



TRANSMITTAL LETTER

The University of North Carolina *General Administration*

Transmittal Number 77
August 23, 2012

THIS LETTER TRANSMITS CHANGES TO THE *UNC POLICY MANUAL*

- 400.1.1.3[G] Appendix A: University of North Carolina Request for Authorization to Plan a New Degree Program
These Guidelines supersede 400.1.1.3[G] entitled "Notification of Intent to Plan a New Baccalaureate or Master's Program," adopted May 6, 2009, and were approved by President Ross on May 23, 2012.
- 400.1.1.5[G] Appendix C: University of North Carolina Request for Authorization to Establish a New Degree Program
These Guidelines supersede 400.1.1.5[G] entitled "Request for Authorization to Establish a New Degree Program," adopted May 6, 2009, and were approved by President Ross on May 23, 2012
- 700.1.5 Solicitation or Use of Information Regarding the Accreditation of a Secondary School
This Policy was adopted by the Board of Governors on June 15, 2012.
- 1300.1* Illegal Drugs
This Policy was amended by the Board of Governors on June 15, 2012.

*A redline version reflecting the changes made to this policy is attached herein.

The *UNC Policy Manual* is accessible on our website at:
<http://www.northcarolina.edu/policy/index.php>

Attachments

APPENDIX A
UNIVERSITY OF NORTH CAROLINA
REQUEST FOR AUTHORIZATION TO PLAN
A NEW DEGREE PROGRAM

THE PURPOSE OF ACADEMIC PROGRAM PLANNING: Planning a new academic degree program provides an opportunity for an institution to make the case for need and demand and for its ability to offer a quality program. The notification and planning activity to follow do not guarantee that authorization to establish will be granted.

Date: _____

Constituent Institution:

CIP Discipline Specialty Title:

CIP Discipline Specialty Number: _____ Level: B _____ M _____ 1st Prof _____ D _____

Exact Title of the Proposed Program:

Exact Degree Abbreviation (e.g. B.S., B.A., M.A., M.S., Ed.D., Ph.D.): _____

Does the proposed program constitute a substantive change as defined by SACS? Yes _____ No _____

The current SACS Substantive Change Policy Statement may be viewed at:
<http://www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pdf>

If yes, please briefly explain.

Proposed date to establish degree: Month _____ Year _____

1. Describe the proposed new degree program. The description should include:
 - a. a brief description of the program and a statement of educational objectives
 - b. the relationship of the proposed new program to the institutional mission
 - c. the relationship of the proposed new program to existing programs at the institution and to the institution's strategic plan
 - d. special features or conditions that make the institution a desirable, unique, or cost effective place to initiate such a degree program
2. Provide documentation of student demand and evidence of the proposed program's responsiveness to the needs of the region, state, or nation.

¹This Appendix A supersedes the preceding Appendix A entitled, "Notification of Intent to Plan a New Baccalaureate or Master's Program," adopted May 6, 2009.

3. List all other public and private institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program. Identify opportunities for collaboration with institutions offering related degrees and discuss what steps have been or will be taken to actively pursue those opportunities where appropriate and advantageous.
4. Are there plans to offer all or a portion of this program to students off-campus or online? If so,
- Briefly describe these plans, including sites and method(s) of delivering instruction.
 - Indicate any similar programs being offered off-campus or online in North Carolina by other institutions (public or private).
 - What is the estimated percentage of courses in the degree program that will be offered/available off-campus or online: _____
 - Estimate the number of off-campus or online students that would be enrolled in the first and fourth years of the program:
First Year Full-Time _____ *Part-Time* _____
Fourth Year Full-Time _____ *Part-Time* _____

Note: If a degree program has not been approved by the Board of Governors, its approval for alternative, online, or distance delivery is conditioned upon BOG program approval. (400.1.1[R], page 3)

5. Estimate the total number of students that would be enrolled in the program during the first year of operation: *Full-Time* _____ *Part-Time* _____
- Estimate the total number of students that would be enrolled in the program during the fourth year of operation: *Full-Time* _____ *Part-Time* _____

6. Will the proposed program require development of any new courses: Yes _____ No _____
If yes, briefly explain.

7. Will any of the resources listed below be required to deliver this program? (If yes, please briefly explain in the space below each item, and state the source of the new funding and resources required.)
- New Faculty: Yes _____ No _____
 - Additional Library Resources: Yes _____ No _____
 - Additional Facilities and Equipment: Yes _____ No _____
 - Additional Other Program Support:
(for example, additional administrative staff, new Master's program graduate student assistantships, etc.) Yes _____ No _____

8. For graduate programs only:
 - a. Does the campus plan to seek approval for a tuition differential or program specific fee for this new graduate program? Yes _____ No _____
 - b. If yes, state the amount of tuition differential or fee being considered, and give a brief justification.

9. For doctoral programs only:
 - a. Describe the research and scholarly infrastructure in place (including faculty) to support the proposed program.
 - b. Describe the method of financing the proposed new program (including extramural research funding and other sources) and indicate the extent to which additional state funding may be required.
 - c. State the number, amount, and source of proposed graduate student stipends and related tuition benefits that will be required to initiate the program.

10. List the names, titles, e-mail addresses and telephone numbers of the person(s) responsible for planning the proposed program.

This request for authorization to plan a new program has been reviewed and approved by the appropriate campus committees and authorities.

Chancellor _____ **Date** _____

APPENDIX C
UNIVERSITY OF NORTH CAROLINA
REQUEST FOR AUTHORIZATION TO ESTABLISH
A NEW DEGREE PROGRAM

INSTRUCTIONS: Each proposal should include a 2-3 page executive summary. The signature of the Chancellor is required. Please submit one hard copy and an electronic copy of the proposal to the Office of the Senior Vice President of Academic Affairs at UNC General Administration.

Date: _____

Constituent Institution:

CIP Discipline Specialty Title:

CIP Discipline Specialty Number: _____ Level: B _____ M _____ 1st Prof _____ D _____

Exact Title of the Proposed Degree:

Exact Degree Abbreviation (e.g. B.S., B.A., M.A., M.S., Ed.D., Ph.D.): _____

Does the proposed program constitute a substantive change as defined by SACS? Yes _____ No _____

The current SACS Substantive Change Policy Statement may be viewed at:
<http://www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pdf>

If yes, please briefly explain.

Proposed date to establish degree program: *Month* _____ *Year* _____

Are there plans to offer all or a portion of this program to students off-campus or online? Yes _____ No _____

If yes, complete the form to be used to request establishment of a distance education program and submit it along with this request.

Note: If a degree program has not been approved by the Board of Governors, its approval for alternative, online, or distance delivery must wait until BOG program approval is received. (400.1.1[R], page 3)

¹This Appendix C supersedes the preceding Appendix C entitled, "Request for Authorization to Establish a New Degree Program," adopted May 6, 2009.

I. DESCRIPTION OF THE PROGRAM

- A. Describe the proposed degree program (i.e., its nature, scope, and intended audience).
- B. List the educational objectives of the program.
- C. Describe the relationship of the program to other programs currently offered at the proposing institution, including the common use of:
 - 1. Courses
 - 2. Faculty
 - 3. Facilities, and
 - 4. Other resources
- D. Identify opportunities for collaboration with institutions offering related degrees and discuss what steps have or will be taken to actively pursue those opportunities where appropriate and advantageous.

II. JUSTIFICATION FOR THE PROGRAM - NARRATIVE STATEMENT

- A. Describe the proposed program as it relates to:
 - 1. Institutional mission
 - 2. Strategic plan
 - 3. Responsiveness to local, regional, or statewide needs
 - 4. Student demand. Discuss the extent to which students will be drawn from a pool of students not previously served by the institution
 - 5. Employment opportunities. Document need for proposed degree recipients in the region, the state, or nationally
- B. Discuss potential program duplication, program competitiveness, and opportunities for collaboration in the delivery of the program
 - 1. Identify similar programs offered by public and private universities elsewhere in North Carolina. Indicate how the proposed new degree program differs from other programs like it within UNC. If the program duplicates other UNC programs, explain:
 - a. Why the proposed program is necessary or justified, and
 - b. How all or portions of the curriculum might be offered collaboratively with another UNC institution.
 - 2. If the program is a graduate or first professional degree, compare it with other similar programs in public and private universities in North Carolina, in the region, and in the nation. Where appropriate, describe how all licensure or professional accreditation standards will be met, including required practica, internships, and supervised clinical experiences.
- C. Enrollment (baccalaureate programs should include only upper division majors, that is, juniors and seniors).

Headcount enrollment

Show a four-year history of enrollments and degrees awarded in similar programs offered at other UNC institutions (using the format below for each institution with a similar program); indicate which of these institutions you consulted regarding their experience with student demand and job placement. Indicate how their experiences influenced your enrollment projections.

Institution:

Program Title:

	(year)	(year)	(year)	(year)
Enrollment				
Degrees-awarded				

Please indicate the anticipated first year and fourth year steady-state enrollment (head count) for the proposed program.

Year 1: Full Time _____ Part-time _____ Total _____

Year 4: Full-time _____ Part-time _____ Total _____

III. PROGRAM REQUIREMENTS AND CURRICULUM

A. Program Planning

1. List the names of institutions with similar offerings regarded as high quality programs by the developers of the proposed program.
2. List institutions visited or consulted in developing this proposal. Also discuss or append any consultants' reports or committee findings generated in planning the proposed program.

B. Admission. List the following:

1. Admissions requirements for proposed program (indicate minimum requirements and general requirements).
2. Documents to be submitted for admission (listing or attach sample).

C. Degree requirements. List the following:

1. Total hours required. State requirements for Major, Minor, General Education, etc.
2. Other requirements (e.g. residence, comprehensive exams, thesis, dissertation, clinical or field experience, "second major," etc.).

For graduate programs only, please also list the following:

3. Proportion of courses open only to graduate students to be required in program
4. Grades required
5. Amount of transfer credit accepted
6. Language and/or research requirements
7. Any time limits for completion

- D. For all programs, list existing courses by title and number and indicate (*) those that are required. Include an explanation of numbering system. List (under a heading marked "new") and describe new courses proposed.

IV. **FACULTY**

- A. (For undergraduate and Master's programs) List the names, ranks and home department of faculty members who will be directly involved in the proposed program. The official roster forms approved by SACS may be submitted. For Master's programs, state or attach the criteria that faculty must meet in order to be eligible to teach graduate level courses at your institution.
- B. (For doctoral programs) List the names, ranks, and home department of each faculty member who will be directly involved in the proposed program. The official roster forms approved by SACS may be submitted. Provide complete information on each faculty member's education, teaching and research experience, research funding, publications, and experience directing student research including the number of theses and dissertations directed.
- C. Estimate the need for new faculty for the proposed program over the first four years. If the teaching responsibilities for the proposed program will be absorbed in part or in whole by the present faculty, explain how this will be done without weakening existing programs.
- D. Explain how the program will affect faculty activity, including course load, public service activity, and scholarly research.

V. **LIBRARY**

- A. Provide a statement as to the adequacy of present library holdings for the proposed program to support the instructional and research needs of this program.
- B. State how the library will be improved to meet new program requirements for the next four years. The explanation should discuss the need for books, periodicals, reference material, primary source material, etc. What additional library support must be added to areas supporting the proposed program?
- C. Discuss the use of other institutional libraries.

VI. **FACILITIES AND EQUIPMENT**

- A. Describe facilities available for the proposed program.
- B. Describe the effect of this new program on existing facilities and indicate whether they will be adequate, both at the commencement of the program and during the next decade.
- C. Describe information technology and services available for the proposed program
- D. Describe the effect of this new program on existing information technology and services and indicate whether they will be adequate, both at the commencement of the program and during the next decade.

VII. **ADMINISTRATION**

Describe how the proposed program will be administered, giving the responsibilities of each department, division, school, or college. Explain any inter-departmental or inter-unit administrative plans. Include an organizational chart showing the "location" of the proposed new program.

VIII. ACCREDITATION AND LICENSURE

- A. Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe plans to request professional accreditation.
- B. If the new degree program meets the SACS definition for a substantive change, what campus actions need to be completed by what date in order to ensure that the substantive change is reported to SACS on time?
- C. If recipients of the proposed degree will require licensure to practice, explain how program curricula and title are aligned with requirements to “sit” for the licensure exam.

IX. SUPPORTING FIELDS

Are other subject-matter fields at the proposing institution necessary or valuable in support of the proposed program? Is there needed improvement or expansion of these fields? To what extent will such improvement or expansion be necessary for the proposed program?

X. ADDITIONAL INFORMATION

Include any additional information deemed pertinent to the review of this new degree program proposal.

XI. BUDGET

Based upon your responses in previous sections, provide estimates of the incremental continuing and one-time costs required to implement the proposed program.

- A. Estimates should be provided for the first and fourth years of the program in the following broad categories and be inclusive of applicable employee fringe benefit costs:
 - 1. New Faculty and Instructional Support Staff (including Library)
 - 2. New Non-Academic Administrative Support Positions
 - 3. Recurring Operational Expenses (e.g., supplies, materials, telephone, travel, insurance, library or software subscriptions, equipment maintenance, etc.)
 - 4. One-time expenses for facilities renovations or additions, equipment purchases, library materials, etc.
- B. Based on the campus' estimate of available existing resources or expected non-state financial resources that will support the proposed program (e.g., federal support, private sources, tuition revenue, etc), will the campus:
 - 1. Seek enrollment increase funds or other additional state appropriations (both one-time and recurring) to implement and sustain the proposed program? If so, please elaborate.
 - 2. Require differential tuition supplements or program-specific fees? If so, please elaborate.
 - a. State the amount of tuition differential or program-specific fees that will be requested.
 - b. Describe specifically how the campus will spend the revenues generated.
 - c. Does the campus request the tuition differential or program-specific fees be approved by the Board of Governors prior to the next Tuition and Fee cycle?

- C. If additional enrollment increase funding or other state appropriations elaborated above are not forthcoming, can the program still be implemented and sustained and, if so, how will that be accomplished? Please elaborate.

XII. EVALUATION PLANS

All new degree program proposals must include an evaluation plan which includes:

- A. Criteria to be used to evaluate the quality and effectiveness of the program, including academic program student learning outcomes.
- B. Measures (metrics) to be used to evaluate the program (include enrollments, number of graduates, and student success).
- C. The plan and schedule to evaluate the proposed new degree program prior to the completion of its fourth year of operation.

XIII. REPORTING REQUIREMENTS

Institutions will be expected to report on new program productivity as a part of the biennial low productivity program review process.

This proposal to establish a new degree program has been reviewed and approved by the appropriate campus committees and authorities.

Chancellor: _____ **Date:** _____

Solicitation or Use of Information Regarding the Accreditation of a Secondary School

Pursuant to N.C.G.S. §116.11(8b), soliciting or using any information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admissions, loans, scholarships, or other educational activity is strictly prohibited, unless the accreditation was conducted by a State of North Carolina agency. The term "accreditation" shall include certification or any other similar approval process.

Illegal Drugs

I. Purpose

Illegal drugs endanger the health and safety of members of higher education communities and imperil the integrity of the pursuit of learning. The institutions of the University of North Carolina are not immune to this threat. Illegal drugs constitute such a serious problem nationwide that within the University system certain specific and uniform University policies are warranted. Success in combating the problem depends ultimately on the cooperative efforts of members of governing boards, students, faculty members, administrators and all other employees. Thus, it is on each campus of the University that a properly balanced program of educational efforts and punitive sanctions must be achieved. Accordingly, to support and assist the constituent institutions of the University of North Carolina in their continuing efforts to meet this threat, the Board of Governors adopts this policy.

II. Policies Applicable University-Wide

Each Board of Trustees shall adopt a policy on illegal drugs applicable to all students, faculty and staff. The Board of Governors recognizes that each such policy must address the circumstances and needs of the particular campus. However, the President shall ensure that the policy of each institution incorporates and is fully consistent with the following basic requirements.

A. Education, Counseling, and Rehabilitation

1. Each constituent institution shall establish and maintain a program of education designed to help all members of the University community avoid involvement with illegal drugs. This educational program shall emphasize these subjects:

- a. The incompatibility of the possession, use or sale of illegal drugs with the goals of the University;
- b. The legal consequences of involvement with illegal drugs;
- c. The medical implications of the use of illegal drugs; and
- d. The ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.

2. Each constituent institution shall provide information about drug counseling and rehabilitation services available to members of the University community either through campus-based programs or through community-based organizations. Persons who voluntarily avail themselves of University services shall be assured that applicable professional standards of confidentiality will be observed.

B. Enforcement and Penalties

1. University institutions shall take all actions necessary, consistent with state and federal law and applicable University policy, to eliminate illegal drugs from the University community. The institutional policy on illegal drugs shall be publicized in catalogues and other materials prepared for all enrolled and prospective students and in materials distributed to faculty and staff.

2. Students, faculty and staff 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, or staff member 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 and staff, as required by Section 502D(3) and Section 603 of *The Code*, by Board of Governors policies applicable to other employees exempt from the State Personnel Act, and by regulations of the State Personnel Commission.

4. Penalties to be imposed by the University will vary depending upon the nature and seriousness of the offense, and may include a range of disciplinary actions up to and including expulsion from enrollment and discharge from employment. The University may also refer matters to law enforcement for prosecution.

a. For second or other subsequent offenses involving illegal drugs, progressively more severe penalties shall be imposed.

b. A student, faculty member, or staff member found to have violated applicable law or University policies concerning illegal drugs may be required 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 such conditions and restrictions may result in additional disciplinary action, up to and including expulsion from enrollment and discharge from employment.

5. Suspension Pending Final Disposition

When a student, faculty member, or staff member has been charged by the University with a violation of policies concerning illegal drugs, he or she 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 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 in accordance with applicable campus judicial policy.

III. Implementation and Reporting

A. Each Board of Trustees shall adopt a policy on illegal drugs, the provisions of which shall be consistent with the requirements of Section II of this policy.

B. Each chancellor shall designate a coordinator of drug education. This person, acting under the authority of the chancellor, will be responsible for overseeing all actions and programs relating to the campus policy.

C. University institutions must comply with applicable state and federal law regarding illegal drugs including, without limitation, the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. In accordance with the latter, each institution must conduct a biennial review of the effectiveness of its educational programs regarding illegal drugs and the consistency of sanction enforcement, and maintain the results of such reviews on file.

Illegal Drugs

I. Purpose

~~The Code of the University of North Carolina describes the University as "an academic community dedicated to the transmission and advancement of knowledge and understanding." The Board of Governors therefore is committed to the maintenance and protection of an environment in which students and faculty members "may responsibly pursue these goals through teaching, learning, research, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors." Moreover, it is the obligation of all members of the University community—faculty, students, administrators, and other employees—to help maintain an environment where "academic freedom flourishes and in which the rights of each member of the academic community are respected."~~

~~A new threat to higher education communities has emerged.~~ Illegal drugs endanger the health and safety of members of higher education ~~now endanger the health and safety of members of these~~ communities and imperil the integrity of the pursuit of learning. The institutions of the University of North Carolina are not immune to this threat. Illegal drugs ~~now~~ constitute such a serious problem nationwide that within the University system certain specific and uniform University policies are warranted. Success in combating the problem depends ultimately on the cooperative efforts of members of governing boards, students, faculty members, administrators and all other employees. Thus, it is on each campus of the University that a properly balanced program of educational efforts and punitive sanctions must be achieved. Accordingly, to support and assist the constituent institutions of the University of North Carolina in their continuing efforts to meet this threat, the Board of Governors adopts this policy.

II. Policies Applicable University-Wide

Each Board of Trustees shall adopt a policy on illegal drugs applicable to all students, faculty ~~members, administrators, and staff~~ other employees. The Board of Governors recognizes that each such policy must address the circumstances and needs of the particular campus. However, the ~~p~~President shall ensure that the policy of each institution incorporates and is fully consistent with the following basic requirements.

A. Education, Counseling, and Rehabilitation

1. Each constituent institution shall establish and maintain a program of education designed to help all members of the University community avoid involvement with illegal drugs. This educational program shall emphasize these subjects:

- a. The incompatibility of the possession, use or sale of illegal drugs with the goals of the University;
- b. The legal consequences of involvement with illegal drugs;
- c. The medical implications of the use of illegal drugs; and
- d. The ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.

2. Each constituent institution shall provide information about drug counseling and rehabilitation services available to members of the University community either through campus-based programs or through community-based organizations. Persons who

voluntarily avail themselves of University services shall be assured that applicable professional standards of confidentiality will be observed.

B. Enforcement and Penalties

1. University institutions shall take all actions necessary, consistent with state and federal law and applicable University policy, to eliminate illegal drugs from the University community. The institutional policy on illegal drugs shall be publicized in catalogues and other materials prepared for all enrolled and prospective students and in materials distributed to faculty ~~members, administrators and staff~~ other employees.

2. Students, faculty ~~members, administrators, and other staff~~ 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~~ staff member 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 staff~~ other employees, as required by Section 502D(3) and Section 603 of *The Code*, by Board of Governors policies applicable to other employees exempt from the State Personnel Act, and by regulations of the State Personnel Commission.

4. ~~The p~~Penalties to be imposed by the University will vary depending upon the nature and seriousness of the offense, and may include a range from written warnings with probationary status of disciplinary actions up to expulsions—and including expulsion from enrollment and discharges from employment. The University may also refer matters to law enforcement for prosecution. However, the following minimum penalties shall be imposed for the particular offenses described.

~~a.~~ Trafficking in Illegal Drugs

~~a. (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, N.C.G.S. § 90-89, or Schedule II, N.C.G.S. § 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualine), any student shall be expelled and any faculty member, administrator ~~second~~ or other employee shall be discharged.

~~(2)~~ For a first offense ~~subsequent offenses~~ 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, N.C.G.S. §§ 90-91 through 90-94, (including, but not limited to, marijuana, pentobarbital, codeine) the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent. For a second offense, any student shall be

~~expelled and any faculty member, administrator, or other employee shall be discharged. Illegal drugs, progressively more severe penalties shall be imposed.~~

~~b. Illegal Possession of Drugs~~

~~(1) For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C.G.S. § 90-89, or Schedule II, N.C.G.S. § 90-90, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.~~

~~b. (2) For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C.G.S. §§ 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. A student, faculty member, or other staff member found to have violated applicable law or University policies concerning illegal drugs may be required 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 such conditions and restrictions may shall result in suspension additional disciplinary action, up to and including expulsion from enrollment or and discharge from employment for any unexpired balance of the prescribed period of probation.~~

~~(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.~~

5. Suspension Pending Final Disposition

When a student, faculty member, ~~administrator, or staff member~~ other employee has been charged by the University with a violation of policies concerning illegal drugs, he or she 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 in accordance with applicable campus judicial policy as promptly as possible thereafter.

III. Implementation and Reporting

A. Each Board of Trustees shall adopt a policy on illegal drugs, the provisions of which shall be consistent with the requirements of Section II of this policy. ~~The chancellor shall file a copy of the campus policy with the president, and notice of any change that may be made in the policy from time to time also shall be filed with the president.~~

~~B. To carry out this policy, it generally will be necessary for each campus to revise its current~~

~~policies and programs. New activities will have to be initiated in some University agencies that heretofore have not had a specific policy on illegal drugs. The president will confer with the chancellors to determine what additional funding may be needed to make this policy effective, and the president will make recommendations to the Board of Governors by the fall of 1988 for any budget request or increases in fees that may be needed to achieve this objective.~~

~~B. C.~~—Each chancellor shall designate a coordinator of drug education. This person, acting under the authority of the chancellor, will be responsible for overseeing all actions and programs relating to the campus policy.

~~C. D.~~—Annually, each chancellor shall submit to the Board of Trustees a report on campus activities related to illegal drugs for the preceding year. The reports shall include, as a minimum, the following: University institutions must comply with applicable state and federal law regarding illegal drugs including, without limitation, the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. In accordance with the latter, each institution must conduct a biennial review of the effectiveness of its educational programs regarding illegal drugs and the consistency of sanction enforcement, and maintain the results of such reviews on file.

- ~~1.~~—a listing of the major education 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 and;
- ~~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. The president periodically shall report to the Board of Governors.~~