



2021 – 2022

# Student Guide

TO CAMPUS LIFE

- it is unacceptable for your University to fly a flag which—regardless of its place in history—symbolizes for many members of your community and the larger community servitude and second-class citizenship; therefore, because you are High Point University, it is unacceptable for you to display such a symbol;
- it is unacceptable for your University to be crude, lewd, demeaning, or uncivil to visiting athletic teams or other campus visitors—even if in response to such behaviors; therefore, because you are High Point University, it is unacceptable for you to evidence poor sportsmanship or other uncivil behaviors.

**Marches, Rallies, Assemblies** – High Point University recognizes that current students living in the university residential campus community might request to assemble. The university shall make space available in the Amphitheatre only in Hayworth Park for marches, rallies and assemblies. The space must be reserved in advance through the Campus Concierge office and will be allowed from 8 am – 5 pm based upon request and availability. The assembly shall not move from this reserved space to include marches through campus in order to minimize disturbances in both academic and residential areas. Security will work to provide a safe space for assembling students and the entire campus community, ensuring that pedestrian flow, traffic flow, city noise ordinance and emergency medical services are not impeded. The assembly activities shall remain in the reserved area in order to allow for these safety measures. Visitors invited to an assembly must be in accordance with the university’s visitor policy.

### **Student Responsibilities**

High Point University students have a responsibility to uphold the University Honor Code and Conduct Code as well as other rules and processes. When students behave contrary to University rules and

processes, the University will take appropriate action, up to and including exclusion from the University or the withholding or revocation of academic degrees.

Additionally, students are responsible to self-advocate for themselves to University Administration about any alleged violations of the Guide to Campus Life that directly affects them. Third-party reporting is not accepted.

### **High Point University Rights and Responsibilities**

In order to fulfill its mission “to deliver educational experiences that enlighten, challenge, and prepare students to lead lives of significance in complex global communities,” High Point University has the authority to maintain order within the University and to discipline students. The University may even exclude students who are disruptive of the educational experiences.

When deemed necessary for continuation or readmission at High Point University, a student may be required to enter into a Behavioral Agreement. A Behavioral Agreement will delineate terms which must be met in order for the student to remain at High Point University. The Agreement will state a time period in which it will be in effect.

### **Student Complaints**

The High Point University *Procedure for Student Complaints* governs complaints the student puts in writing and submits to a University official. This *Procedure* applies to all students, undergraduate and graduate. This *Procedure* ensures timely, fair, and efficient resolutions with the maintenance of individual privacy and confidentiality to the extent practicable. This *Procedure* cannot be used to challenge the finding of the Executive Committee of the University, a standing committee whose decision is final. Further, this procedure is not

intended to address complaints regarding sex-based/gender-base discrimination nor sexual misconduct. Please see the Title IX/ Sexual Misconduct Policy to file a report of this nature.

***Informal Resolution of a Complaint:***

Discussion, in many instances, can resolve a complaint. The student is encouraged to bring a problem to the person who has responsibility for the objectionable action or situation. This is merely an option for the student, and it has no bearing on the student seeking a formal solution to the problem through the involvement of University officials.

***Formal Resolution of a Complaint:***

When students seek the formal intervention of University officials, they must submit a written complaint to the Assistant Vice President for Student Life in the Office of Student Life, 3rd Floor, John and Marsha Slane Student Center, 336-841-9231. Because a student complaint can involve any aspect of the University, the Assistant Vice President for Student Life is the appointed University official to guide all written student complaints.

***Student Complaint Form:***

A student submits a *Student Complaint* form through an online submission. The form can be found at [www.highpoint.edu/studentcomplaint](http://www.highpoint.edu/studentcomplaint). When submitted, the complaint is routed to the Assistant Vice President for Student Life. The Student Complaint form should be submitted as soon as possible after the event giving rise to the complaint. The Student Complaint form should be submitted as soon as possible after the event giving rise to the complaint, preferably by the end of the semester in which it arises or within ten days after the incident giving rise to the complaint, whichever is later. When completing the Student Complaint form, the student is expected to write about each of the following factors as it relates to the complaint:

1. The specific action or decision involved in the complaint;
2. The consequences of the action or decision;
3. What resolution is being sought or desired; and
4. Why the desired resolution should be granted.

***Facilitation of a Written Complaint:***

The Assistant Vice President for Student Life reads the complaint and determines if it should be directed to a more appropriate University official and/or office and advises the student accordingly. Some of the officials for handling complaints include the ones listed below.

- **Athletics and NCAA Violations**  
Athletic Director, Jerry and Kitty Steele Center
- **Information Technology**  
Norcross Hall
- **Dining Services**  
Vice President for Facilities and Auxiliary Operations, North College Administration Building
- **Accessibility Resources**  
Director of Accessibility Resources and Services, 4th Floor, Smith Library
- **Discrimination**  
Assistant Vice President for Student Life, John and Marsha Slane Student Center  
Director of Human Resources, Roberts Hall
- **Accessibility Related Discrimination**  
504 Coordinator, Couch Hall
- **Facilities**  
Vice President for Facilities and Auxiliary Operations, North College Administration Building
- **Financial Aid**  
Senior Director of Student Financial Services, Roberts Hall
- **Parking**  
Director of Security and Transportation

North College Administration Building

- **Residence Life**

Assistant Vice President for Student Life, John and Marsha Slane Student Center

- **Sexual Misconduct**

Title IX Coordinator, Couch Hall or North College Administration

- **Student Accounts/Billing**

Senior Director of Student Financial Services, Roberts Hall

- **Student Conduct Code Violation**

Assistant Vice President for Student Life, John and Marsha Slane Student Center

***Timeline for Responding to a Complaint:***

The appropriate University official responds to the student complaint, generally, within 10 business days following the receipt of the written complaint.

***Maintenance of Student Complaints:***

Submitted *Student Complaint* form is maintained by the office of the Assistant Vice President for Student Life.

***Retaliation:*** The University prohibits retaliation, including but not limited to threats, intimidation, and harassment, against anyone for making a complaint of discrimination under this policy or participating in an investigation of discrimination under this policy.

***Complaint Review and Recommendations:***

At the end of each academic year, the Assistant Vice President for Student Life will prepare a report that summarizes the trends of student complaints from the past year. This report will be done in aggregate and will not include any identifying characteristics of the reporter. The report will be shared with the University Retention Committee with the intent to identify problem areas and develop long-term solutions to student concerns.

***In order to remain in compliance with consumer disclosures and as required by federal regulations under 34 CFR 600.9, the following link is provided to allow***

***students the option of filing a formal complaint with the N.C. Department of Justice, Consumer Protection Division if they feel an injustice against them has occurred. You may go to <http://ncdoj.gov/Consumer.aspx> or call 877-566-7220.***

## **Procedure for Student Appeals**

Students may question a decision based on faculty-approved policies and made by faculty or administrative staff. For procedures concerning Title IX or Sexual Misconduct please see the Title IX/Sexual Misconduct section of this Guide to Campus Life. All appeals must follow the outlined procedures in order to receive consideration.

### **1. Classes of Appeal**

***Appeal of administrative action:*** A student may appeal to the Executive Committee of the University a decision of the Senior Vice President of Academic Affairs, Assistant Vice President for Student Life, Director of Student Conduct, Conduct Officer, or any student board decision. The Executive Committee is composed of a minimum of three administrative staff officers and four faculty members. The decisions of the Executive Committee will be considered final.

### **2. Appeal of Grading Decision**

***Grading decision:*** Students who wish to appeal a grade awarded by a faculty member should discuss the matter first with the faculty member. If a satisfactory conclusion is not reached, a student may appeal the matter to the department chair. The decision of the department chair is final. In the case where the faculty member is the department chair, the appeal is routed to the dean.

### **3. Time Limitations**

***Appeals*** of grades or administrative

action by a student must be made within five (5) days of the time that the action is made known to the student by the appropriate officer. If the University is not in session at the time the decision is made, the time limitation will begin at the start of the next regular session (fall or spring).

#### 4. Format of Appeals

All appeals must be made using the following link: [https://publicdocs.maxient.com/reportingform.php?HighPointUniv&layout\\_id=8](https://publicdocs.maxient.com/reportingform.php?HighPointUniv&layout_id=8). A basis for the appeal must be clearly stated, and evidence in support of the appeal must be included in the appeal.

Appeals are limited to 1,500 words including attachments. Grounds for the appeal must be clearly and concisely stated, and all relevant information substantiating the grounds for appeal should be included. The following constitute appropriate grounds for appeal:

1. The procedural irregularity that affected the outcome;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter.

Mere dissatisfaction with the prior outcome is not a valid basis for appeal. In addition, appeals are not intended to be a rehearing of the matter. The scope of the appeal stated above will be limited to the grounds for appeal included in the written appeal submissions. In any request for an appeal,

the burden of proof lies with the party requesting the appeal, because the outcome will be presumed to have been decided reasonably and appropriately.

The Assistant Vice President for Student Life, and/or Director of Student Conduct will assess the written appeal to determine whether it is timely filed, based on permissible grounds, and in compliance with word count limitations. If it is determined that the written appeal does not meet any of these criteria, the appeal will be denied without review by the Executive Committee.

Once an appeal is received and determined to meet the criteria for filing an appeal, the Executive Committee may, at its discretion, choose to hold a meeting, or it may decide the matter based on the written submissions. If the Executive Committee decides to conduct a meeting, the appellant may be invited to attend the meeting. The Executive Committee's role is limited to reviewing the hearing record and the information presented in the appeal with one exception: if the appeal raises procedural errors, the Executive Committee may, if necessary to resolve the appeal, interview the investigator and/or a representative from the Office of Student Life at any meeting to gather more information about the alleged procedural error(s).

After reviewing all written appeal submissions and the written outcome of the hearing panel, the Executive Committee may: (1) affirm the outcome; (2) return the matter to the hearing panel, conduct officer, or other decision-maker to cure a procedural error, call witness(es), or consider newly discovered evidence and to assess the weight and impact of newly discovered information or reassess not previously considered information; (3) where deemed necessary by the Executive Committee, convene a hearing before a newly constituted hearing panel to rehear the matter; (4) change the sanction, outcome, or decision. Decisions by the Executive Committee are by a majority vote of Executive Committee members present and participating in the appeal consideration.



The outcome of the Executive Committee will be made in writing to the appellant within 15 business days of the meeting or, if no meeting was convened, within fifteen 15 business days from when all written appeal submissions were received. The decision of the Executive Committee is final. The Executive Committee of the University serves as the University's committee of final appeal.

## Public Events

Certain behaviors are routinely expected of persons attending public events, both on campus and off.

**Athletic Events.** During more than 40 years of NAIA—and/or NCAA—associated play, High Point University has established a reputation for good sportsmanship among coaches, players, and fans. Your attention is called to the following:

- it is unacceptable for your University to be crude, lewd, demeaning, or uncivil during athletic events; therefore, since you are High Point University, it is unacceptable for you to evidence such behaviors at athletic events, whether on campus or off;
- both the University and the NCAA prohibits tobacco use among players and coaches at NCAA athletic events;
- both the University and the NCAA prohibit alcohol at NCAA athletic

events, including the sidelines.

**Sanctions.** Violations of behavioral guidelines for intercollegiate athletic events may result in disciplinary sanctions, including, but not limited to, expulsion from the game and exclusion from future events. If you are expelled or excluded from games, you must leave the field or facility immediately.

## Social Media

Social media sites are tools that allow users to express themselves and an opportunity to create new communities. We offer the following suggestions regarding your use of social media sites.

- Present your identity in a manner that is legal, appropriate, and safe.
- Remember, your postings on social media sites remain accessible to the rest of the world on the internet even if you take it down or change it. Review closely how you want to “brand” yourself on the internet for the current time as well as the future.
- Watch what you say. If you post an alleged fact about someone that proves incorrect, you may be liable for damages under either defamation or libel.
- Don't say anything about someone else that you would not want said about yourself. Be gentle with yourself as well.
- Have fun but be responsible and safe.