNC Charlotte's most academically gifted students. Through a series of interdisciplinary courses, cultural enrichment opportunities, a commitment to citizenship and service, and an individually designed senior project, honors students have a unique opportunity to customize their honors curriculum to meet their own specific goals. The interdisciplinary courses fit the theme, "Issues for Human Survival in the 21st Century," and are designed to confront political, religious, economic, ecological, gender, race, justice, and human rights related issues and their impact on the global community and the human condition. To stimulate discussion and faculty-student interaction, all University Honors Program courses are restricted to a small class size with program permission required for enrollment.

Academic Department and College Honors Programs

Many academic departments and colleges also have honors programs permitting students to graduate with honors distinction in their academic discipline or college. Academic departments and colleges that have honors programs include: Anthropology, Arts + Architecture, Art and Art History, Biology, Business, Chemistry, Communication Studies, Computing and Informatics, Criminal Justice and Criminology, Education, Geography and Earth Sciences, History, Kinesiology and Exercise Science, Languages and Culture Studies, Latin American Studies, Mathematics and Statistics, Philosophy, Physics and Optical Science, Political Science and Public Administration, Psychology, and Religious Studies. Information on how to apply and graduate with honors from a college or a specific academic discipline can be found in the *Undergraduate Catalog* under each academic discipline with an honors program.

Pre-Health Professions and Pre-Medical School Advising

The Honors College maintains a proactive pre-health advising office to serve undergraduates seeking careers in a variety of health care professions, including, but not limited to: medicine, physical therapy, pharmacy, veterinary medicine, optometry, dentistry, occupational therapy, podiatry, and physician assistant. For details, please see the Preparation for Professional Schools heading in the *Undergraduate Catalog*.

Scholarships for Advanced Undergraduate and Graduate Study

The Honors College coordinates applications for many national scholarships for advanced undergraduate and graduate study. These scholarships, including the Rhodes, the Marshall, The James Madison, The Barry M. Goldwater, the Jack Kent Cooke, the Phi Kappa Phi, and National Science Foundation Fellowships require extensive application procedures and are only awarded to the most outstanding applicants. Only students with exemplary academic records—combined with service and leadership—qualify for these highly selective graduate and, in some cases, advanced undergraduate awards. Most also require an on-campus review and institutional endorsement of completed applications.

Honor Societies

UNC Charlotte has a number of national honor society chapters on its campus.

Housing and Residence Life

The staff who work with residential students can be a valuable resource. They are trained to work with students in a variety of areas, organize programs and services that contribute to the academic success of students, and assist with personal and adjustment issues. The Residence Coordinators, who are full time professional staff who live in the residence halls and are trained by the Housing and Residence Life Office, are available to assist faculty with students who live in their buildings.

International Programs

The Office of International Programs (OIP) serves as a focal point for UNC Charlotte’s international emphasis by providing leadership and assistance in the areas of international admissions, curriculum development, international student/scholar services, education abroad, overseas linkages, English language training, cross-cultural training, and community programming.

Learning Communities

Established in 2001, UNC Charlotte has 16 different learning communities designed to increase new students’ academic success, learning, and engagement. These communities of students and faculty/staff involve common courses, curricular innovations and co-curricular activities based on a major, theme, or interest. A learning community is an academic program designed to meet this mission.

Multicultural Academic Services

The Office of Multicultural Academic Services, while open to all students, provides academic support to students of African, Asian, Hispanic/Latino, Pacific Islander, and Native American descent. The Office serves as a clearinghouse for information and referrals to ensure access and long-term academic success of all students.

Services, for individuals and groups, include: secondary academic advising; tutoring in math, science and engineering; weekly study halls; mentoring; workshops; monitoring of academic progress; recognition of academic achievement; personal, cultural and leadership development; resources and referrals for students, faculty and staff; academic support for undergraduate and graduate students. Programs include University Transition Opportunities Program (UTOP), Student Advising for Freshman

Excellence (SAFE), Producing Readiness of Diverse University Cohorts in Education (PRODUCE), and Building Better Brothers (B3).

Religious and Spiritual Life

As a tax-supported public institution, UNC Charlotte neither promotes nor recommends any religious orientation. However, the University recognizes that spiritual discernment and moral appreciation are essential to the development of the whole person and has established an Office of Religious and Spiritual Life (RSL).

RSL is a subunit of the Multicultural Resource Center and serves as a liaison for faith-related matters within the University community. Additionally, RSL assists in the holistic development of UNC Charlotte students by providing avenues to explore religious and spiritual identity and expression. Through dialogues, workshops, programming, and student organizational support, RSL promotes personal growth, mutual understanding, and a healthy, engaged community.

Student Financial Aid

The University offers a comprehensive program of student financial aid (scholarships, grants, loans and part-time employment) to assist both graduate and undergraduate students in meeting educational expenses. Reasonable educational expenses include tuition and fees, room and board, books, supplies, transportation, miscellaneous personal expenses and expenses related to maintenance of a student's dependents. UNC Charlotte administers financial aid without regard to race, color, national origin, religion, sex, sexual orientation, age, or disability. Students facing financial difficulty that may interfere with their progress at the University should be referred to the Office of Student Financial Aid.

Student Health Center

The Student Health Center's mission is to promote healthy students by providing health care, education and outreach services. It provides primary medical care, disease prevention, health education, wellness promotion, and various specialty services, including allergy injections, immunizations, gynecology, physical therapy, and HIV screening to all registered UNC Charlotte students. The Student Health Center also provides a full-time psychiatrist and a registered dietician. The Student Health Center is staffed by a team of physicians, physician assistants, and nurse practitioners. The pharmacy fills prescriptions from outside physicians as well as the Center's own providers.

University Career Center

The University Career Center for Work, Service, and Internships (UCC) offers comprehensive career services designed to assist undergraduate and graduate students in all stages of career development: career decision making, career planning, career employment, and career assessment. Experiential Learning (EL) is a key component and all students are encouraged to take advantage of internships (including 49erships and service internships), cooperative education, and other career exploration programs. With the UCC acting as the coordinating and academic support unit for experiential learning, 60-70 percent of all students at UNC Charlotte participate in a university-sanctioned career-related experience. The Center has over 150,000 student contacts annually but still offers 9-10 personalized Career Counselors and Advisors (along with Peer Career Assistants and Interns) who serve as liaisons to

each major and to the University Advising Center for student one-on-one meetings, appointments, and drop-in sessions.

Services provided by the UCC range from individual career counseling and advising; résumé and cover letter critiques; and video mock interviews; to small group workshops on such topics as résumé writing, effective interviewing, uncovering the hidden job market, and transitioning from college to the workplace. Other services include résumé referrals to employers, on-campus interviewing, career exploration through various experiential learning programs and a special topic transfer seminar, a career resource library collection, and seven major career fairs and events annually, including the Career Expo. The UCC also offers a structured self-assessment program to help students better identify interests and majors to align with career choices.

University Center for Academic Excellence

Designed to improve academic performance and foster meaningful learning experiences, the University Center for Academic Excellence provides services, programs, and materials to help students develop and refine thinking skills, utilize self-management skills, and learn course material more quickly and thoroughly while earning higher grades. Services include: (1) individual consultations regarding academic concerns; (2) diagnostic assessment of learning styles and study habits/attitudes; (3) computer-assisted instruction for a variety of course subjects; and (4) a library of materials with books, DVDs, and printed handouts outlining successful study/learning strategies. The Center collaborates with various colleges and programs on campus to promote success of undergraduate and graduate students, including teaching the Academic Success Seminar (UCOL 1300). All services are free to enrolled UNC Charlotte students.

Writing Resources Center

Through the Writing Resources Center, assistance is provided primarily for undergraduates and graduate students who want to become more effective writers. Graduate and undergraduate writing consultants who work with writers at all stages of the writing process staff the center: prewriting, focusing, organizing, revising, and editing. Programs include one-on-one and group consulting; on-line tutoring; classroom presentations; and library and Internet research.

Section 7: Appendices

Campus Offices, Phone Numbers, and Websites

The UNC Charlotte website (www.uncc.edu) offers a comprehensive list of University resources.

- **Faculty, staff, and student directory:** search.uncc.edu/people
- **Office and department directory:** uncc.edu/on-campus-numbers

University Information

- **49er Express:** 49erexpress.uncc.edu
- **Academic Budget and Personnel:** provost.uncc.edu/epa
- **Academic Calendar:** registrar.uncc.edu/calendar
- **Benefits Office:** hr.uncc.edu/benefits
- **Campus Maps:** facilities.uncc.edu/design-services/campus-maps/campus-maps
- **Graduate Catalog:** catalog.uncc.edu/graduate-catalogs
- **Human Resources:** hr.uncc.edu
- **Library:** library.uncc.edu
- **Office of Academic Affairs:** provost.uncc.edu
- **Office of the Registrar:** registrar.uncc.edu
- **Undergraduate Catalog:** catalog.uncc.edu/undergraduate-catalogs

Governance Documents and Institutional Policies and Procedures

- **UNC Charlotte Faculty Constitution:** facultygovernance.uncc.edu/governing-documents
- **Standing Rules of the UNC Charlotte Faculty Council:** facultygovernance.uncc.edu/governing-documents
- **Bylaws of the UNC Charlotte Graduate Faculty:** facultygovernance.uncc.edu/governing-documents
- **Academic Personnel Procedures Handbook:** provost.uncc.edu/epa/academic-personnel-procedures-handbook
- **Academic Policies and Procedures:** provost.uncc.edu/policies/academic-policies
- **The Code of the Board of Governors – The University of North Carolina:** www.northcarolina.edu/policy/index.php
- **UNC Charlotte Code of Student Academic Integrity (University Policy 407):** legal.uncc.edu/policies/up-407
- **UNC Charlotte Code of Student Responsibility (University Policy 406):** legal.uncc.edu/policies/up-406
- **UNC Charlotte Tenure Policies, Regulations, and Procedures (University Policy 102.13):** legal.uncc.edu/policies/up-102.13
- **University of North Carolina Policy Manual:** northcarolina.edu/policy/index.php
- **University Policies Executive Summaries:** legal.uncc.edu/policies/exec-summaries
- **University Policies:** legal.uncc.edu/policies

Instructions for Using "Settlement of a Charge of Academic Dishonesty" Form

These instructions are to be used in conjunction with [University Policy 407, the UNC Charlotte Code of Student Academic Integrity](#). They are not a substitute for the Code and should not be used as such.

When an instructor acquires evidence that a student has violated academic integrity in his/her course, s/he must first contact the Dean of Students Office, where records of first violations are kept, to determine whether this is a first violation for this particular student.

- 1) If this is **NOT** a first violation for this student, the instructor **MUST** report this case to the Chair of the Academic Integrity Board (AIB), if any penalty is to be imposed. Second and subsequent offenses may **NOT** be handled with the Settlement Form.
- 2) If this **IS** a first violation for this student, then the instructor must decide whether to handle the case with the Settlement Form or take the case to the AIB. In making this decision, the instructor must remember that the greatest penalty that can be given an undergraduate student through the Settlement Form is an "F" in the course, or a "U" in the case of a graduate student. If the faculty member believes that penalty is insufficient for the infraction, then the case must go to the AIB for a hearing. If the case goes to the AIB, the student (undergraduate or graduate) receives an incomplete until a decision is made. The case remains confidential and a final grade is not assigned until after the AIB hearing is complete.

IF THE SETTLEMENT FORM IS TO BE USED, the instructor must:

- 1) Meet with the student and present the evidence.
- 2) Request an explanation from the student. Remember that the student has a right to offer an explanation after being told of the evidence.
- 3) After hearing any explanation, determine whether a violation has occurred.
- 4) If the determination is positive, complete and sign the "Instructor" section of the Settlement Form. Provide enough information so that it is clear when, where, and how the violation occurred. Use the back of the form if necessary.
- 5) Give the Settlement Form to the student. Tell the student that s/he has 72 business hours to decide whether to admit guilt and accept the penalty. Encourage the student to consider the matter carefully and to seek any assistance or advice needed to make an informed, deliberate decision. Set up the date and time for the student to meet again to advise you of his/her decision.

IF THE STUDENT DECIDES TO ACCEPT THE PENALTY, s/he must sign the form in the instructor's presence. The instructor then forwards the form to the Dean of Students Office in an envelope marked "CONFIDENTIAL" and imposes the penalty agreed upon. No copies of the settlement form will be made. The Dean of Students will keep the form on record for eight years.

IF THE STUDENT REFUSES TO SIGN THE SETTLEMENT FORM, then the instructor may:

- 1) Take the case to the AIB by calling the AIB Chair.
- 2) Drop the entire matter. This should be done only if the evidence is insufficient to warrant a decision of guilt by the AIB. When there is a doubt, consult with the AIB Chair. The AIB Chair's name can be obtained from the Office of Academic Affairs.

For further information, see the [Academic Integrity resource site](#) online.