

your mail forwarded to a different address, it is your responsibility to notify the Offices of Residential Education and Housing Operations before you leave for the summer or if you leave campus housing permanently.

**D. Check-Out Procedures.**

1. Your room should be empty of all your belongings and trash before you check out.
2. You are responsible for taking down all posters, stickers, and other wall hangings; removing all rugs and carpet; cleaning all surfaces; unstacking all beds (bunk beds may remain bunked) and returning furniture to its original position; clearing all personal items from the bathrooms; sweeping rooms and bathrooms; removing all posters and memo boards from the doors.
3. For your protection, Room Condition Reports should be filled out completely. Each RCR should be signed and dated by you and your RA. Each category on the RCR should have some comment.
4. For those students who do not check out, "IMPROPER CHECKOUT" is written in place of your signature. There is a SIGNIFICANT charge for improper check-out and an additional charge for failure to return any key.
5. Any damages should be settled between residents of the room. If no one takes responsibility, all residents will split the charge(s).
6. Please report any maintenance/repairs that need to be done so rooms can be prepared for the next occupants.
7. Express check-out is also available. Contact the Office of Residential Education and Housing Operations for details.

**21. General Regulations.** The Student Code of Community Standards will be on the university website at [www.unca.edu/conduct](http://www.unca.edu/conduct) (paper copies are available upon request from the Office of Residential Education.) You are advised to be familiar with this code and act accordingly. Students who violate and Residential Education and Housing Operations policies and regulations will be held accountable for their behavior in accordance with this code.

**22. Parental Notification Policy.** Under the Family Educational Rights and Privacy Act of 1974 (FERPA) that was amended in December 1999, it is permissible for institutions of higher education to notify parents of underage students (under 21) when those students are found responsible for alcohol and other drug-related incidents. For students who are 21 or over, parents will not be routinely notified of alcohol or drug violations. However, parents/guardians will be contacted if a student is determined to be, or to have been at the time of the incident, a danger to himself/herself, others or property or shows a pattern of behavior. Parents/ Guardians of these students may also be contacted if any incident requires the student to receive emergency assistance or to be transported to the hospital. (see Section 2.5.10 and Appendix L). Any changes to this policy or individual exceptions to this policy may be made by the Vice Chancellor for Student Affairs or his/her designee.

**23. Smoking Policy.** In accordance with the University Smoking Policy, no smoking is allowed in any public areas of the residence halls. This includes hallways, elevators, all bathrooms (public and private), lounges, meeting rooms, computer labs, laundry rooms, vending areas and offices. Residence halls are smoke-free, except for designated rooms in Founders, Mills and Governors Village. Within designated smokers' rooms or suites, a student is permitted to smoke only in his/her room.

## **APPENDIX J: Americans with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973**

In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973, The UNC Asheville provides equal opportunities in higher education to academically qualified students with visual, hearing, physical, chronic, medical, learning, psychological and psychiatric disabilities and other disabilities contained in these acts. The University does not discriminate against prospective students or enrolled students on the basis of their disability. All admissions decisions and programmatic decisions, both in and out of the classroom, are in accordance with Federal Legislation. In each instance, UNCA faculty and staff adheres to Federal laws regarding the education of individuals with disabilities. If necessary, the faculty makes the accommodations necessary to insure full participation and fair evaluation of all students. The faculty should consult the Faculty Handbook for more guidelines for accommodating students with disabilities. All questions regarding appropriate accommodations for disabled students should be brought to the attention of Liberal Arts Learning and Disability Services. Complete copies of these acts may be found in Ramsey Library.

Disability Services :                      [www.unca.edu/disabilityservices](http://www.unca.edu/disabilityservices)  
Ethan Fesperman, Disabilities Coordinator,  
232-5050 or [efesperm@unca.edu](mailto:efesperm@unca.edu)

## **APPENDIX K: Transcripts and Release of Student Records**

In order to comply with federal regulations, UNC Asheville has adopted institutional policies and procedures to be followed with regard to the disclosure of information from the education records of current and former students. The student record policy of UNC Asheville conforms to the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Copies of Public Law 93-380 may be found in Ramsey Library and the Office of the Registrar. This policy gives a student the right to inspect his or her educational record within a reasonable length of time, to ask for interpretations, and to request that any inaccuracies be corrected. Education records are in the custody of the Registrar. Electronic records for students are maintained permanently. All other documents are destroyed six years after graduation or after the student has failed to re-enroll at the University for six consecutive years.

Copies of the student's official UNC Asheville transcript are released only on the written request of the student and only after all obligations to the University, financial and otherwise, have been fulfilled. Requests for transcripts should be made to the Office of the Registrar. Transcripts are issued within 5-7 business days of receipt of the written request when possible. Requests made at the beginning and ending weeks of each semester may require more processing time. Transcripts received from other schools are the property of the university and are not copied or released.

Grades cannot be released to parents or guardians without the written permission of the student. Special forms to send additional copies of grades are available in the Office of the Registrar and must be completed each semester in which a student wishes to send grades to a third party. There is no charge for duplicate grade reports.