UNIVERSITY POLICIES

Regulations and Policies

The personal conduct of the University student is subject to the moral and legal restraints found in any law-abiding community. Additionally, the Honor Code is a positive force for good citizenship. University regulations are not specifications for acceptable conduct or detailed lists of offenses subject to penalty action. They are intended to provide information about systematic procedures and equitable decisions in many situations involving individual students and officers of the University.

Alcoholic Beverages

Possession and use of alcoholic beverages is substantially regulated by federal, state, and local laws and ordinances. Within this legal framework, the University's Alcohol Policy (https://unc.policystat.com/policy/4467892/latest) sets out the conditions under which alcoholic beverages may be used on University property.

According to North Carolina law

- Generally, persons 21 or older may purchase or consume alcoholic beverages and may possess alcoholic beverages at their homes or temporary residences.
- It is against the law for any person under 21 to purchase or possess any alcoholic beverage. (General Statute 18B-302)
- It is against the law for anyone to sell or give any alcoholic beverage to a person under 21 or to aid or abet such a person in selling, purchasing, or possessing any alcoholic beverage. (General Statute 18B-302)
- No alcoholic beverages may be sold by any person, organization, or corporation on a college campus except as permitted by North Carolina General Statutes, Sect. 18B-1006 (a).

According to Chapel Hill ordinance, it is against the law for anyone to possess any open container of alcohol on streets, sidewalks, alleys, or any other property owned or controlled by the Town of Chapel Hill.

In addition to following the law, the Alcohol Policy of The University of North Carolina at Chapel Hill sets out special rules about alcohol for students and student organizations. The Office of the Dean of Students will provide copies of the policy and assistance in understanding its full implications. The text of the policy (https://unc.policystat.com/policy/4467892/latest) can be accessed on the Web.

Under the policy

- Alcohol may not be served, consumed, or sold in any University facility or open space except as provided in Appendix B of the policy.
- Common source containers of alcohol (e.g., kegs) are not permitted on campus.
- Students and their guests age 21 and older may possess and consume alcoholic beverages in individual campus residence hall rooms or apartments on campus, but not in the common areas of a campus residence hall.
- No student activity fees or other University-collected fees may be used to purchase alcohol.
- No other funds of an officially recognized student group deposited or administered through the University may be used to purchase alcohol.

- Student groups are not prohibited from having events off campus at which individual group members age 21 or older bring or buy their own alcoholic beverages.

Students who violate the policy face mandatory alcohol education, housing sanctions (for violations arising in University housing), and sanctions, including written reprimand, restitution, counseling/referral, and/or educational or community service activities. Student groups who violate the policy face sanctions of written reprimand, restitution, mandatory educational programs or community service, and/or loss of University recognition. Behavior that violates the Code of Student Conduct, state, or federal laws may also be referred to the Office of Student Conduct, the Emergency Evaluation and Action Committee, and/or state and federal authorities.

Code of the University of North Carolina

Section 502D(3)—Subject to any policies or regulations of the Board of Governors or of the Board of Trustees, it shall be the duty of the chancellor to exercise full authority in the regulation of student affairs and student conduct and discipline. In the discharge of this duty, delegation of such authority may be made by the chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such manner and to such extent as may by the chancellor be deemed necessary and expedient. In the discharge of the chancellor’s duty with respect to matters of student discipline, it shall be the duty of the chancellor to secure to every student the right to due process. Appeals from these disciplinary decisions are allowable only on the following grounds:

1. a violation of due process, or
2. a material deviation from Substantive and Procedural Standards adopted by the Board of Governors.

Where the sanction is suspension or expulsion, an appeal may be made to the Board of Trustees. No appeal to the president is permitted. When the sanction is expulsion, the final campus decision is appealable to the Board of Governors.

Commercial Activities

Commercial exchanges, including selling or soliciting for the sale of goods or services by any person on the campus of the University is prohibited except as provided for in the Policy (https://policies.unc.edu/policies/fac-use) on Use of University Facilities for Noncommercial and Commercial Purposes.

Emergency Action

Occasionally, emergency situations arise in connection with an applicant’s and/or current student’s behavior. These incidents may require a faster response than the University’s student judicial system can provide. To address these situations and to support the University’s obligation to provide a safe campus, the chancellor established the Emergency Evaluation and Action Committee. The emergency action taken varies based on the nature and severity of the allegations and can include, but is not limited to, denial of admission and/or separation from the University.

Students whose cases may require action by the committee fall into five categories:

- An applicant for admission or readmission to the University who has been convicted of a crime involving assaultive or felonious behavior,
who has a record of violent behavior, or who has a record of academic dishonesty or disciplinary rule violations elsewhere;

- A student whose behavior, on or off campus, is such that his/her presence in the University, in the judgment of the Committee, poses a serious threat of disruption of the academic process or a continuing danger to other members of the University community or University property;

- A student or applicant for admission who has been arrested and charged with a serious crime of a violent or dangerous nature, or a serious crime that involved placing another person in fear of imminent physical injury or danger, where, in the judgment of the Committee, if the student is found guilty, his/her presence in the University would pose a serious threat of disruption of the academic process or a continuing danger to other members of the University community or University property;

- A student, charged by the University with a violation of policies concerning illegal drugs, whose continued presence within the University community would, if the charges are true, constitute a clear and immediate danger to the health or welfare of other members of the University community; or

- A student whose behavior on or off campus is such that, in the judgment of the Committee, he/she poses a danger to himself/herself.

Additional information on the committee and its procedures is available from Student Affairs through the Office of the Dean of Students. The text (https://unc.policystat.com/policy/4639588/latest) of the committee’s policy and procedures is on the Web.

**Equity in Athletics Disclosure Act**
Information compiled under the federal Equity in Athletics Disclosure Act is available on request from the Department of Athletics Business Office.

**Expulsion**
A student who has been expelled from an institution in The University of North Carolina System may not be admitted to another UNC System school unless the institution that originally expelled the student rescinds that expulsion.

**Fireworks, Firearms, and Other Weapons**
It is a felony, punishable by fine and/or imprisonment, to possess or carry, openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on any University campus, in any University-owned or operated facility, or at a curricular or extracurricular activity sponsored by the University. Such conduct also may constitute a violation of the Honor Code. (See North Carolina General Statute 14-269.2 (http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_14/GS_14-269.2.pdf).)

A person who has a concealed handgun permit that is valid under North Carolina law, or who is exempt from obtaining a permit pursuant to North Carolina law, may have a handgun in a closed compartment or container within the person’s locked vehicle or in a locked container securely affixed to the person’s vehicle. A person may unlock the vehicle to enter or exit the vehicle provided the firearm remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit.

It is a Class 1 misdemeanor, punishable by fine and/or imprisonment, to possess or carry any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except for personal shaving), fireworks, or any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files, and clips and tools used solely for preparation of food, instruction, and maintenance) upon any University campus or in any University-owned or operated facility. Such conduct may also constitute a violation of the Honor Code.

**Graduation Rate**
Pursuant to the federal Student Right-to-Know Act, we report that, in 2016–2017, the six-year completion or graduation rate for undergraduates who entered the University of North Carolina at Chapel Hill in 2011 on a full-time basis was 90.9 percent.

**Housing and Residential Education**
For policies and procedures related to living on campus, visit the Housing and Residential Education (https://housing.unc.edu/about-us/policies/community-living-standards) Web site.

**Immunization Requirement**
Effective July 1, 1986, North Carolina state law requires that no person shall attend a college or university in North Carolina unless a certificate of immunization indicating that the person has received the immunizations required by the law is presented to the college or university on or before the first day of matriculation.

If a student’s Medical History Form containing the certificate of immunization is not in the possession of Campus Health Services 10 days prior to the registration date, the University shall present a notice of deficiency to the student in question. The student shall have 30 calendar days from the first day of attendance to obtain the required immunizations, or present evidence of exemption. Those persons who have not complied with the immunization requirements by the end of 30 calendar days will be administratively withdrawn from the University.

**Improper Relationships between Students and Employees**
On March 15, 1996, The University of North Carolina Board of Governors adopted a systemwide policy that prohibits amorous or sexual relationships between faculty or staff employees and

1. students they evaluate or supervise by virtue of their teaching, research, administrative, or other employment responsibility and
2. students who are minors below the age of 18.

The policy also states that faculty or staff employees may not supervise or evaluate students to whom they are related by blood, law, or marriage. The full guidelines (https://hr.unc.edu/employees/policies/relationships-students-employees) based on the board’s policy are available on the Web.

**Veterans’ Educational Benefits**
Students who expect to use their veterans’ educational benefits must contact the Veterans’ Services Assistant in the Office of the University Registrar, located in the Student and Academic Services Building North. Students must maintain satisfactory academic progress to be eligible for VA educational benefits. Students who are not eligible at the end of the term will not be eligible for veterans’ educational benefits in subsequent terms until they regain their eligibility. For further information, please visit the Web site (http://registrar.unc.edu/academic-services/veteran-affairs) or call (919) 962-9864.
Military Tuition Benefit

The information in this section comes from two sources:

1. North Carolina General Statutes, Sect. 116–143.3 (http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_116/GS_116-143.3.pdf); and

Please refer to the Manual for specific policy information regarding the military tuition benefit.

Certain members of the Armed Services and their dependent relatives who are not residents for tuition purposes may become eligible to be charged the in-state tuition rate under North Carolina General Statutes Section 116–143.3, the military tuition benefit provision. Any person seeking the military tuition benefit must qualify for admission to UNC–Chapel Hill and must file an application for the benefit with his or her admissions office. The burden of proving eligibility for the military tuition benefit lies with the applicant. Because of the time involved in securing the necessary affidavits from the appropriate military authorities, prospective applicants for the military tuition benefit are urged to secure application forms from their admissions offices and begin the application process several weeks before the first day of classes of the term for which they seek the benefit. The application deadlines (http://registrar.unc.edu/academic-services/residency/important-dates) are posted on the Office of the University Registrar’s Web site.

Eligibility of Members of the Armed Services

To be eligible for this military tuition benefit, the individual must be on active duty and a member of the United States Air Force, Army, Coast Guard, Marine Corps, Navy, North Carolina National Guard, or a reserve component of one of these services and must be abiding in North Carolina incident to active military duty.

Eligibility of Dependent Relatives of Service Members

If the service member meets the conditions set forth above, his or her dependent relatives may be eligible to pay the in-state tuition rate if they share the service member's North Carolina abode, if they have complied with the requirements of the Selective Service System (if applicable), and if they qualify as military dependents of the service member.

Special exceptions apply to military personnel and their dependents if the military person is reassigned outside of North Carolina or retires in North Carolina. Please consult the Manual for specific policy information.

Eligibility for Certain Veterans, Their Spouses, and Dependent Relatives

Under North Carolina General Statute Section (G.S.) 116-143.3A (https://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_116/GS_116-143.3A.pdf), certain veterans and other individuals entitled to federal education benefits under 38 U.S.C. Chapter 30 or 38 U.S.C. Chapter 33 may be eligible to be charged the in-state tuition rate and applicable mandatory fees for enrollment without satisfying the 12-month residency requirement under G.S. 116-143.1(a)(3) and enrolls in the institution of higher education as defined in G.S. 116-143.1(a)(3) and enrolls in the institution of higher education within three years of the veteran's discharge or release from the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.

For a veteran to qualify:

- The veteran applies for admission to the institution of higher education and enrolls within three years of the veteran's discharge or release from the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.
- The veteran qualifies for and uses educational benefits pursuant to 38 U.S.C. 31 Chapter 30 (Montgomery G.I. Bill Active Duty Education Assistance Program) or 38 U.S.C. Chapter 33 (Post-9/11 Educational Assistance).
- The veteran’s abode is in North Carolina.
- The veteran provides the institution of higher education at which the veteran intends to enroll a letter of intent to establish residence in North Carolina.

Eligibility of Veteran’s Spouse and Dependent Relatives Who Are Recipients of Transferred Federal Educational Benefits

Any person who is the spouse or a dependent relative of a veteran is also eligible to be charged the in-state tuition rate and applicable mandatory fees for enrollment without satisfying the 12-month residency requirement under 6 G.S. 116-143.1, if the person meets all of the following criteria:

- The person qualifies for admission to the institution of higher education as defined in G.S. 116-143.1(a)(3) and enrolls in the institution of higher education within three years of the veteran's discharge or release from the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.
- The person is the recipient of transferred federal educational benefits pursuant to 38 U.S.C. Chapter 30 (Montgomery G.I. Bill Active Duty 14 Education Assistance Program) or 38 U.S.C. Chapter 33 (Post-9/11 Educational Assistance).
- The person’s abode is in North Carolina.
- The person provides the institution of higher education at which the person intends to enroll a letter of intent to establish residence in North Carolina.

Application Process

- Undergraduate Students. Students who are claiming North Carolina residency for tuition purposes are required to submit a residency application with the North Carolina Residency Determination Services (RDS) (http://www.ncresidency.org). Note: This excludes first-year and transfer applicants for fall 2017 admission. The RDS will provide a Residency Certification Number (RCN) that students may enter on their application for admission or on their ConnectCarolina (https://connectcarolina.unc.edu) Student Center To-Do List. For additional information, students may contact their admissions office or refer to the residency FAQs (https://ncresidency.cfcn.org/residencyinfo/studentFAQ).
- Graduate and Professional School Students. Students who are claiming North Carolina residency for tuition purposes should follow the instructions in their application for admission. For additional information, they may contact their admissions office. The Manual contains an illustrative list. Students should keep a copy of all application materials for their records. Beginning in the fall of 2018 UNC graduate and professional schools will migrate to a centralized model. For updated information students can visit the Residency Web page (http://catalog.unc.edu/policies-procedures/university-policies/20https://registrar.unc.edu/academic-services/residency).
Appeals

Undergraduate Students. Students who believe their residency classification is incorrect may appeal the decision through the Residency Determination System (RDS) (http://www.ncresidency.org). The RDS appeal process is for students whose circumstances have not changed, but who believe their residency classification is incorrect. Students have the ability to provide additional information and documentation relating to their appeal request. Some students will also have the ability for a face-to-face appeal hearing with RDS. If you do not have a RDS Residency Certification Number (RCN), contact your admissions office.

You have 10 calendar days from the date of the determination you are appealing, or a status change due to a failed validation, to submit a notification of appeal through the RDS online system.

For additional information, refer to the residency FAQs (https://ncresidency.cfnc.org/residencyInfo/studentFAQ).

Graduate and Professional School Students. Students who are classified as nonresidents may appeal the decision to the University’s Residency Appeals Board (the “Board”). The Board consists of members of the University community, appointed by the Chancellor, who are familiar with and who receive extensive training about the residency classification process.

Requests for appeals must be submitted to the admissions office where the classification decision was made within ten (10) business days of the student’s receipt of the classification letter. The appeal must be in writing and signed by the student. Students may also send their request to their admissions office from their University e-mail account.

Policies and Guidelines for a Cooperative Learning Environment

Teaching and learning occur simultaneously through a partnership between instructor and student. Instructors share knowledge, experience, and ideas with their students. Students process these thoughts, generate new ones, and share them with their teachers and classmates. In most cases, students and instructors communicate clearly and effectively. However, misunderstandings do occur. In an attempt to foster a positive academic environment, the Faculty Council, upon recommendation of the Educational Policy Committee, establishes the following policies and guidelines.

The Faculty Council resolves:

Part I. Policies

Section 1.

The Faculty Council recognizes and affirms the following policies. This recognition is not to be interpreted as precluding modification of any policy by the appropriate authority.

• The Honor Code. The faculty should inform students of the provisions of the honor code and be aware of their own responsibilities specified in the honor code. Faculty responsibilities are stated in the Instrument of Student Judicial Governance.

• Student Grievance Policy and Procedures (https://unc.policystat.com/policy/4469271/latest). According to UNC–Chapel Hill Student Grievance Committee procedures, students may file a grievance against a UNC–Chapel Hill employee, including faculty, EHRA non-faculty, staff, and student employee (when acting in the role of employee) when there is a violation of one of the following:


b. The Americans with Disabilities Act (https://www.ada.gov);

c. Title IX (http://eoc.unc.edu/our-policies/state-and-federal-laws/title-ix-and-vawa), which prohibits exclusion from participation on the basis of sex;

d. Section 504 of the Rehabilitation Act of 1973 (https://accessibility.unc.edu/policies), which outlaws discrimination on the basis of a handicap; or

e. The Family Educational Rights and Privacy Act, which allows students to challenge the content of their educational records.

Copies of these policies can be obtained from the Office of the Dean of Students (https://odos.unc.edu). They contain information about how to file a grievance. A grievance based on incidents that occurred more than six months before the complaint was filed will not be considered.

• Student Access to Academic Records—Protection against Improper Disclosure. As stated in The Family Educational Rights and Privacy Act of 1974, students may have access to their full academic records. Individuals who are, or have been, in attendance at UNC–Chapel Hill may inspect and review their education records. Otherwise, education records are subject to confidentiality requirements as specified by law and may not be disclosed improperly. Requests for recommendations imply that the student has given consent to the disclosure of information related to ability and performance. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student. “Education records” are those records directly related to a student that are maintained by an educational institution. Particular University policy provisions are found in the University of North Carolina at Chapel Hill’s Policies and Procedures under the Family Educational Rights and Privacy Act of 1974.

• Appealing a Grade. The University has systems for appealing a grade. The exact procedures vary among the academic units. Students should consult with their dean or department chairperson to obtain information about grade appeal procedures. See the section on “Grade Appeals” (http://catalog.unc.edu/policies-procedures/attendance-grading-examination/#Grade-Appeals) in this catalog.

Part II. Guidelines

Section 2.

The Faculty Council endorses the following guidelines for the faculty-student relationship. This endorsement shall not be construed as faculty legislation, is not intended to establish a contractual undertaking by the University or any individual, and shall not constitute the basis for civil action in a court or a claim in any administrative or judicial body of the University of North Carolina at Chapel Hill.

• Clear Definition of Potential Honor Code Violations. In an attempt to avoid unintended misunderstanding, instructors should clearly state what is acceptable in their classes. When study aids such as computers are allowed, the instructor is responsible for explaining what constitutes proper use of these items. These rules should be established at the beginning of the course and should not be changed without giving students proper notice.
• **Assignment of Graded Work during the Last Week of the Semester.** Instructors may not assign graded work during the last week of classes unless the course syllabus clearly states that such an assignment will be given.

• **Suggested Classroom Procedures.** In general, instructors are strongly encouraged to follow the guidelines for course design and classroom procedures recommended by the Center for Faculty Excellence. When students enter into a learning relationship, they have certain needs and expectations. They are entitled to information about course procedures, attendance policy, content, and goals. Instructors should provide a syllabus that describes the course and methods of evaluation. Particular attention should be paid to several areas of special concern to students, including provision of reserve readings and grading policy. Evaluated assignments should be returned to the students within a reasonable amount of time. Since part of the purpose of such assignments is to provide feedback, students should be given time to assess and to learn from their mistakes. Ideally, such assessment would take place while the relevant topics are still fresh in their minds. Extra credit, if offered, should be announced publicly and made available to the entire class.

• **Students Should Have Freedom of Expression.** Students should be free to take reasoned exception to the data or views offered in any course of study. They are responsible, however, for learning the content of any course of study in which they are enrolled. Incorrect facts and poorly supported arguments or opinions inevitably have an impact on grades. Nothing herein shall be construed to limit the freedom of the faculty to assign grades according to appropriate academic standards.

• **Responsibilities of Students and Teachers.** Just as students ought to expect instructors who are knowledgeable and well-prepared, so should teachers expect their students to be motivated, eager to learn, and actively engaged in class. It is the responsibility of teachers to make their courses serious intellectual experiences for themselves and for their students. It is the responsibility of students to take seriously the courses in which they enroll. Good teachers need good learners.

Students should understand that they are members of a community of scholars, and membership in such a community is not a passive activity. To be full participants in the educational community and to maximize the educational value of a class, preparation before class is necessary. Proper class preparation involves obtaining course materials as they are needed and completing assignments as they are due. Full participation in a class requires regular attendance, arriving on time and remaining until class conclusion, and active involvement in the work of the class. Students should also consider the extent of their own involvement in a class in assessing the educational value of the class.

**Policies on Prohibited Harassment and Nondiscrimination**


**Policy on Illegal Drugs**

**Introduction**

The Board of Trustees of the University of North Carolina at Chapel Hill, in conformity with the direction of the Board of Governors of The University of North Carolina, hereby adopts this Policy on Illegal Drugs (https://policies.unc.edu/policies/illegal-drugs), effective August 24, 1988. It is applicable to all students, faculty members, administrators, and other employees.

**Education, Counseling, and Rehabilitation**

1. The University of North Carolina at Chapel Hill has established and maintains a program of education designed to help all members of the University community avoid involvement with illegal drugs. This educational program emphasizes these subjects:
   • The incompatibility of the use or sale of illegal drugs with the goals of the University;
   • The legal consequences of involvement with illegal drugs;
   • The medical implications of the use of illegal drugs; and
   • The ways in which illegal drugs jeopardize an individual’s present accomplishments and future opportunities.

2. The University of North Carolina at Chapel Hill provides information about drug counseling and rehabilitation services available to members of the University community through campus-based programs and through community-based organizations. Persons who voluntarily avail themselves of University services are hereby assured that applicable professional standards of confidentiality will be observed.

**Enforcement and Penalties**

1. The University of North Carolina at Chapel Hill shall take all actions necessary, consistent with state and federal law and applicable University policy, to eliminate illegal drugs from the University community. The University’s Policy on Illegal Drugs is publicized in catalogs and other materials prepared for all enrolled and prospective students and in materials distributed to faculty members, administrators, and other employees.

2. Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as controlled substances in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the University community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the University. It is not “double jeopardy” for both the civil authorities and the University to proceed against and punish a person for the same specified conduct. The University will initiate its own disciplinary proceeding against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interests of the University.

3. Penalties will be imposed by the University in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees, as required by Section 3 of the **Trustee Policies and Regulations Governing Academic Tenure in The University of North Carolina at Chapel Hill**, by Section III. D. of the **Employment Policies for EHRA Non-Faculty Employees of The University of North Carolina at Chapel Hill**, by regulations of the State Personnel Commission, and the **Disciplinary Procedure of the Staff Personnel Administration Guides** (Human Resources Manual for SHRA Employees); by the **Instrument of Student Judicial Governance**; and by all other applicable provisions.
of the policies and procedures of The University of North Carolina at Chapel Hill.

4. The penalties to be imposed by the University may range from written warnings with probationary status to expulsions from enrollment and discharges from employment. However, the following minimum penalties shall be imposed for the particular offenses described.

**Trafficking in Illegal Drugs**

1. For the illegal manufacture, sale, or delivery, or possession with intent to manufacture, sell, or deliver, of any controlled substance identified in Schedule I, North Carolina General Statutes 90–89, or Schedule II, North Carolina General Statutes 90–90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.

2. For a first offense involving the illegal manufacture, sale, or delivery, or possession with intent to manufacture, sell, or deliver, of any controlled substance identified in Schedules III through VI, North Carolina General Statutes 90–91 through 90–94, (including, but not limited to, marijuana, anabolic steroids, pentobarbital, codeine), the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent. (Employees subject to the State Human Resources Act are governed by regulations of the State Human Resources Commission. Because the minimum penalty specified in this section and required by the Board of Governors exceeds the maximum period of suspension without pay that is permitted by State Human Resources Commission regulations, the penalty for a first offense for employees subject to the State Personnel Act is discharge.) For a second offense, any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.

**Illegal Possession of Drugs**

1. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, North Carolina General Statutes 90–89, or Schedule II, North Carolina General Statutes 90–90, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent. (Employees subject to the State Human Resources Act are governed by regulations of the State Human Resources Commission. Because the minimum penalty specified in this section and required by the Board of Governors exceeds the maximum period of suspension without pay that is permitted by State Human Resources Commission regulations, the penalty for a first offense for employees subject to the State Personnel Act is discharge.) For a second offense, any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.

2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, North Carolina General Statutes 90–91 through 90–94, the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the Chancellor or the Chancellor’s designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation. (If this balance for an employee subject to the State Human Resources Act exceeds one week, that employee shall be discharged.)

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

**Suspension Pending Final Disposition**

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

**Implementation and Reporting**

Annually, the Chancellor shall submit to the Board of Trustees a report on campus activities related to illegal drugs for the preceding year. The report shall include, as a minimum, the following information:

1. A listing of the major educational activities conducted during the year
2. A report on any illegal drug-related incidents, including any sanctions imposed
3. An assessment by the Chancellor of the effectiveness of the campus program
4. Any proposed changes in the Policy on Illegal Drugs

A copy of the report shall be provided to the President, who shall confer with the Chancellor about the effectiveness of campus programs.

**Policy Statement on Gender Inclusive Language**

The University of North Carolina at Chapel Hill is committed to providing an inclusive and welcoming environment for all members of our community. (See the policy here [https://unc.policystat.com/policy/4745272/latest/].) Consistent with that commitment, gender inclusive terms (chair; first-year student; upper-level student, etc.) should be used on University documents, Web sites, and policies. A guidance handout (Gender-Sensitive Language [https://writingcenter.unc.edu/tips-and-tools/gender-inclusive-language]) may be found on the UNC Writing Center Web site.

**Residence Status for Tuition Purposes**

The information in this section comes from two sources:

1. North Carolina General Statutes, Sect. 116–143.1, and

The following sections summarize important aspects of the residency law. A complete explanation of the statute and the procedures under the statute is contained in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of State Residence (the Manual), available online.

Every applicant for admission is required to make a statement of his or her length of residence in North Carolina. A person who qualifies as a resident for tuition purposes under North Carolina law pays a lower rate of tuition than a nonresident. To qualify for in-state tuition, a legal resident must have been domiciled in North Carolina for at least 12 months immediately prior to the beginning of the term for which classification as a resident for tuition purposes is sought. The student...
must also establish that his or her presence in the state during such 12-month period was for purposes of maintaining a bona fide domicile rather than for purposes of maintaining a mere temporary residence incident to enrollment in an institution of higher education. “Domicile” means one’s permanent home of indefinite duration, as distinguished from a temporary place of abode. Domicile is synonymous with legal residence and is established by being physically present in a place with the concurrent intent to make that place a domicile. To determine intent, the University evaluates an individual’s objectively verifiable conduct as an indicator of his or her state of mind.

Procedural Information

General

A student admitted to initial enrollment in an institution (or permitted to reenroll following an absence that involved a formal withdrawal from enrollment) is classified by North Carolina Residency Determination Services (RDS) either as a resident or as a nonresident for tuition purposes prior to actual matriculation. In the absence of a current and final determination of the student’s residence prior to matriculation, the student is classified as a nonresident for tuition purposes. The institution will thereafter reach a final determination of the student’s residence status. Unless a person supplies enough information to allow RDS to classify him or her as a resident for tuition purposes, the person will be classified a nonresident for tuition purposes. A residence classification once assigned (and confirmed pursuant to any appellate process invoked) may be changed thereafter (with a corresponding change in billing rates) only at the beginning of a term.

Transfer Students

When a student transfers from one North Carolina public institution of higher education to another, he or she is required to be treated as a new student by the institution to which he or she is transferring and must be assigned an initial residence classification for tuition purposes.

Responsibility of Students

Any student who is uncertain about the accuracy of his or her current residence classification for tuition purposes is responsible for securing a ruling by completing an application for resident status by applicable deadlines and filing it with the admissions officer. The student who subsequently becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, is responsible for immediately informing the Office of Admissions in writing of his or her new status. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action. The institution will not assume responsibility for initiating such an inquiry independently.

Application Process

Undergraduate Students. Students who are claiming North Carolina residency for tuition purposes are required to submit a residency application with the North Carolina Residency Determination Services (RDS) (http://www.ncresidency.org). Note: This excludes first-year and transfer applicants for fall 2018 admission. The RDS will provide a Residency Certification Number (RCN) that students may enter on their application for admission or on their ConnectCarolina (https://connectcarolina.unc.edu) Student Center To-Do List. For additional information, students may contact their admissions office or refer to the residency FAQs (https://ncresidency.cfnc.org/residencyInfo/studentFAQ).

Graduate and Professional School Students. Students who are claiming North Carolina residency for tuition purposes should follow the instructions in their application for admission. For additional information, they may contact their admissions office. The Manual contains an illustrative list. Students should keep a copy of all application materials for their records. Beginning in the fall of 2018, UNC graduate and professional schools will migrate to a centralized model. For updated information students can visit the Residency Web page (https://registrar.unc.edu/academic-services/residency).

When to File an Application

All applications for resident status must be filed with the proper office of admissions during the filing period posted at Office of the University Registrar’s Web site. The University follows the application guidelines of the State Residence Committee. The deadline to submit an application along with all supporting documentation cannot be later than the 10th business day of the term for which the applicant is seeking residency for tuition. Deadlines (http://registrar.unc.edu/academic-services/residency/important-dates) are posted on the Office of the University Registrar’s Web site. Applications not filed by the posted deadlines are not processed and will be returned to the student applicant. Appeals that do not comply with institutional procedures and deadlines are subject to dismissal.

The burden of proof remains the responsibility of the applicant. A preponderance of evidence that the applicant is a bona fide domiciliary for tuition purposes may be established by providing tangible evidence to support relevant conduct of legal residence and its duration. This evidence is required at the time of application. The RDS and the institution will not assume responsibility for initiating such an inquiry independently.

Evidence of North Carolina domicile for tuition purposes includes actions that would normally be characteristics and expected of any permanent resident. A variety of evidence is considered when evaluating requests for in-state tuition status; however, no single factor or combination of factors may be considered conclusive evidence of domicile. Please consult the Manual for illustrative lists of the kinds of information and conduct that may be considered as evidence in determining domicile, including financial dependency and independency.

When a student receives a request for additional documentation as evidence, he or she must supply the requested information no later than 10 business days after receipt of the request. Failure to supply the requested information within the specified time limit will result in a continuation of the student’s nonresident classification unless good cause is shown for such failure.

For more details about the residency application process and other important information about the resident status (http://registrar.unc.edu/academic-services/residency), visit the RDS Web site (https://ncresidency.cfnc.org/residencyInfo/home).

Fraudulent Applications

If a student is classified a resident for tuition purposes after submitting falsified residency information or after knowingly withholding residency information, the student’s application for in-state tuition status is fraudulent. The institution may reexamine any application suspected of being fraudulent and, if warranted, will change the student’s residence status retroactively to the beginning of the term for which the student originally made the fraudulent application. If this occurs, the student must pay the out-of-state tuition differential for all the enrolled terms intervening between the fraudulent application and its discovery. Further, knowing falsification of responses on a resident status application may subject the applicant to disciplinary action, including dismissal from the institution.
Burden of Proof and Statutory Prima Facie Evidence
A person has the burden of establishing facts that justify his or her classification as a resident for tuition purposes. The balancing of all the evidence must produce a preponderance of evidence supporting the assertion of in-state residence. Under the statute, proof of resident status is controlled initially by one of two evidentiary beginning points which are stated in terms of prima facie evidence.

1. Even if the person is an adult, if his or her parents (or court-appointed guardian in the case of some minors) are not legal residents of North Carolina, this is prima facie evidence that the person is not a legal resident of North Carolina unless he or she has lived in this state the five consecutive years prior to enrolling or reregistering. To overcome this prima facie showing of nonresident, a person must produce evidence that he or she is a North Carolina domiciliary despite the parents’ nonresident status.

2. Conversely, if the person’s parents are domiciliaries of North Carolina under the statute, this fact constitutes prima facie evidence that the person is a domiciliary of North Carolina. This prima facie showing may also be overcome by other evidence to the contrary. If a person has neither living parents nor legal guardian, the prescribed prima facie evidence rule cannot and does not apply.

Erroneous Notices Concerning Classification
If a student who has been found to be a nonresident for tuition purposes receives an erroneous written notice from an institutional officer identifying the student as a resident for tuition purposes, the student is not responsible for paying the out-of-state tuition differential for any enrolled term beginning before the classifying institution notifies the student that the prior notice was erroneous.

Grace Period
If a student has been properly classified as a North Carolina resident for tuition purposes and, thereafter, his or her state of legal residence changes while he or she is enrolled in a North Carolina public institution of higher education, the statute provides for a grace period during which the student is allowed to pay tuition at the in-state rate despite the fact that the student is no longer a North Carolina legal resident. This grace period extends for a minimum of 12 months from the date of change in legal residence, and if the 12-month period ends during a semester or academic term in which the student is enrolled, the grace period extends also to the end of that semester or academic term.

Reacquisition of Resident Tuition Status
The prescribed 12-month period of legal residence may be shortened if the person seeking to be classified as a resident for tuition purposes was formerly classified a North Carolina resident for tuition purposes, abandoned North Carolina domicile, and reestablished North Carolina domicile within 12 months after abandoning it. Interested persons should consult their admissions offices for a detailed explanation of the conditions which must be met to qualify under this section.

 Appeals
Undergraduate Students. Students who believe their residency classification is incorrect may appeal the decision through the Residency Determination System (RDS) at www.ncresidency.org. The RDS Appeal process is for students whose circumstances have not changed, but who believe their residency classification is incorrect. Students have the ability to provide additional information and documentation relating to their appeal request. Some students will also have the ability for a face-to-face appeal hearing with RDS. If you do not have a RDS Residency Certification Number (RCN), contact your admissions office.

You have ten calendar days from the date of the determination you are appealing, or a status change due to a failed validation, to submit a Notification of Appeal through the RDS online system.

For additional information, refer to the residency FAQs (https://ncresidency.cfnc.org/residencyInfo/studentFAQ).

Graduate and Professional School Students. Students who are classified as nonresidents may appeal the decision to the University’s Residence Appeals Board (the “Board”). The Board consists of members of the University community, appointed by the Chancellor, who are familiar with and who receive extensive training about the residency classification process.

Requests for appeals must be submitted to the admissions office where the classification decision was made within ten (10) business days of the student’s receipt of the classification letter. The appeal must be in writing and signed by the student. Students may also send their request to their admissions office from their University email account.

Tuition Payment
It is the responsibility of the student to pay tuition at the rate charged and billed while an appeal is pending. In effect, the student who is classified a nonresident at the time of tuition billing pays the nonresident rate. Conversely, if a student is classified as a resident at the time of billing, he or she pays the resident rate. Any necessary adjustments in the rate paid will be made at the conclusion of the appeal.

Application of the Law to Specific Situations
Aliens
Aliens who are permanent residents of the United States, or who hold a visa that will permit eventual permanent residence in the United States, are subject to the same considerations with respect to determination of legal residence as citizens. An alien abiding in the United States under a visa conditioned at least in part upon intent not to abandon a foreign domicile cannot be classified a resident. An alien abiding in the United States under a visa issued for a purpose that is so restricted as to be fundamentally incompatible with an assertion by the alien of bona fide intent to establish a legal residence cannot be classified a resident.

 Possession of certain other immigration documents may also allow an alien to be considered for in-state tuition status. For more details, aliens should consult their admissions offices and the Manual. Aliens must file a Residence Status Supplemental Form in addition to the forms normally required of applicants for resident status for tuition purposes. Aliens should also provide a copy of the front and back of the document(s) that they claim allow them to remain in the United States and establish a legal residence.

Married Persons
The North Carolina resident status for tuition purposes statute provides a special provision for legal residents who are married. This provision is called the “spouse-pair” provision.

The domicile of a married person, irrespective of sex, is determined by reference to all relevant evidence of domiciliary intent. No person is precluded, solely by reason of marriage to a person domiciled outside of North Carolina, from establishing or maintaining legal residence in North Carolina. No person is deemed, solely by reason of marriage to a person domiciled in North Carolina, to have established or maintained a legal residence in North Carolina. The fact of marriage and the place of
the domicile of the student’s spouse are deemed relevant evidence to be considered in ascertaining domiciliary intent.

If a person otherwise can demonstrate compliance with the fundamental statutory requirement that he or she be a legal resident of North Carolina before the beginning of the term for which resident status is sought, the second statutory requirement relating to duration of residence may be satisfied derivatively, in less than 12 months, by reference to the length of the legal residence of the person’s spouse, if the spouse has been a legal resident of the state for the requisite 12-month period.

If a person believes that he or she qualifies for the marital status provision, special application procedures must be followed. A separate supplemental spousal residency application should be filed at the same time as the residency form is submitted. Residency applications of persons who are married and claiming the North Carolina “spouse-pair” provision are not to be submitted to the admissions office. They should be filed with the Office of the University Registrar. Applications (http://registrar.unc.edu/academic-services/residency/application-forms) for residency and the spouse-pair provision are available online.

Military Personnel

The domicile of a person employed by the federal government, Department of Defense, is not necessarily affected by assignment in or reassignment out of North Carolina. Such a person may establish domicile by the usual requirements of residential act plus intent. No person loses his or her in-state resident status solely by serving in the armed forces outside of the state of North Carolina. See the section above entitled “Military Tuition Benefit” for other benefits provided to military personnel and their dependents.

Minors

A minor is any person who has not reached the age of 18 years. Under the common law, a minor child whose parents are not divorced or legally separated is presumed to have the domicile of his or her father. This presumption may be rebutted if a preponderance of the evidence indicates that the mother and father have separate domiciles and that, under the circumstances, the child can fairly be said to derive his or her domicile from the mother. If the father is deceased, the domicile of the minor is that of the surviving mother. If the parents are divorced or legally separated, the domicile of the minor is that of the parent having custody by virtue of a court order; or, if no custody has been granted by virtue of court order, the domicile of the minor is that of the parent with whom he or she lives; or, if the minor lives with neither parent, in the absence of a custody award, the domicile of the minor is presumed to remain that of the father. If the minor lives for part of the year with each parent, in the absence of a custody award, the minor’s domicile is presumed to remain that of the father. If the minor has lived in North Carolina for five or more consecutive years as a dependent on the North Carolina individual income tax return, he or she achieves majority before enrolling in a North Carolina institution of higher education, that person will not lose the benefit of this provision if the following conditions are met:

a. Upon achieving majority the person must act, as much as possible, in a manner consistent with bona fide legal residence in North Carolina; and
b. The person must begin enrollment at a North Carolina institution of higher education not later than the fall academic term next following completion of education prerequisite to admission at the institution.

c. If immediately prior to beginning an enrolled term the minor has lived in North Carolina for five or more consecutive years in the home of an adult relative (other than a parent) who is a legal resident of North Carolina, and if the adult relative during those years has functioned as a de facto guardian of the minor, then the minor is presumed to be capable of establishing a domicile independent of that of the parents; it remains for that person to demonstrate that a separate domicile has, in fact, been established.

Prisoners

There are special provisions concerning domicile of prisoners. For more information, persons to whom these provisions may apply should consult the Manual.

Property and Taxes

Ownership of property in or payment of taxes to the State of North Carolina apart from legal residence will not qualify one for the in-state tuition rate; home ownership alone does not necessarily qualify one for the tuition benefit.

Students or prospective students who believe that they are entitled to be classified residents for tuition purposes should be aware that the processing of requests and appeals can take a considerable amount of time. One should not apply until they have met the minimum requirements of having an established domicile along with physical presence.

The University follows the application guidelines of the State Residence Committee. Applications not received by the applicable deadlines are not accepted for consideration. The deadline to submit an application along with all supporting documentation cannot be later than the 10th business day of the term for which the applicant is seeking residency for tuition. Deadlines (http://registrar.unc.edu/academic-services/residency/ important-dates) are posted on the Office of the University Registrar’s Web site.
Benefit for UNC Employees and Related Persons

Full-time, permanent employees of UNC who are legal residents of North Carolina may qualify for the in-state tuition rate even if they do not meet the 12-month requirement.

This provision includes spouses and dependent children of the employee. The employee must be full-time, permanent, and a legal resident of North Carolina. Further, if it is a child who seeks to qualify, the child must be a dependent (as defined by tax dependency laws). Finally, if the person qualifies for this benefit, there is no limit on the number or type of courses for which the classification will apply.

Please consult the Manual to learn more about the benefit. Application information may be obtained by visiting the Office of the University Registrar's Web site.

Tuition Waiver for Family Members of Deceased or Disabled Emergency Workers

The information in this section comes from three sources:

1. North Carolina General Statutes, Section 115B-1 et seq.;
2. University of North Carolina Administrative Memorandum No. 377, dated November 17, 1997; and

Certain family members of emergency workers killed or permanently disabled in the line of duty may become eligible for tuition-free enrollment. The statute sets out the following requirements that must be met before the waiver can be obtained:

- The deceased or disabled emergency worker (firefighter, volunteer firefighter, law enforcement officer, or rescue squad member) must have been a North Carolina legal resident (domiciliary), in active service or training for active service at the time of death or disability occurring in the line of duty;
- The emergency worker’s death or disability must have occurred on or after October 1, 1997;
- The emergency worker must have been employed by the State of North Carolina or any of its departments, agencies, or institutions, or a county, city, town, or other political subdivision of the State of North Carolina;
- The applicant for the tuition waiver must be either a child or a widow or widower (who has not remarried) of a deceased emergency worker killed in the line of duty, or a spouse or a child (between the ages of 17 and 23; but not yet 24) of an emergency worker who became permanently and totally disabled as a result of a traumatic injury sustained in the line of duty as an emergency worker;
- The applicant must qualify academically for admission to UNC–Chapel Hill, must meet all the requirements of the statute and implementing University regulations, and there must be space available in the course(s) for which he or she intends to register;
- The completed application, with all supporting documents, must be submitted to the proper admissions office no later than the first day of class of the term for which the waiver is sought. If the applicant is under 18 years of age, a parent must also sign; and
- The time period for pursuing a baccalaureate degree is up to 54 months.

The following documents are required as proof of eligibility for this tuition waiver:

To prove permanent and total disability of an emergency worker:
- Documentation of the permanent and total disability from the North Carolina Industrial Commission

To prove cause of death of an emergency worker:
- Certification of the cause of death from the Department of State Treasurer; or
- The appropriate city or county law enforcement agency that employed the deceased; or
- The administrative agency for the fire department or fire protection district funded under the Department of State Auditor; or
- The administrative agency having jurisdiction over any paid firefighters of all counties and cities

To prove the parent/child relationship:
- Applicant’s birth certificate or legal adoption papers

To prove the marital relationship:
- Applicant’s marriage certificate

The Manual is available online.

Appeals of eligibility determinations of admissions offices must be in writing and signed by the applicant and must be filed by the applicant with that admissions officer within 15 working days after the applicant receives notice of the eligibility determination. The appeal is submitted to the Residence Appeals Board by that officer. The applicant is notified of the date set for consideration of the appeal, and, on request by the applicant, is afforded an opportunity to appear and be heard by the Board.

Any applicant desiring to appeal a determination of the Residence Appeals Board must give written notice of that fact to the chair of the Residence Status Committee within 10 days of receipt of the committee’s decision. The chair will promptly process the appeal for transmittal to the State Residence Committee.

Out-of-State Disclosures for Distance Education Programs

Disclosure for Indiana Residents Enrolled in UNC–Chapel Hill Distance Education Programs

The University of North Carolina at Chapel Hill is authorized by The Indiana Board for Proprietary Education, 101 W. Ohio St., Suite 670, Indianapolis, IN 46204.

Disclosure for Louisiana Residents Enrolled in UNC–Chapel Hill Distance Education Programs

The University of North Carolina at Chapel Hill is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Disclosure for Minnesota Residents Enrolled in UNC–Chapel Hill Distance Education Programs

The University of North Carolina at Chapel Hill is registered as a private institution with the Minnesota Office of Higher Education pursuant to
sections 136A.61 and 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

**Disclosure for Washington Residents Enrolled in UNC–Chapel Hill Distance Education Programs**

The University of North Carolina at Chapel Hill is authorized by the Washington State Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes The University of North Carolina at Chapel Hill to advertise, recruit, and offer field placements for specific degree programs. The council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

**Family Educational Rights and Privacy Act**

As a general rule, under the federal Family Educational Rights and Privacy Act ("FERPA"), personally identifiable information may not be released from a student’s education records without the student’s prior written consent. Exceptions to this rule are set out in the FERPA regulations and the FERPA policy (https://unc.policystat.com/policy/4852661/latest) of The University of North Carolina at Chapel Hill. A few of the exceptions are listed below; the others may be found in the University's FERPA policy and accompanying federal regulations. See also the Office of the University Registrar’s Web site (http://registrar.unc.edu/academic-services/uncferpa).

The University may disclose personally identifiable information from a student’s education records to officials of another institution (a) in which the student seeks or intends to enroll; (b) in which a currently enrolled UNC–Chapel Hill student is contemporaneously enrolled; and (c) in which a former UNC–Chapel Hill student is already enrolled; provided, however, the disclosures are for purposes related to the student’s enrollment or transfer. It is the policy of The University of North Carolina at Chapel Hill to forward education records upon request to officials of other institutions in these situations without notifying the student of such transfer of records.

The University may disclose, upon request, to the victim of an alleged crime of violence or a nonforcible sex offense, the final results of the campus disciplinary proceeding against the alleged perpetrator, regardless of whether the alleged perpetrator was found to have committed the violation charged. In such circumstance, the following information may be disclosed: the name of the alleged perpetrator; the rule or policy that was violated, if any; any essential findings supporting the conclusion that the violation was committed, if applicable; the disciplinary sanction imposed, if any; the date any sanction was imposed; and the duration of any sanction.

The University may release personally identifiable information from a student’s education records to school officials who have a legitimate educational interest in the information. The term “school official” includes, but is not limited to: (a) members of the Board of Trustees, administrators, faculty members, and staff members (including employees of the University Police) of UNC–Chapel Hill or of the System Office of The University of North Carolina System; (b) members of the North Carolina Attorney General’s Office; (c) students when functioning in an official University capacity (for example and without limitation, the Honor System); and (d) independent contractors to whom the University has outsourced institutional services or functions (for example, and without limitation, the National Student Clearinghouse, Sakai, entities providing practical or clinical training for students, and other similar or dissimilar contractors). Disclosures may only be made to these individuals and entities if they have a “legitimate educational interest” in the information. They are deemed to have a “legitimate educational interest” in the information if it is necessary for them to obtain the information in order to carry out their assigned duties or their contractual obligations to the University.

The University makes public certain information that has been designated as “directory information” unless the student has notified the Office of the University Registrar to restrict the release of this information. The University considers the following to be “directory information”: the student's name; address (local and grade/billing addresses); student email address; telephone listing (local and grade/billing telephone numbers); date and place of birth; county, state, and/or United States territory from which the student entered the University; major field of study; class (e.g., sophomore, senior, etc.); enrollment status (full-time, half-time or part-time, withdrawn); Person ID Number (PID); anticipated graduation date; participation in officially recognized activities and sports; weight and height (for members of athletic teams only); dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student. The University also maintains an online directory that includes faculty, staff and students. Some professional and graduate student groups publish directories of students in their departments or schools.

Students who do not want any of their directory information to be made public must come in person to the Office of the University Registrar (Suite 3100, SASB North) and fill out a Requesting FERPA Privacy Flag on Student’s Record, Non-Disclosure of Information form. Students completing this form will receive information about the consequences of placing a FERPA privacy flag on their records. Students who are not within commuting distance of the campus may contact the Office of the University Registrar for further instructions. Students may also email FERPA (http://ferpa@unc.edu).

Students who choose this option will not be able to receive any information about their education records by telephone. Instead, they must come in person and show a photo ID, or send a written request acknowledging that they have placed a restriction on their record but require specific information.

Once set, a FERPA privacy flag will remain on a student’s record until the student removes it. To remove a FERPA privacy flag, the student must come in person to the registration area of the Office of the University Registrar (Suite 3100, SASB North) and fill out a Requesting FERPA Privacy Flag Authorization: To Remove Previously Set Restrictions on Release of Information form. Students who are not within commuting distance of the campus may contact the Office of the University Registrar for further instructions.

Students who wish to block certain information from the directory but do not wish to place a FERPA privacy flag on their records may do this through their ConnectCarolina Student Center (https://connectcarolina.unc.edu) by selecting the Update Personal Information link, located on the left in the Self Service menu. Checking the “Public” box next to an address or phone number causes that item to be included in the directory. Removing the checkmark from the “Public” box causes the item not to be included in the directory. Students who have questions...
about restricting information from the directory may contact the Office of the University Registrar.

In order to assure that new students have a meaningful opportunity to request that their directory information not be made public, it is the policy of the University that it will not release directory information on entering students until after the last day for late registration for the fall semester.

FERPA also gives students the right to inspect their own education records and to request amendment of those records if they are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. To inspect their own education records, students must file a written request with the office or individual who has custody of the records that the student wishes to inspect. To request an amendment of FERPA records, a student may discuss the matter informally with the records custodian and request that the record be amended, and if the custodian does not agree to amend the records, the custodian will inform the student of applicable hearing rights. Complaints alleging violations by the University of the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, United States Department of Education.