

# STUDENT HANDBOOK

2015 – 2016



CHRISTOPHER NEWPORT  

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UNIVERSITY

# Student Handbook

## 2015 - 2016

Volume 49, Number 1, August 2015

The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant or student and the Rector and Visitors of Christopher Newport University. The University reserves the right to change any of the provisions, programs, rules or regulations whenever university authority deems it expedient to do so.

Christopher Newport University does not discriminate in admission, employment or any other activity on the basis of race, gender, color, age, religion, veteran status, national origin, disability, sexual orientation or political affiliation. The University complies with all applicable state and federal constitutional provisions, laws and regulations concerning discrimination.

All students are held responsible for knowing all Christopher Newport University rules and regulations as published in this Student Handbook, the University Handbook and the University catalog or as may be posted. Ignorance of University rules is not an excuse for violations.

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The *Student Handbook* is a publication of Student Affairs.

## *Dean of Students*

Dear Student:

Welcome to CNU! We are a community of scholars dedicated to providing a unique and purposeful education. You are an important member of this community and we are excited you are here.

In this handbook you will find information about the energetic campus and the meaningful community life we celebrate at Christopher Newport University. This handbook also provides you with an outline of University policies and an overview of the standards expected of students. It further identifies people to assist you in achieving success and ultimately your CNU degree.

The table of contents outlines how our services are organized and directs you to the offices where you should go for more detailed information. Please familiarize yourself with this handbook, especially the section on page 29 articulating our *University Honor Code*. Use our Honor Code to guide you throughout the academic year.

The Office of Student Activities will provide a calendar of events on its website. The calendar is updated regularly, so review it often to stay in touch with what is happening on campus. Be sure to get involved; join a club, take in a concert, go to an athletic event, and meet your faculty. While this will be a year of many challenges, your involvement will make the end result spectacular! Work hard and take advantage of your surroundings. Make a difference at CNU!

Sincerely,

Kevin Hughes, Ph.D.  
Dean of Students

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# CHRISTOPHER NEWPORT UNIVERSITY

## Academic Calendar Fall 2015 – Spring 2016

### **Fall 2015**

### **August – December**

August	21	F	Academic Convocation and Honor Code Induction Ceremony
	24	M	Classes Begin
	24-28	M-F	Add/Drop Period
September	28	F	Last day to Add/Drop and Change to Audit Status – 5:00 pm
	7	M	Labor Day – CLASSES WILL MEET
	14	M	Three week Grade Entry Begins - 8:00 am
October	18	F	Three Week Grades Due - 12:00 Noon
	5	M	Mid-Term Grade Entry Begins – 8:00 am
	9	F	Mid-Term Grades Due – 12:00 Noon
November			Fall Recess (begins at 5:00 pm)
	14	W	Classes Resume
	28	W	Last Day to Withdraw and Elect Pass/Fail Option – 5:00pm
December	24	T	Thanksgiving Recess (begins after last class meets)
	30	M	Classes Resume
December	4	F	Classes End
	5	S	University Reading/Study Day
	6	SU	University Reading/Study Day
	7	M	Final Examinations Begin / Entry of Final Grades Begin – 8:00 am
	8	T	Final Examinations Continue
	9	W	University Reading/Study Day
	10	Th	Final Examinations Continue
	11	F	Final Examinations Continue
	12	S	Final Examinations End
	16	W	Final Grades Due 12:00 Noon

**Spring 2016****January – May**

January	11	M	Classes Begin
	11-15	M-F	Add/Drop Period
	15	F	Last day to Add/Drop and Change to Audit Status – 5:00pm
	29	F	Deadline for Faculty to Submit Change of “I” Grade or Extension of “I” Grade for Undergraduate Students for Fall 2014 “I” Grades (5:00pm)
February	22	M	Mid-Term Grade Entry Begins - 8:00am
	26	F	Mid-Term Grades Due – 12:00 Noon
			Spring Recess Begins at 5:00pm
March	7	M	Classes Resume
	16	W	Last Day to Withdraw and Elect Pass/Fail Option – 5:00pm
April	22	F	Classes End
	23	S	University Reading/Study Day
	24	SU	University Reading/Study Day
	25	M	Final Examinations Begin
			Final Grade Entry Begins – 8:00am
	26	T	Final Examinations
	27	W	University Reading/Study Day
	28	Th	Final Examinations
	29	F	Final Examinations
	30	S	Final Examinations End
May	5	Th	Final Grades Due – 10:00 am
	9-13	M-F	Commencement Week Activities
	14	S	Spring Commencement

## **SECTION I**

### **Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy and Procedures**

#### **A. Statement of Policy**

Christopher Newport University (CNU) is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law.

Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among everyone on campus. In pursuit of this goal, any question of impermissible discrimination and/or harassment on these bases will be addressed with efficiency and energy in accordance with this policy. This policy also addresses any complaints or reports of retaliation against individuals who under this policy have filed complaints or reports, have testified or otherwise participated in investigations or proceedings, or have intervened to prevent a violation of this policy.

CNU does not discriminate in admission, employment, or any other activity on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law.

CNU, an Equal Opportunity Employer, is fully committed to Access and Opportunity for all persons.

#### **B. Statement of Purpose**

The purpose of this policy is to establish clearly and unequivocally that CNU prohibits discrimination, harassment, sexual misconduct, and retaliation by individuals subject to its control or supervision and to set forth procedures by which such allegations shall be filed, investigated, and adjudicated.

The purpose of the procedures is to provide a prompt and equitable resolution of complaints or reports of discrimination and/or harassment based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law. The procedures also address any complaints or reports of retaliation against individuals who under this policy have filed complaints or reports, have testified or otherwise participated in investigations or proceedings, or have intervened to prevent a violation of this policy.

This policy also provides for full and fair notice to anyone accused of conduct in violation of it, including all allegations, and evidence and a full and fair opportunity to respond to such allegations and evidence, in the context of an investigation.

### C. **Scope and Applicability**

This policy and related procedures apply to **on-campus** conduct involving all students, employees, volunteers, visitors to campus (including, but not limited to, students participating in camp programs, non-degree-seeking students, exchange students, and other individuals taking courses or participating in programs at CNU), and contractors working on campus who are not CNU employees.

This policy and related procedures apply to **off-campus** CNU-sponsored activities involving all students, employees, and visitors to campus. This policy and related procedures are also applicable to any conduct occurring off campus if it may have continuing effects that create a hostile environment on campus.

Allegations of either on-campus or off-campus violations of this policy should be reported to the Director's Office as stated in Section J.

When used in this policy and related procedures, **Reporting Party** refers to any individual who may have been the subject of a violation covered under this policy regardless of whether the Reporting Party makes a report or seeks action under the policy. **Responding Party** refers to any individual who has been accused of violating the policy. **Third Party** refers to any other participant in the process, including a witness to the misconduct or an individual who makes a report on behalf of someone else.

**Report** refers to the process of giving a spoken or written account of a possible violation under this policy, either witnessed or experienced. **Complaint** refers to a formal allegation made against a party.

### D. **Definitions**

1. **Discrimination** is inequitable treatment based on an individual's protected characteristics or statuses (race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law) that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment, or participation in an educational program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
2. **Harassment** is a form of discrimination in which unwelcome verbal, written, or physical conduct is directed toward an individual on the basis of his or her protected characteristics or statuses (race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law), by any member of the campus community. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Harassment violates this policy when it creates a hostile environment, as defined below.

3. **Sexual Harassment** is a form of discrimination based on sex. It is defined as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature including:

verbal (e.g., specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats); non-verbal (e.g., sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures); or physical (e.g., touching, pinching, brushing the body, any unwelcome or coerced sexual activity, including sexual assault). Sexual harassment, including sexual assault, can involve persons of the same or different sexes.

This policy prohibits the following types of sexual harassment:

- a. **Term or condition of employment or education**: This type of sexual harassment (often referred to as "quid pro quo" harassment) occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a CNU activity are conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a CNU program or activity.
  - b. **Hostile environment**: Acts that create a hostile environment, as defined below.
4. **Hostile Environment** may be conduct in any medium (e.g., oral, written, graphic, or physical) that is sufficiently severe, persistent or pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness is not enough to create a hostile environment. In determining whether conduct is severe, persistent or pervasive, and thus creates a hostile environment, the following factors will be considered:
  - a. The degree to which the conduct affected one or more individuals' education or employment;
  - b. The nature, scope, frequency, duration, and location of the incident(s);
  - c. The identity, number, and relationships of persons involved;
  - d. The perspective of a "reasonable person" in the same situation as the person subjected to the conduct; and
  - e. The nature of higher education.
5. **Sexual Misconduct** includes sexual assault, sexual exploitation, dating violence, domestic violence, and stalking.
  - a. **Sexual Assault** is intentionally engaging or attempting to engage in non-consensual bodily contact of a sexual nature. It includes sexual contact or sexual intercourse achieved by the use of physical force, threats, intimidating behavior, or coercion or when an individual is incapacitated. Sexual assault is:
    - i. **Non-Consensual Sexual Contact** is any intentional or attempted touching of a sexual nature. Non-consensual sexual contact includes, but is not limited to: any

intentional or attempted touching of a person's genitalia, groin, breast, or buttocks, or the clothing covering any of these areas without consent; any intentional or attempted touching of another with any of these body parts without consent; making another person touch you or themselves with or on any of these body parts without consent; or any intentional or attempted bodily contact of a sexual nature, though not involving contact with/of/by a person's genitalia, groin, breast, or buttocks without consent.

- ii. **Non-Consensual Sexual Intercourse** is any penetration (anal, oral, or vaginal) or attempted penetration (anal, oral, or vaginal), however slight, with any object (finger, tongue, penis, inanimate object, etc.) without consent or forcing someone to penetrate himself or herself with any object, however slight, without consent.
- b. **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes, but is not limited to: prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or an STD to another, causing the incapacitation of another person for a sexual purpose, or exposing one's genitals to another in non-consensual circumstances.
- c. **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. A social relationship of a romantic or intimate nature means a relationship that is characterized by the expectation of affection or sexual involvement between the parties. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical assault or abuse or the threat of such assault or abuse. Dating violence does not include acts covered under the definition of domestic violence.
- d. **Domestic Violence** is a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the law of the Commonwealth of Virginia; or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the Commonwealth of Virginia. Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse.
- e. **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress, meaning significant mental suffering or anguish

that may, but does not necessarily, require medical or other professional treatment or counseling. A "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

6. **Sexual Violence** refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent including the criminal acts of rape, sexual assault, sexual battery, sexual abuse, and sexual coercion as found under Virginia Law (Article 4 of Chapter 4 of Title 18.2).
7. **Consent** is a voluntary act given by clear and unambiguous words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in a specific sexual activity. Consent may be withdrawn at any time. Silence, in and of itself, is not consent. Lack of protest or resistance is not consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. A previous or current relationship does not imply consent to sexual activity. Past consent does not imply future consent. Consent cannot be obtained by the use of physical force, threats, intimidating behavior, or coercion.

Consent cannot be given by the following individuals:

- Individuals who are asleep or unconscious;
- Individuals who are incapacitated due to the influence of drugs, alcohol, or medication;
- Individuals who are unable to consent due to a mental or physical condition; and
- Individuals who are minors.

**Incapacitation:** An incapacitated person is incapable of giving consent. Incapacitation means that a person lacks the ability to make informed, reasonable judgments about whether or not to engage in sexual activity. An incapacitated person lacks the ability to understand the who, what, when, where, why, and/or how of the sexual interaction.

**Alcohol, Medications, and Other Drugs:** The use of alcohol, medications, and other drugs by the Responding Party is not an excuse for being unable to assess if the Reporting Party gave consent.

8. **Complicity** is any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of a violation of this policy by another person. Complicity is prohibited by this policy.
9. **Retaliation** is intimidation, threats, harassment, and other adverse action taken or threatened against (1) any Reporting Party or person reporting or filing a complaint alleging discrimination, harassment, sexual harassment, or sexual misconduct or (2) any person cooperating in the investigation of an allegation of discrimination, harassment, sexual harassment, or sexual misconduct to include testifying, assisting or participating in any manner in an investigation pursuant to this policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation may result in disciplinary or other action independent of the sanctions or



interim measures imposed in response to the underlying allegations of discrimination, harassment, sexual harassment, or sexual misconduct.

**E. Role of the Title IX Coordinator**

The Director of Title IX and Equal Opportunity (Director) is the Title IX Coordinator. The Director oversees the investigation and resolution of all reports and complaints made by all students, employees, and visitors to campus of alleged discrimination, harassment, sexual harassment, or sexual misconduct in accordance with this policy. The Director may delegate certain investigative responsibilities while maintaining oversight of the investigation.

The Director is charged with coordinating CNU's compliance with federal civil rights laws. The Director does not serve as an advocate for either the Reporting Party or the Responding Party. The Director will explain to all identified parties the procedures outlined below, including confidentiality. As appropriate, the Director will provide all identified parties with information about obtaining medical and counseling services, making a criminal report, information about receiving advocacy services off-campus, and guidance on other CNU and community resources. The Director will offer to coordinate with other CNU leadership, when appropriate, to implement interim measures as described below. The Director will explain to all involved parties the process of a prompt, adequate, reliable, and impartial investigation, including the opportunity for both Reporting Party and Responding Party to identify witnesses and provide other evidence. The Director will explain to all identified parties the right to have a personal advisor present and to review and respond to the allegations and evidence. The Director will also explain to the parties and witnesses that retaliation for reporting alleged discrimination, sexual harassment or sexual misconduct, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be reported immediately and will be promptly addressed.

Allegations of discrimination or harassment against the Director should be made to the President.

**F. Expectations and Responsibilities**

Under this policy, all parties can expect:

1. Written notice of an investigation, including the potential policy violation and nature of the allegation;
2. An academic record hold and academic transcript notation for alleged violations of this policy involving sexual misconduct during the investigation when the Responding Party is a student. An academic transcript notation will remain if the sanction at the conclusion of the investigation is suspension or dismissal;
3. The opportunity to offer information, present evidence, and/or identify witnesses relevant to the allegation;
4. Reasonable notice of any meeting where the party's presence is requested;
5. The opportunity to have an advisor of choice for matters involving domestic violence, dating violence, sexual assault, and stalking, including the right to have that advisor attend any meetings where the party's presence is requested;
6. Timely and equal access to any information that will be used during the investigation and related meetings;
7. A reasonable length of time to prepare any response;
8. Prompt and equitable resolution;

9. Written notice of any extension of time frames for good cause;
10. Privacy to every extent possible in accordance with this policy and legal requirements;
11. The opportunity to challenge a member of the Director's Office for actual bias or conflict of interest;
12. Written notice of the outcome, imposition of any sanction(s), the rationale for each, appeal procedures, change to the finding and/or sanction, if any, after an appeal, and when the outcome and sanctions become final;
13. Reasonably available interim measures;
14. Limited amnesty as stated in Section U;
15. No tolerance for false information as stated in Section V; and
16. Protection against retaliation, harassment, or intimidation.

#### **G. Privacy and Confidentiality**

CNU is committed to protecting the privacy of any individual involved in the investigation and resolution of a report or complaint under this policy. With respect to any report or complaint under this policy, CNU will make reasonable efforts to protect the privacy of participants while balancing the need to gather information to assess the matter, take steps to eliminate the reported conduct, prevent its recurrence, and address its effects.

Privacy and confidentiality have distinct meanings under this policy.

**Privacy:** Privacy means that information related to a report or complaint will be shared with a limited circle of CNU employees identified as needing to know in order to assist the assessment, investigation, and resolution of the matter. While not subject to a legal obligation of confidentiality, these individuals will respect the privacy of all individuals involved in the process and will not share information except as necessary to effectuate this policy.

The privacy of student education records will be protected in accordance with CNU's policy for compliance with the Family Educational Rights and Privacy Act (FERPA). The privacy of an individual's medical and related records generally is protected by the Health Insurance Portability and Accountability Act (HIPAA), excepting health records protected by FERPA and by Virginia's Health Records Privacy statute, Va. Code § 32.1-127.1:03. Access to an employee's personnel records in Virginia may be restricted in accordance with the Virginia Freedom of Information Act, and, where applicable, Department of Human Resources Management (DHRM) Policy 6.05.

**Confidentiality:** Confidentiality exists in the context of laws that protect certain relationships, including licensed health-care professionals and employees providing administrative support for such licensed health-care professionals, mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under Virginia law. These individuals cannot violate their obligation of confidentiality unless (i) given written consent to do so by the person who disclosed the information; (ii) there is a concern of serious physical harm to self or others; (iii) the conduct involves suspected abuse or neglect of a minor under the age of 18; or (iv) as otherwise required or permitted by law or court order.

**Confidential Resources:** The CNU Office of Counseling Services or a community professional with the same legal protections listed in Section H are Confidential Resources. Confidential Resources will not disclose information about a report of a possible violation of this policy to CNU

(including the Director's Office or University Police) without the Reporting Party's permission (subject to the exceptions listed above under Confidentiality).

**Clery Act Reporting:** Pursuant to the Clery Act, CNU includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about the individuals involved in the incident. The Clery Act also requires CNU to issue timely warnings to the CNU community about certain crimes that have been reported and may continue to pose a serious or continuing threat to the campus. Consistent with the Clery Act, CNU will ensure, to every extent possible, that personally identifying information of Reporting Parties is not included in timely warnings.

#### **H. Confidential Resources and Procedures for Anyone Who Has Experienced Sexual Misconduct**

1. In a supportive manner, CNU will assist anyone who has experienced sexual misconduct by implementing the procedures set out herein. Due to the potential seriousness and sensitivity of the investigations involved, it is important to undertake these investigations properly. Preserving the evidence is often a key step of successful investigation of alleged sexual misconduct.
2. **Recommended Steps:** For anyone who has experienced sexual misconduct, the following steps are recommended.
  - a. Go to a safe place.
  - b. **Confidential Resources (Medical Assistance):** For your safety and confidential care, report promptly to one or more of the following Confidential Resources:

##### **i. On-Campus Confidential Resource**

<u>CNU Health and Wellness Services</u>	<ul style="list-style-type: none"> <li>• (757) 594-7661</li> <li>• Freeman Center 1<sup>st</sup> Floor</li> <li>• <a href="http://cnu.edu/studentclinic/">http://cnu.edu/studentclinic/</a></li> </ul>
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##### **ii. Off-Campus Confidential Resource**

<u>Riverside Regional Medical Center</u>	<ul style="list-style-type: none"> <li>• 500 J. Clyde Morris Boulevard, Newport News, VA 23601</li> <li>• (757) 594-2000 or Emergency-Trauma Center (757) 594-2050</li> <li>• You may request a Sexual Assault Advocate if one is not provided.</li> <li>• You may receive a forensic sexual assault examination by a Sexual Assault Nurse Examiner (SANE Nurse).</li> </ul>
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	<ul style="list-style-type: none"> <li>Physical evidence may be usable if proper procedures are followed for evidence collection within 72 hours of the assault.</li> <li><a href="http://riversideonline.com/rrmc/">http://riversideonline.com/rrmc/</a></li> </ul>
<u>Nearest Medical Facility or Emergency Room</u>	

- c. **Confidential Resources (Support and Counseling)**: For professional and confidential counseling support, the following on-campus and off-campus Confidential Resources can be contacted.

i. **On-Campus Confidential Resource**

<u>CNU Office of Counseling Services</u>	<ul style="list-style-type: none"> <li>(757)594-7047</li> <li>Freeman Center 2<sup>nd</sup> Floor</li> <li><a href="http://cnu.edu/counseling/">http://cnu.edu/counseling/</a></li> </ul>
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ii. **Off-Campus Confidential Resources**

<u>The Center for Sexual Assault Survivors (The Center)</u>	<ul style="list-style-type: none"> <li>(757) 599-9844</li> <li>Crisis Hotline (757) 236-5260</li> <li>Provides individual and group counseling outreach, and information for survivors, family, and friends</li> <li><a href="http://visitthecenter.org/">http://visitthecenter.org/</a></li> </ul>
<u>Transitions</u>	<ul style="list-style-type: none"> <li>25-Hour HOTLINE (757)723-7774</li> <li>Sole provider of comprehensive family violence services for the cities of Hampton, Newport News, and Poquoson, and a co-provider of services for York County</li> <li><a href="http://www.transitionsfvs.org/">http://www.transitionsfvs.org/</a></li> </ul>
<u>Newport News Victim Services Unit</u>	<ul style="list-style-type: none"> <li>(757) 926-7443</li> <li>2501 Washington Avenue, 6<sup>th</sup> Floor, Newport News, VA 23607</li> <li>Victim advocate</li> <li><a href="http://www.nngov.com/477/Victim-Witness-Assistance-Program">http://www.nngov.com/477/Victim-Witness-Assistance-Program</a></li> </ul>
<u>Virginia Family Violence and Sexual Assault Hotline</u>	<ul style="list-style-type: none"> <li>1-800-838-8238 (available 24 hours)</li> </ul>
<u>Planned Parenthood</u>	<ul style="list-style-type: none"> <li>(757) 826-2079</li> <li>Hampton Health Center, 403 Yale</li> </ul>

	Drive, Hampton, VA 23666 • Provider of reproductive health care and education • <a href="http://www.plannedparenthood.org/">http://www.plannedparenthood.org/</a>
<u>AVALON</u>	• (757) 258-5022 • 24-hour Helpline (757) 258-5051 • Center for women and children that is located in Williamsburg, VA • Promotes non-violence and supports survivors of domestic violence and sexual assault
<u>Employee Assistant Program (EAP)</u>	• Counseling provided by all health plans offered to Commonwealth of Virginia employees and their dependents • COVA CARE and HDHP (855) 223-9277 • COVA HealthAware (855) 414-1901 • <a href="http://www.dhrm.virginia.gov/employee_programs/employeeassistance">http://www.dhrm.virginia.gov/employee_programs/employeeassistance</a>

- d. Contact a trusted friend or family member.
- e. Preservation of Evidence: It is your right to have evidence collected and retained anonymously by law enforcement while you consider whether to pursue criminal charges. Pending a decision to report, it is strongly encouraged that you take immediate steps to preserve all evidence that might support a future report. Evidence preservation is enhanced in the following ways:
- i. Do not wash your hands, bathe, or douche. Do not urinate, if possible.
  - ii. Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
  - iii. Keep the clothing worn when the assault took place. If you change clothing, place the worn clothing in a paper bag (evidence deteriorates in plastic).
  - iv. Obtain a forensic sexual assault examination by a Sexual Assault Nurse Examiner (SANE Nurse) within 72 hours of the assault.
  - iv. Do not destroy any physical evidence that may be found in the vicinity of the assault. The victim should not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
  - v. Tell someone all the details you remember and/or write them down as soon as possible.
  - vi. Maintain text messages, voice mails, pictures, online postings, video and other documentary or electronic evidence that may corroborate a report.

3. There is no time limit for filing a complaint or report of sexual misconduct. However, Reporting Parties should report as soon as possible to maximize CNU's ability to respond. Failure to report promptly may result in the loss of evidence and limit the investigation.
4. The Reporting Party shall have the right to file a report with law enforcement and the option to be assisted by the Director's Office and other University authorities in notifying the proper law enforcement authorities of the alleged sexual misconduct.
5. CNU officials (excluding University Police) receiving complaints or reports of a possible sexual misconduct will follow the procedures listed in this policy. University Police will follow departmental procedures in accordance with standard law enforcement policies.
6. Resources for Anyone who has experienced Sexual Misconduct
  - a. Anyone who reports sexual misconduct to the Director's Office, the Office of Counseling Services, or University Police shall receive information outlining resources on and off campus and options.
  - b. Students and employees will be assisted with available options such as changing academic, transportation, parking, work, and living arrangements, after alleged sexual misconduct. Safety arrangements like no-contact orders may be made available as deemed necessary and reasonable.

#### **I. Reporting to the Police**

In an emergency, contact 911 or contact the University Police on campus at extension 4-7777 or, from outside the CNU telephone system at (757) 594-7777, or by using any one of the emergency call boxes (designated by the blue light) located on campus. All call box activations automatically ring in the University Police Communications Center. Someone may also walk into the University Police Headquarters at 12270 Warwick Boulevard (across from the Ferguson Center for the Arts) and speak directly to a CNU police officer.

The Director will make all Reporting Parties aware of the right also to file a report with the University Police or local law enforcement. CNU will comply with all requests by the University Police or local law enforcement for cooperation in investigations. Such cooperation may require the Director to temporarily suspend the fact-finding aspect of a Title IX investigation detailed in the procedures below while the University Police or other law enforcement agency gathers evidence. If the Title IX investigation is suspended, any interim measures remain in place and available. The Director's Office will promptly resume its Title IX investigation as soon as notified by the University Police or other law enforcement agency that it has completed the evidence gathering process. Otherwise, the Title IX investigation will not be altered or precluded on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

Some conduct in violation of this policy may also be a crime under Virginia law. Individuals are encouraged to report incidents of sexual misconduct to law enforcement, even if the reporting individual is not certain if the conduct constitutes a crime. Crimes dealing with minors must be reported to law enforcement.

A Protective Order may be available and enforced through the appropriate law enforcement agency. Protective Orders are legal documents issued by a judge or magistrate to protect the health and safety of a person who is alleged to be a victim of any act involving violence, force, or threat that results in bodily injury or places that person in fear of death, sexual assault, or bodily injury.

**J. Reporting to CNU**

1. The Director and Deputy Title IX Coordinators are trained to help individuals find the resources they might need, explain all reporting options, and respond appropriately to conduct of concern, including retaliation.
2. Any complaints or reports of discrimination and/or harassment including sexual misconduct can be made to the Director or a Deputy Title IX Coordinator.

Title IX Coordinator: The Director of Title IX and Equal Opportunity (Michelle L. Moody) is the Title IX Coordinator.

The members of the Director's Office are listed below with contact information:

Michelle L. Moody, Esq.  
Director of Title IX and Equal Opportunity  
401 Christopher Newport Hall  
(757) 594-8819 (Office)  
(757) 594-8647 (Mobile)  
[mlmoody@cnu.edu](mailto:mlmoody@cnu.edu)

Katie Wellbrock  
Deputy Title IX Coordinator  
Assistant Dean of Students  
3<sup>rd</sup> Floor David Student Union Student Affairs Suite  
(757) 594-7160 (Office)  
[kathryn.little@cnu.edu](mailto:kathryn.little@cnu.edu)

Matt Kelly  
Deputy Title IX Coordinator  
Assistant Director of Residence Life  
3<sup>rd</sup> Floor David Student Union Room #3125  
(757) 594-7527 (Office)  
[matt.kelly@cnu.edu](mailto:matt.kelly@cnu.edu)

Lori Westphal  
Deputy Title IX Coordinator  
Director of Human Resources  
1<sup>st</sup> Floor BTC/Suntrust Building  
(757) 594-7145 (Office)  
[lwestpha@cnu.edu](mailto:lwestpha@cnu.edu)

Carrie Gardner  
Deputy Title IX Coordinator  
Associate Director of Athletics  
Freeman Center Room G143  
(757) 594-7462 (Office)  
[carrie.gardner@cnu.edu](mailto:carrie.gardner@cnu.edu)

Rob Silsbee  
Deputy Title IX Coordinator  
Sports Information Director  
Freeman Center Room 202  
(757) 594-7382 (Office)  
[robert.silsbee@cnu.edu](mailto:robert.silsbee@cnu.edu)

3. **Responsible Employee (Mandatory Employee Reporting of Sexual Violence):** All CNU employees, including full-time, part-time, and students, are Responsible Employees for purposes of reporting Sexual Violence.

Once in receipt of information regarding sexual violence, the Responsible Employee must directly report any information regarding the alleged incident to the Director's Office without delay and should otherwise respect the privacy of the individuals involved. No CNU employee shall undertake any independent efforts to determine whether or not the report or complaint has merit or can be substantiated before reporting it to the Director.

The report from the Responsible Employee should include all relevant details about the name of the alleged perpetrator (if known), the name of the person who experienced the alleged conduct, the name of others involved in the incident, and the date, time and location of the incident.

Before someone reveals this type of information to the Responsible Employee, the Responsible Employee should make every effort to ensure that the person understands the Responsible Employee's obligation and that the person has the option to request confidentiality and share the information with a Confidential Resource either on campus or off campus as listed in Section H.

4. **Reports of Other Discrimination/Harassment Not Sexual Violence:** CNU administrators, supervisors, faculty, coaches, and assistant coaches should report other conduct in violation of this policy without undue delay after the incident. Any such report may be made orally or in writing, including by electronic mail to the Director.

**K. Reporting to External Agencies**

Inquiries or complaints concerning discrimination on the basis of sex that includes sexual misconduct may be directed to the United States Department of Education's Office for Civil Rights (OCR).



<u>OCR National Headquarters</u>	U. S. Department of Education Office of Civil Rights Lyndon Baines Johnson Building 400 Maryland Avenue, S.W. Washington, D.C. 20202-1100 (800) 421-3481 Email: <a href="mailto:OCR@ed.gov">OCR@ed.gov</a> <a href="http://www2.ed.gov/about/offices/list/ocr/index.html">http://www2.ed.gov/about/offices/list/ocr/index.html</a>
<u>OCR Regional Headquarters</u>	U.S. Department of Education Office of Civil Rights Lyndon Baines Johnson Building 400 Maryland Avenue, SW Washington, D.C. 20202-1475 (202) 453-6020 Email: <a href="mailto:OCR.DC@ed.gov">OCR.DC@ed.gov</a>

Inquiries or complaints concerning **employees** may also be directed to the following:

<u>EEOC National Headquarters</u>	U.S. Equal Employment Opportunity Commission 131 Main Street NE Washington, D.C. 20507 (202) 663-4900 Email: <a href="mailto:info@eeoc.gov">info@eeoc.gov</a> <a href="http://www.eeoc.gov/">http://www.eeoc.gov/</a>
<u>EEOC Local Office</u>	U.S. Equal Employment Opportunity Commission 200 Granby Street Suite 739 Norfolk, VA 23510 (800) 669-4000 <a href="http://www.eeoc.gov/field/norfolk/">http://www.eeoc.gov/field/norfolk/</a>
<u>Commonwealth of Virginia EEO Services</u>	Department of Human Resource Management Office of Equal Employment Services 101 North 14 <sup>th</sup> Street, 12 <sup>th</sup> Floor Richmond, VA 23219 (800) 533-1414 <a href="http://www.dhrm.virginia.gov/equal-employment-opportunity">http://www.dhrm.virginia.gov/equal-employment-opportunity</a>

**L. Timely Warning**

CNU is required by federal law, the Clery Act, to issue timely warnings for reported incidents that pose a substantial threat or danger to members of the campus community. CNU will ensure, to every extent possible, that identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

**M. Initial Assessment**

Upon the receipt of a complaint or report, the Director will make an initial assessment of the reported information and respond to any immediate health or safety concerns. In this initial assessment, the Director will:

1. Inform the Reporting Party that he/she may seek medical treatment, and explain the process and importance of obtaining and preserving evidence and provide assistance if he/she chooses to do so;
2. Inform the Reporting Party that he/she may contact law enforcement and provide assistance if he/she chooses to do so;
3. Inform the Reporting Party about CNU resources and community resources;
4. Inform the Reporting Party that he/she may seek resolution under this policy and procedures and provide assistance if he/she chooses to do so;
5. Consider whether interim measures and involvement of other CNU leadership is appropriate; and
6. Explain CNU's prohibition against retaliation.

The Director shall determine whether the matter involves an alleged violation of this policy, thereby conferring jurisdiction on the Director's Office. If the Director determines that the Director's Office does not have jurisdiction, the Director shall forward the report to the appropriate office and notify the parties about other appropriate resources.

**N. Academic Record Hold and Transcript Notation**

For alleged violations of this policy involving sexual misconduct when the Responding Party is a CNU student, the Director shall immediately notify the University Registrar who shall immediately place a "hold" on the student's academic record to prevent registration or release of an academic transcript.

If the student requests an academic transcript while under investigation for an alleged violation of this policy involving sexual misconduct, the University Registrar shall place a prominent notation on the student's academic transcript reading "Under Investigation - Sexual Misconduct Policy." It shall also be noted on the academic transcript that the inclusion of this language is not intended to indicate a finding of responsibility for the pending charge, but is included to comply with Va. Code §23-9.2:15.

If the student leaves while an investigation is pending, the investigation may be suspended or may proceed at the direction of the Director, and a finding of responsibility and imposition of sanctions may occur without the participation of the student. If the investigation is suspended, the "hold" on the student's academic record to prevent registration and the prominent notation on the student's academic transcript reading "Under Investigation – Sexual Misconduct Policy" will remain.

If the investigation continues to its conclusion including any appeal and the student is found not responsible or if the sanction is other than a suspension or a dismissal, the Director shall notify the University Registrar to remove the “hold” and transcript notation. If the sanction is suspension or dismissal, the academic transcript will contain the notation as stated in Section S.

**O. Request for Confidentiality and Anonymous Reporting**

Any requests of confidentiality concerning matters of possible sexual violence will be handled as stated in Section P. All other requests of confidentiality will be handled as described below.

1. **Request for Confidentiality or No Formal Action Be Taken:** If the Reporting Party requests confidentiality or that the report not be pursued, CNU may be limited in the actions it is able to take and its ability to respond while respecting the request. The Reporting Party will be asked to sign a statement indicating a desire for confidentiality or that an investigation not be pursued, and the Director will take all reasonable steps to respond to the report consistent with the request. The ability to maintain or respect the request is expressly limited by the threat assessment required in Section P for reports of sexual violence.

**Confidential Resources:** The CNU Office of Counseling Services or a community professional with the same legal protections, listed in Section H, are Confidential Resources. Confidential Resources are not permitted to disclose information about a report of a possible violation of this policy to CNU (including the Director’s Office or University Police) without the Reporting Party’s permission (subject to the exceptions listed above under Confidentiality in Section G.

**Reports or Complaints Involving Minors:** If the Reporting Party is (or was at the time of the incident) a minor (under 18), the University Police shall be notified.

**Weighing a Request for Confidentiality:** The Director will consider the reasons for the request, including concerns about continued safety of the Reporting Party and the members of the CNU community. Factors that also will be considered in weighing a request by a Reporting Party for confidentiality or not to proceed with a formal investigation include the following:

- a. Whether the Responding Party has prior arrests, reports and/or complaints related to any form of conduct in violation of this policy or any history of violent behavior;
- b. Whether the Responding Party has a history of failing to comply with any CNU No-Contact Order, other CNU protective measures, and/or any legal Protective Order;
- c. Whether the alleged conduct involved multiple Responding Parties;
- d. Whether the alleged conduct involved physical violence;
- e. Whether the allegation reveals a pattern of conduct in violation of this policy (i.e., by the Responding Party, by a particular group or organization, around a particular recurring event or activity, or at a particular location);
- f. Whether the alleged conduct was facilitated through the use of “date-rape” or similar drugs or intoxicants;
- g. Whether the alleged conduct occurred while the Reporting Party was unconscious, physically helpless or unaware that the conduct in question was occurring; and/or
- h. Whether any other aggravating circumstances or signs or predatory behavior are present.

The Director may initiate consultation with appropriate CNU leadership concerning the request for confidentiality or no formal action be taken. The Director shall make the ultimate decision on whether to conduct an informal or a formal investigation or to respond in another manner, including use of interim measures as stated in Section Q. If it is determined that an investigation must proceed, the Director will inform the Reporting Party prior to notifying the Responding Party about the investigation.

2. **Anonymous Report:** A report may be made anonymously through CNU's website for online reporting. The Director's Office may be limited in its ability to investigate an anonymous report unless sufficient information is furnished to enable the Director's Office to conduct a meaningful and fair investigation.

- P. **Threat Assessment for Sexual Violence:** In addition to the steps taken during the initial assessment as stated in Section M, CNU shall submit every allegation of sexual violence to the Review Committee pursuant to Va. Code §23-9.2:10.

**Review Committee:** The Review Committee shall be comprised of: (1) the Director or designee, (2) a representative of the University Police, and (3) a representative from the Office of Student Affairs. The Review Committee may also include a representative from the Office of Human Resources or the Office of the Provost or others as needed, depending on the status of the Responding Party and the circumstances of the complaint or report.

The Review Committee has access, under Virginia law, to certain otherwise confidential information, including law enforcement records and criminal history information, as provided in Va. Code §19.2-389 and §19.2-389.1; health records, as provided in Va. Code §32.1-127.1:03; University disciplinary, academic and/or personnel records; and prior reports of misconduct maintained by the Title IX Coordinator.

**Review Committee Procedures and Determinations:** Upon receipt of information of an alleged act of sexual violence, the Review Committee shall meet, either in person or via telephone, within seventy-two (72) hours to review the information and shall meet again as necessary as new information becomes available.

If the Review Committee determines that in order to protect the health or safety of the Reporting Party or other members of the campus, the information must be disclosed fully to law enforcement. Then the report or complaint shall be shared in its entirety with the University Police. This determination will be based on the factors listed in Section O. If the Review Committee cannot reach a consensus, the representative of the University Police on the Review Committee shall make the determination. This disclosure shall be for the purposes of investigation and other actions by law enforcement. The Director shall immediately notify the Reporting Party if such a disclosure is made.

In cases in which the alleged act of sexual violence would constitute a felony violation under Virginia law (Article 7 of Chapter 4 of Title 18.2), the representative of the University Police on the Review Committee shall inform the other members and shall within twenty-four (24) hours consult with the appropriate Commonwealth Attorney and provide to him or her the information

received by the Review Committee without disclosing personally identifiable information, unless such information was already disclosed to the University Police as allowed above. If such consultation does not occur and any other Review Committee member individually concludes that the alleged act of sexual violence would constitute a felony violation under Virginia law, that member shall within twenty-four (24) hours consult the appropriate Commonwealth Attorney and provide to him or her the information received by the Review Committee without disclosing personally identifiable information, unless such information was already disclosed to the University Police as allowed above.

#### **Q. Interim Measures**

CNU will take necessary and reasonable interim measures to assist and protect the Reporting Party or a member of the campus community during the investigation and resolution of complaints or reports of discrimination. If, in the judgment of the Director and other CNU leadership, the safety or well-being of any member of the campus community may be jeopardized by the presence on campus of the Responding Party, interim remedies may be provided to address the short-term effects of harassment, discrimination and/or retaliation and to prevent further violations.

CNU will consult with the Reporting Party and Responding Party before taking interim measures to the greatest degree possible. Both parties will be notified in writing concerning the imposition of interim measures that impact them.

Interim measures are not intended to be permanent resolutions. They may be amended or withdrawn as additional information is obtained and upon final resolution of the report or complaint.

Interim measures may include, but are not limited to:

1. Academic arrangements;
2. Housing and dining arrangements;
3. Work-related arrangements;
4. Limitation on extracurricular or athletic activities;
5. No-contact order, that serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another;
6. Limitations on access to campus, CNU facilities, and CNU events;
7. Referral and coordination of counseling and health services;
8. Training for students, faculty, and/or staff;
9. Interim suspension/immediate restriction;
10. Administrative leave with or without pay; and
11. Any other measures that may be arranged by CNU (to the extent reasonably available) to ensure the safety and well-being of the parties.

#### **R. Investigation and Resolution**

There are two possible methods for investigation and resolution of a complaint or report alleging violations of this policy: 1) Formal and 2) Informal. Informal investigation and resolution is not available for allegations of sexual misconduct. For alleged violations of this policy **other than sexual misconduct**, the Reporting Party and Responding Party have the option to proceed under

the informal procedure, when deemed permissible by the Director. The Director shall explain the informal and formal procedures to both the Reporting Party and Responding Party.

In all cases, CNU will make every effort to avoid any actual conflict of interest in the investigation and resolution of complaints or reports.

**1. Informal Investigation and Resolution**

- a. If the Reporting Party, Responding Party, and the Director all agree that an informal investigation and resolution should be pursued, the Director shall attempt to facilitate a resolution that is agreeable to the parties. Under this procedure, the Director will conduct a preliminary investigation only to the extent fact-finding is needed to resolve the conflict and to protect the interests of the parties, CNU, and the campus community. Both parties will be permitted to request witnesses to be interviewed by the Director and other evidence to be considered in the preliminary investigation. Typically, a preliminary investigation will be completed within thirty (30) calendar days of receipt of notice. If extension of the preliminary investigation beyond thirty (30) calendar days is necessary, all parties will be notified of the expected resolution time frame. If at any point during this informal investigation and resolution procedure, the Reporting Party, Responding Party, or the Director wish to suspend the informal procedure and proceed through the formal investigation procedure, such request shall be granted.

The Director shall commence a formal investigation if at any point during the informal investigation and resolution it appears likely or possible that the outcome could result in suspension, termination, or dismissal.

- b. Any resolution of a complaint or report through the informal procedure must adequately address the concerns of the Reporting Party, as well as, the interests of the Responding Party and the responsibility of CNU to prevent, address, and remedy alleged violations of this policy.

Informal resolution remedies might include the following:

- i. Training;
- ii. Adjustments to work, academic, or housing arrangements;
- iii. Informal counseling with a Responding Party whose conduct, if not ceased, could rise to the level of discrimination or harassment;
- iv. Advisory discussion with the Responding Party's supervisor, professor, coach, etc.;
- v. No-contact order;
- vi. Written notice or written warning; and
- vii. Other appropriate actions as deemed appropriate.

All parties, supervisors, and other necessary parties will be provided written notification of the resolution of the complaint or report through the informal procedures, including whether the preliminary investigation substantiated discrimination or harassment by a preponderance of the evidence and a description of CNU's response.

- c. There shall be no right of appeal afforded to the Reporting Party or the Responding Party following an informal investigation and resolution.

2. **Formal Investigation and Resolution**

- a. The Director's Office in this section refers to the Director and the Deputy Title IX Coordinators listed in Section J.
- b. **Initiation of Formal Investigation:** A formal complaint may be submitted either in writing or through a verbal interview of the Reporting Party by the Director's Office regarding the events and circumstances underlying the complaint. A written complaint to the Director's Office is not required to commence an investigation. In the case of a third party notification, the Director's Office will contact the alleged victim promptly, and in no case later than three (3) calendar days from the date of the report. The complaint or report may be supplemented by additional supporting documents, evidence, or recommendations of witnesses to be interviewed during the course of the investigation. The Reporting Party must also disclose if a formal complaint has been filed with another local, state, or federal entity for the same offense.
- c. **Transcript Hold and Notation:** For alleged violations of this policy involving sexual misconduct when the Responding Party is a CNU student, the Director shall immediately notify the University Registrar who shall immediately place a "hold" on the student's academic record to prevent registration or release of an academic transcript.

If the student requests an academic transcript while under investigation for an alleged violation of this policy involving sexual misconduct, the University Registrar shall place a prominent notation on the student's academic transcript reading "Under Investigation - Sexual Misconduct Policy." It shall also be noted on the academic transcript that the inclusion of this language is not intended to indicate a finding of responsibility for the pending charge but is included to comply with Va. Code §23-9.2:15.

- d. **Investigation Timeframe:** Typically an investigation and the resulting investigation report will be completed within sixty (60) calendar days of receipt of the complaint or report. If extension of the investigation beyond sixty (60) calendar days is necessary, all parties will be notified in writing of the expected revised time frame.
- e. **Overview of Investigation:** The Director's Office shall conduct a prompt, thorough, reliable, and impartial investigation of the complaint. The Director's Office shall discuss the complaint or report with the Reporting Party and Responding Party as appropriate and provide information about the formal investigation procedures and available resources. The Director's Office shall explain to the parties that each has the opportunity to provide evidence and to suggest witnesses to be interviewed during the course of the investigation. Both the Reporting Party and Responding Party shall have the same opportunity to review and respond to evidence obtained during an investigation.

Only the Director, a trained member of the Director's Office, or a trained investigator assigned to the Director's Office shall conduct the investigation. All investigations of complaints or reports alleging violations of this policy shall be overseen by the Director. If a member of the Director's Office is found to have an actual bias or conflict of interest in the matter, that person will not be allowed to participate in the investigation.

- f. Participation by the Parties: Neither the Reporting Party or Responding Party is required to participate in the investigation. However, the investigation may proceed and a finding of responsibility and imposition of sanctions may occur without the participation of the Reporting Party and/or the Responding Party.
- g. Advisor: For complaints and reports involving sexual assault, domestic violence, dating violence, and stalking, the Reporting Party and Responding Party may be accompanied by an advisor or support person of their choice at meetings and interviews at which he or she is present. The advisor or support person may not speak on behalf of the individual during, or participate directly in, meetings or interviews. The advisor may be excluded if he or she fails to respect this limitation.
- h. Prior or Subsequent Conduct: Prior or subsequent conduct of the Responding Party may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar conduct.
- i. Prior Sexual History: The sexual history or sexual character of a Reporting Party or Responding Party will not be used to prove character or reputation. Where there is a current or ongoing relationship between the Reporting Party and Responding Party, and the Responding Party alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of the communications between the parties. However, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent.
- j. Standard of Review: At the conclusion of the investigation, the Director shall determine whether a preponderance of the evidence substantiates that a violation of this policy took place. A Responding Party will not be found in violation of this policy absent a finding by a preponderance of the evidence that the violation occurred.

The "preponderance of the evidence" standard requires that the evidence, in totality, supports a finding that it is more likely than not that the alleged misconduct occurred.

In determining whether alleged conduct has created a hostile environment that interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits, or opportunities, the Director shall consider not only whether the conduct was unwelcome to the Reporting Party, but also whether the



conduct was severe or pervasive and whether a reasonable person similarly situated to the Reporting Party would have perceived the conduct to be offensive.

- k. Notification of Outcome: The Title IX Coordinator shall issue a written investigation report, which shall be provided to both the Reporting Party and the Responding Party concurrently with the notification of the right to appeal as stated in Section T. In most cases the written investigation report shall be provided to both parties within sixty (60) calendar days of notice of the allegation. If extension of the time frame for the Director to finalize the investigation report beyond sixty (60) calendar days is necessary, all parties shall be notified of the expected time frame for completion of the investigation report.
- l. Finding of No Policy Violation: If the Director finds by a preponderance of the evidence that a violation of this policy did not occur, the matter will be documented as closed for purposes of this policy, unless the Reporting Party or the Responding Party submits an appeal as stated in Section T.
- m. Finding of Policy Violation: If the Title IX Coordinator finds by a preponderance of the evidence that a violation of this policy did occur, the Director's investigation report shall contain recommendations for steps that should be taken to prevent recurrence of any such violation and, as appropriate, remedies for the Reporting Party and the campus community. The investigation report shall include a recommendation on sanctions. If interim measures as stated in Section Q are in place, the Director shall include a recommendation regarding continuation, suspension, or modification of any such interim measures. The Director shall provide the investigation report to both the Reporting Party and Responding Party including the steps the Director has recommended to eliminate a hostile environment, if one was found to exist, and to prevent its recurrence.

Notwithstanding any other provision of this policy, the Responding Party shall not be provided information about the individual remedies offered or provided to the Reporting Party, but such information shall be provided to the Reporting Party.

The investigation report shall also be provided to the appropriate CNU authority for the determination and imposition of appropriate sanctions as stated in Section S.

## **S. Sanctions**

Consequences for violating this policy will depend on the facts and circumstances of each particular situation, the frequency and severity of the offense, and any history of past misconduct. Sanctions may include penalties up to and including dismissal for students and termination for employees. In addition to sanctions that may be imposed on an individual found in violation of this policy, CNU will take any necessary steps to prevent the recurrence of any sexual misconduct, including sexual violence, and to remedy discriminatory effects on the Reporting Party and others, if appropriate. If it is determined that conduct in violation of this policy has occurred, sanctions will be determined as follows:

1. Students: Sanctions for students shall be determined by the Dean of Students or designee in consultation with the Director. Sanctions may include, but are not limited to, disciplinary penalties described in the Student Handbook which include, but are not limited to, verbal warning, letter of censure, removal from CNU housing, future housing privilege revocation, delayed housing registrations and selection, loss of privilege/privilege restrictions, completion of educational experiences, fee/fines, deferred sanction, disciplinary probation, disciplinary suspension, or disciplinary dismissal.

Transcript Notation: If the sanction is suspension or dismissal from CNU, the Director shall notify the University Registrar who shall place a prominent notation on the Responding Party's academic transcript reading "Suspended – Sexual Misconduct Policy" or "Dismissed – Sexual Misconduct Policy."

- a. Such notation will be removed for a suspension if the Responding Party (1) completes the term of the suspension and any conditions thereof and (2) is determined by CNU to be in good standing.
  - b. Such notation for a suspension or a dismissal shall be removed if the Responding Party is subsequently found not to have committed the offense.
2. Administrative/Professional Faculty and Hourly Employees: Sanctions for Administrative/Professional Faculty shall be determined by the appropriate Vice President or designee, in consultation with the Director. Possible sanctions include, but are not limited to, counseling, training, reassignment, admonition, written warning, suspension, or dismissal/termination of employment.
3. Classified Employees: Sanctions for classified employees shall be determined by the appropriate Director in consultation with the Director of Human Resources and Director in accordance with the Commonwealth's Standards of Conduct Policy and applicable Commonwealth personnel procedures. Sanctions that may be imposed by CNU include, but are not limited to, counseling, training, issuance of a written notice, suspension, or termination of employment.
4. Hourly Employees: Sanctions for hourly employees shall be determined by the appropriate Director or designee, in consultation with the Director. Possible sanctions include, but are not limited to, counseling, training, reassignment, suspension, or termination of employment.
5. Instructional Faculty: Sanctions for Instructional Faculty or referral to a Faculty Dismissal Hearing Panel shall be determined by the Provost in consultation with the Director. Possible sanctions include, but are not limited to, counseling, training, admonition, written warning, suspension, or initiation of termination proceedings according to procedures in the University Handbook.
6. Contractors: Contractors shall assign for duty only employees acceptable to CNU. CNU reserves the right to require the Contractor to remove from campus any employee who violates this policy.
7. Visitors: Visitors who violate this policy will be directed to immediately leave campus and may be subject to a permanent bar from campus.

8. Multiple Capacities: If the Responding Party serves in multiple capacities at CNU (i.e., student and employee), the Responding Party may be sanctioned by more than one CNU authority.

A determination regarding the imposition of sanctions shall be made within seven (7) business days of the date of the Director's investigation report. If extension of the time frame for sanctions to be imposed beyond seven (7) business days is necessary, all parties will be notified. The Responding Party shall be informed in writing of any sanctions imposed for violation of this policy by the individual imposing the sanctions immediately but in no event more than three (3) business days of the determination. The Director shall be provided a copy of such written notification. The Director shall disclose to the Reporting Party immediately but in no event more than three (3) business days of notification to Responding Party sanctions that directly relate to the Responding Party as permitted by state and federal law including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act. The Director also will disclose in writing to the Reporting Party the final results of a disciplinary proceeding involving the Responding Party with regard to any alleged forcible or non-forcible sex offense, act of stalking, domestic violence, or dating violence on the Reporting Party, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act.

#### **T. Appeal**

Once written notification of the outcome of the investigation has been provided, the Reporting Party and the Responding Party have five (5) business days from the date notice is received to appeal. All appeals will be reviewed and decided by at least one CNU senior administrator.

An appeal is available only based on one or both of the following:

1. A procedural or substantive error in the process resulted in fundamental unfairness; and/or
2. New evidence unavailable during the original investigation that could substantially impact the original finding.

The sufficiency of the evidence and the severity of the sanction are not available as grounds for an appeal.

A request for an appeal must be submitted in writing to the Director and set forth the grounds upon which the appeal is based. The Director will confirm that the appeal is timely and shall forward it immediately and in no event more than three (3) business days to the Chief of Staff or designee who will assign the appeal to an appropriate CNU Senior Administrator immediately and in no event more than three (3) business days.

After reviewing the grounds stated for the appeal and any pertinent materials in the record and meeting with the parties and witnesses as deemed necessary, the CNU Senior Administrator shall determine whether or not adequate grounds have been stated for the appeal and if so, the merits of the appeal. Any information included in the appeal that does support one of the above two reasons for filing an appeal will not be considered in the appeal process. Disciplinary actions, sanctions, and/or remedial and preventative measures, if any, taken as a result of the original complaint may be implemented and enforced even while an appeal is pending. Upon the request of the appealing

party, the CNU Senior Administrator may temporarily suspend the imposition of the sanction(s) while the appeal is pending.

The decision of the CNU Senior Administrator shall be final. It shall be provided to both parties concurrently in writing and to the Title IX Coordinator within ten (10) business days from the CNU Senior Administrator receiving the appeal. If an extension beyond ten (10) business days is necessary, all parties will be notified of the expected time frame.

If an appeal is not filed within the appeal period, the findings of the investigation become final and are not subject to further review.

**Exceptions to Appeal Process:** This appeal process is not available in addition to, or in lieu of, the processes already provided for Instructional Faculty and Classified Employees who are found responsible for a violation of this policy.

#### **U. Amnesty**

CNU encourages the reporting of violations of this policy. In matters of sexual misconduct, alcohol or drug violations should not deter reporting an incident. When conducting an investigation, CNU's primary focus shall be on addressing the alleged sexual misconduct and not on alcohol and drug violations that may be discovered or disclosed. CNU does not condone underage drinking or illicit drug use, however, except in compelling circumstances, CNU will extend limited amnesty from consequences related to drug or alcohol use to Reporting Parties, witnesses, and others who report alleged incidents of sexual misconduct. CNU may provide referrals to counseling and may require educational initiatives, rather than disciplinary sanctions, in such cases.

#### **V. False Information**

CNU is a community grounded in honor; our Honor Code serves as a guide to our university experience. It provides clarity on behavior expected of all members of the community. Sexual misconduct is a serious issue that requires every person's effort to address this unacceptable behavior. Those efforts are undermined by the presentation of false information.

Any individual who knowingly provides false information, who intentionally withholds information, or who intentionally misleads individuals who are involved in the investigation or resolution of a complaint or report shall be subject to disciplinary action which can include dismissal or termination from CNU. However, that an allegation of sexual misconduct cannot be proven by a preponderance of the evidence is not evidence of a false complaint or report.

#### **W. Education and Awareness**

1. For more information about sexual misconduct and resources available on and off-campus, please visit the CNU Title IX and Equal Opportunity website at <http://cnu.edu/titleix-eo/> and the CNU Sexual Assault and Violence Education (SAVE) website at <http://cnu.edu/save/>.
2. The Director together with other institutional leaders oversees an education, training, and awareness program on discrimination, sexual harassment, and sexual misconduct for students and employees, including training on primary prevention, bystander intervention, risk reduction, consent, and other pertinent topics.

- a. Incoming students and new employees shall participate in primary prevention and awareness programing as part of their orientation.
  - b. Returning students and employees shall have ongoing obligations and opportunities for additional training and education.
3. This policy will be disseminated widely to the CNU community through electronic mail, publications, websites, new employee orientation, student orientation, and other appropriate channels of communication.

**X. Academic Freedom and Free Speech**

This policy does not allow curtailment or censorship of constitutionally protected expression, which is valued in higher education and by CNU. In addressing all complaints and reports of alleged violations of this policy, CNU will take all permissible actions to ensure the safety of students and employees while complying with any and all applicable guidance regarding free speech rights of students and employees. This policy does not in any way apply to curriculum and curriculum decisions or abridge the use of particular textbooks or curricular materials.

**Y. Documentation and Record Keeping**

The Director shall maintain, in a confidential manner, for at least ten (10) years, paper or electronic files of all complaints and reports, witness statements, documentary evidence, written investigation reports, resolutions, and appeal hearings and associated documents. The Director shall prepare a monthly summary of pending complaints and reports that will be presented to the President and also will be retained for at least ten (10) years. Such summary will contain sufficient information to permit the Director and the President to assess CNU's compliance with the requirements of Title IX of the Education Amendments of 1972.

**Z. Annual Review**

This policy is maintained by the Office of Title IX and Equal Opportunity. The Director shall review it on an annual basis to capture evolving legal requirements, evaluate resources available to the parties, and assess the effectiveness of the investigation and resolution process. Any suggestions and comments shall be sent to the Director through the year for consideration. The Director shall propose any recommended amendments of this policy though the process for amendments of the University Handbook. It shall not be necessary for the CNU Board of Visitors to consider and approve such amendments.

\*Policy was approved and adopted by the CNU Board of Visitors on June 19, 2015.

## SECTION II

### The Honor System

Christopher Newport University is a community of honor. Honor is a lifestyle choice. Leading an honorable life prepares CNU students to assume leadership roles in their communities as well as in their chosen professions.

#### A. The Honor System

The reputation and credibility of an institution of higher education requires the commitment of every member of the community to uphold and to protect its academic and social integrity. As such, all members of the Christopher Newport University community uphold and enforce the following:

##### The Honor Code

*“On my honor, I will maintain the highest standards of honesty, integrity and personal responsibility. This means I will not lie, cheat, or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.”*

Under the Honor Code of Christopher Newport University, it is expected that all members of the University community will demonstrate honesty and integrity in their conduct. Intentional acts of lying, cheating, or stealing are violations of the Honor Code that can result in sanctioning.

Each member of the University community is responsible for upholding and enforcing the Honor Code. The Honor System cannot function unless each member of the University community takes action when he or she believes any person may have violated the Honor Code. Members of this University community are obligated to report violations to appropriate University personnel in order to ensure the efficacy of the system.

#### B. Academic Integrity and the Honor System

The Christopher Newport University Honor System is a compact that binds together every member of the community; it is essential to the liberal arts education of the university. All students, faculty members, and staff personnel are expected to uphold the Honor Code. Our Honor Code requires integrity in every facet of university life, which means community members are honorable in their academic and non-academic endeavors.

A central mission of any university is the student’s acquisition of knowledge. Led by committed faculty members, CNU’s academic standards are high. The awarding of a degree from Christopher Newport University means the student has met the demands placed upon him or her by faculty members and has done so with the highest standards of academic integrity as demanded by professors within the academy. When a student fails to meet the standards for academic integrity, he or she has committed a violation of the classroom expectations of the faculty member as well as the Honor Code of the university.

In situations involving the academic integrity of a student, faculty members and Student Honor Council members hold important distinctions in resolving the issue. Faculty members are experienced educators who have demonstrated proficiency in the academic standards of their chosen discipline. CNU professors have learned and understand the proper scholarly procedures

expected of educated people and impart these expectations to their students. Faculty members apply the appropriate scholarly standards in their assessment of a student's academic work product. This application includes both the quality of the work and the student's ability to meet the required principles of academic integrity. Thus, it is the faculty member's responsibility to assess the scholarly integrity of the work submitted. It is also the faculty member's obligation to issue the appropriate grade for the work in question. Just as it is the faculty member's charge to issue a grade for the quality of work, it is also his or her responsibility to issue a grade when a student meets, or fails to meet, the expectations of scholarly integrity. When a student has failed to meet academic integrity standards, it is the faculty member's duty to report the issue.

Our students are entrusted with the solemn responsibility of enforcing the Honor Code of Christopher Newport University. As members of the Student Honor Council, students must determine if a peer has violated the community trust by his or her actions. Using the definitions found in this section, students will decide if a peer's behavior in the classroom or outside the academic realm has breached the standards of honor by which all CNU students are expected to lead their lives. When the conduct in question is based in the academic work product of the student, the Student Honor Council will reach a decision independent of the conclusion drawn by the faculty member. While the decision of the faculty member regarding the scholarly integrity of the work and the decision of the Student Honor Council concerning the university's Honor Code are often in agreement, that need not be the case.

In the rare instances when there is not agreement between the faculty member's decision and the judgment of the Student Honor Council, the faculty member's judgment is not negated. It is the prerogative of the faculty member to grade any assignment received. That duty is a time honored practice in higher education generally and Christopher Newport University specifically. Grading responsibility does not fall to the Student Honor Council. Similarly, the faculty role does not include the discipline of students for honor violations. That determination rests solely with the student members of the Student Honor Council.

### C. Student Regulations

Learning takes place through individual effort; achievement can be evaluated only on the basis of the work a student produces independently. A student who seeks credit for work, words and ideas that are not the products of the student's own effort is dishonest. Such behavior infringes on the Honor System and can result in academic and university sanctions ranging from a reduced grade on the assignment to dismissal from the University.

Misunderstanding of the Honor System will not be accepted as an excuse for dishonest work. If a student is in doubt on some point with respect to the student's work in a course, he/she should consult the instructor before submitting the work in question.

A violation of any principle is considered cheating and any resulting work dishonest.

The application of these regulations is not exclusive to the academic setting. They may also be applied to conduct occurring outside the classroom environment.

## 1. Infractions

Lying is the expression of an untruth made with the intent to mislead another or with reckless disregard for the truth of the matter asserted. Lying includes, but is not limited to, forgery, the use or possession of false identification, and the omission of truthful statements.

Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to: (1) the act of plagiarism; (2) the acts of attempting to give or giving unauthorized aid to another student or attempting to receive or receiving unauthorized aid from another person on quizzes, tests, assignments, or examinations; (3) the acts of using or consulting unauthorized materials or using unauthorized equipment or devices on tests, assignments, quizzes or examinations; (4) the act of using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so; or (5) the acts of intentionally commencing work or failing to terminate work on any examination, test, quiz, or assignment in violation of the time constraints imposed.

\*Plagiarism is when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his or her own and does not give appropriate credit to the original source.

Stealing is the intentional taking or appropriating of the property of another without consent or permission and with the intent to keep or use the property without the owner's or the rightful possessor's permission. Although the prohibition against stealing includes property of whatever nature, it also covers theft of the academic work product of another.

Students are responsible for learning proper scholarly procedure. Proper scholarly procedures require that, at a minimum, all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. While any amount of improperly attributed or unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly attributed or unattributed material is presented as if it were the student's own work. The faculty member is responsible for drawing a conclusion regarding whether the amount of improperly attributed or unattributed material is so significant that intent may be presumed. When a faculty member has sufficient reason to believe that academic misconduct has occurred, an Honor Council may be convened to determine an appropriate university response to the student's actions. The university response will be in addition to the academic remedy determined by the faculty member.

## 2. Statement of Principles

### a) Basic Policy

A student's name on any assignment is regarded as assurance that it is the result of the student's own thought and study, stated in the student's own words, and produced without assistance, except when quotation marks, references and footnotes acknowledge the use of other sources. In particular, the use of purchased term papers or research for submission as one's own work is expressly forbidden. Utilizing purchased work as one's own work will be considered an indicator of the student's intent to deceive his/her faculty member. In some



instances, an instructor or department may authorize students to work jointly in completing assignments, but such efforts must be indicated as joint work on the assignment submitted. Unless permission is obtained in advance from the instructors of the courses involved, a student may not submit academic work for completion of assignments in more than one course. Students who perceive the possibility for an overlapping assignment in courses should consult with the instructors involved before presuming that a single effort will meet the requirements of both assignments.

b) Factual Work

In preparing papers or themes, a student often needs or is required to employ sources of information or opinion. All such sources used should be listed in the appropriate reference format. It is not necessary to reference specific facts that are common knowledge and obtain general agreement. However, facts, observations and opinions which are new discoveries or are debatable must be credited to the source with specific reference to edition and page even when the student restates the matter in his or her own words. Inclusion word-for-word of any part, even only a phrase or sentence, from the written or oral statement of someone else must be enclosed in quotation marks and the source cited. Paraphrasing or summarizing the contents of another's work is not dishonest if the source is clearly identified, but such work does not constitute independent work and may be rejected by the instructor.

c) Laboratory Work and Assignments

Notebooks, homework and reports of investigations or experiments must meet the same standard as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgement of this fact must be made in the report submitted. It is dishonest for a student to falsify or invent data or sources; doing so will be considered an intent to deceive the faculty member into accepting knowingly inaccurate work.

d) Imaginative Work

A piece of written work presented as the individual creation of the student is assumed to involve no assistance other than the incidental criticism from any other person. A student may not, with honesty, knowingly employ story material, wording or dialogue taken from published work, the Internet, motion pictures, radio, television, lecture or similar sources.

e) Quizzes and Tests

In writing examinations and quizzes the student is required to respond entirely on the basis of the student's own memory and capacity without any assistance whatsoever except as is specifically authorized by the instructor. It is not necessary under these circumstances to give source references appropriate to other written work unless required by the instructor.

f) Tampering with the Work of Others

Any student who intentionally tampers with the work of another student or a faculty member shall be subject to the same sanctions imposed for other violations of this Honor System. Such tampering includes, but is not limited to:

- i) contaminating the results of scientific experiments by interfering with the conduct of the experiments in any way;

- ii) altering or in any way interfering with computer programs used by other students or faculty members in class preparation, simulation games, or otherwise;
- iii) altering or attempting to alter any academic or other official records maintained by the University.

### 3. Academic Misconduct and the Honor Code

Academic misconduct is a serious offense that impacts the university in the following two distinct ways:

- a. It is a direct offense to the faculty member and to the members of the class in which the violation occurred.
- b. It is an affront to the institutional values and purpose of Christopher Newport University's Community of Honor.

Therefore, both the faculty member and the university will review the incident and issue appropriate remedies.

#### Faculty Response to Academic Misconduct

As stewards of the academic experience of Christopher Newport University students, faculty members are obligated to resolve any suspicions of academic misconduct. Generally, the process undertaken for resolving an alleged academic misconduct issue will be as follows:

A faculty member who suspects academic misconduct is responsible for investigating the suspected misconduct in such a manner as to preserve the integrity of the Honor System and not unduly harm the reputation of the suspected violator. Due to the serious nature of academic misconduct, faculty members will make a reasonable effort to resolve any suspicions of academic misconduct in a timely manner, typically within five (5) business days of discovery of the issue.

The faculty member should inform the department chair of a suspected incident of academic misconduct. The faculty member will attempt to confer personally with the student who is suspected of violating the academic standards, typically within five (5) academic days, and determine if the student has committed a transgression, had an intent to deceive, and/or if the student admits to the misconduct. The faculty member may choose to contact a staff member in the Center for Honor Enrichment & Community Standards to participate in a preliminary investigation.

Using his/her best judgment, the faculty member will draw a conclusion regarding whether or not the student's actions or his/her submitted work, or any portion thereof, constitute academic misconduct. In cases where the faculty member has sufficient reason to find academic misconduct has occurred, he/she will issue an appropriate academic remedy. Faculty members may use discretion in issuing academic remedies.

Examples of academic remedies include, but are not limited to, the following:

- 1. The faculty member may assign an "F" for the course to the student with a notation to the confidential University file of that student that the "F" was for academic misconduct. This determination requires a letter of notification to the department chair and the Center for Honor

Enrichment & Community Standards signed by the professor stating the reason for the assigned “F”. This letter will be placed in the student’s permanent file.

2. The faculty member may assign a grade of “F” to the student for the work in question, which would be averaged into the student’s other grades. A letter of notification indicating academic misconduct has occurred should be signed by the professor and sent to the department chair and the Center for Honor Enrichment & Community Standards for placement in the student’s permanent file.
3. The faculty member may reduce the grade he/she would otherwise assign to the work in question. A letter of notification indicating academic misconduct has occurred should be signed by the professor and sent to the department chair and the Center for Honor Enrichment & Community Standards for placement in the student’s permanent file.

If a faculty member determines academic misconduct occurred he/she will notify the student. Additionally, the faculty member is obligated to notify the Center for Honor Enrichment & Community Standards of the violation and report the academic remedy assigned. This notification should be in writing and sent within five (5) business days of determination of responsibility.

Should a student be found responsible for academic misconduct by a faculty member and accept responsibility for the violation, the Center for Honor Enrichment & Community Standards will initiate a University review of the incident to determine what additional university sanctions, if any, may apply. Students may request a review of these university sanctions through an Honor Council panel. For more information please refer to the University Response to Academic Misconduct section of the Honor System.

Should a student be found responsible for academic misconduct by a faculty member and should the student choose not to accept responsibility for the academic misconduct, the student’s recourse for the academic remedy is to challenge the course grade at the end of the semester following the standard grade appeal process. In a parallel process, the Center for Honor Enrichment & Community Standards will initiate a university review of the incident to determine whether an Honor Council must be convened. If the student is found responsible for a university violation of the Honor Code, the Honor Council will issue university sanctions.

Students may request an Honor Council be convened if they wish to appeal the university sanctions assigned by the Center for Honor Enrichment & Community Standards. Students requesting an Honor Council must do so within five (5) business days from the date of notification of the violation. This request must be done in writing to the Center for Honor Enrichment & Community Standards, which will convene the Honor Council. Students requesting an Honor Council remain subject to their faculty member’s academic remedy even if they pursue an Honor Council hearing. For more information please refer to the University Response to Academic Misconduct section of the Honor System.

There are three possible outcomes an Honor Council may reach when reviewing an academic misconduct issue. First, they may determine that a university violation has also occurred. Additionally, they may also be unable to determine if a university violation has happened.

Finally, the Honor Council may conclude that the student did not violate the university's Honor Code.

The Honor Council will review all material and determine whether a violation of the university's Honor Code has occurred. In order for a student to be found responsible for a university Honor Code violation, the Honor Council must reach a unanimous conclusion. When the panel has unanimously decided a university violation has occurred, the panel will identify appropriate university sanctions. The faculty member's academic remedy will also remain in effect and the investigation into an alleged Honor Code violation will be completed. Students may only appeal the Honor Council's decision to the Dean of Students in the event a due process violation occurred or new information exists that may have influenced the Honor Council's decision.

In the event a panel does not reach a unanimous decision, no university violation will exist and no university sanctions will apply. The faculty member's determination of academic misconduct and his/her subsequent academic remedy will remain in effect. The student may pursue the grade appeal process only when his/her final grade has been impacted. The decision of grade appeal review will be the final step in the process.

An Honor Council may find that a student is not responsible for a violation of the university's Honor Code. This decision must be reached unanimously. When this decision is rendered, no university violation will exist and no university sanctions will apply. The faculty member's academic remedy will remain in effect. The student may choose to pursue a review of his/her professor's academic remedy through the university's grade appeal process. This process does not consider whether a university violation occurred. The decision of grade appeal review will be the final step in the process.

Students and administrative personnel also bear responsibility for insuring the efficacy of the Honor System and in supporting the academic environment of Christopher Newport University. Students who suspect another student has violated the Honor System are obligated to report this violation directly to the faculty member(s) of the course, the faculty member(s) responsible for the activity, or to the Center for Honor Enrichment & Community Standards, which will then notify the appropriate faculty member(s) of the allegation(s). Administrative personnel are also obligated to notify the faculty member(s) of the course, the faculty member(s) responsible for the activity, or the Center for Honor Enrichment & Community Standards.

#### University Response to Academic Misconduct

When the Center for Honor Enrichment & Community Standards has been notified of academic misconduct, it is the Center's responsibility to:

- Initiate university review of the violation
- Determine an appropriate University response to the violation
- Notify the faculty member and the student if an Honor Council will be convened

In a situation where the faculty member has provided an academic remedy for academic misconduct, an Honor Council may be convened under certain circumstances. These circumstances include, but are not limited to, the following:

- The student's actions constitute "intent to deceive" and a suspension or dismissal is warranted
- The student has been previously found responsible for an Honor Code violation
- The Center for Honor Enrichment & Community Standards has completed the university review of the incident and determined an Honor Council is warranted

In any of these circumstances an Honor Council will determine if a university violation of the Honor Code occurred. They will also recommend suitable university sanctions, to include the student's continued enrollment status, in addition to the academic remedy issued by the faculty member. In the event a student remains at the University after having been found in violation of the Honor Code, the student may be required to complete integrity education seminars in an effort to insure future Honor Code violations do not occur.

For specific information regarding Honor Panels or non-academic honor code procedures, please refer to the Code of Students Rights, Responsibilities, and Conduct in this handbook.

For specific information regarding the grade appeal process, please refer to the University Handbook at <http://cnu.edu/public/uhandbook/>.

## SECTION III

### Code of Student Rights, Responsibilities, and Conduct

#### A. Philosophy of University Policies for Student Life

Christopher Newport University is maintained and governed by the following five values: (1) We will always put students first; (2) We will always offer outstanding teaching; (3) We will remain committed to liberal learning; (4) We will provide access and opportunity; (5) We will be actively engaged in shaping the economic, civic, and cultural life of this community. Additionally, we hold the ideal of Honor as an important element of the Christopher Newport University experience. Accordingly, the University has implemented policies that reinforce these values and ideals. As an educational institution, the University is concerned with the formal, in-class education of its students as well as their growth into mature men and women who conduct themselves as responsible, honorable citizens.

The uniqueness of the academic community requires particular sensitivity to the individual rights of students and the rights of the University community. Rules and regulations are imperative as a basis for the orderly conduct of University activities and for maintaining an environment conducive to study, recreation and personal growth. Regulations are intended to create sound living and learning conditions for all members of the campus community and to promote an atmosphere that encourages personal integrity.

Student Life policies are based upon the assumption that students and groups have the capacity to assume responsibility for their own behavior and that the University has the authority to establish an internal structure for enforcement of its policies and procedures which students have agreed to accept by enrolling at the University. Conversely, students have the right to expect the University to fulfill its educational responsibilities as effectively as its capacity and resources permit.

Since rights carry with them certain responsibilities, the following rights and responsibilities - institutional as well as student - are set forth.

#### B. Basic Rights

The following list of basic rights is not intended to deny or limit the rights of students in any way. Rather, it is intended to focus special attention on these rights because of their importance in the educational process. Christopher Newport University students may freely and openly exercise the following freedoms as long as their actions do not interfere with the regular operation of the University:

1. Campus Expression - Free inquiry, expression, and assembly are guaranteed to all students subject to the limitations of this document and other University regulations and policies, which are consistent with the provisions of the Constitutions and laws of the Commonwealth of Virginia and the United States of America. Public statements and demonstrations by individual members of the University community or organizations shall be clearly identified as representative only of those individuals or organizations and not of the University. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

2. Pursuit of Goals - Students are free to pursue their educational goals; appropriate opportunities for learning shall be provided by the University.
3. Equal Protection - No student shall be subject to any regulations that discriminate on the basis of race, sex, color, age, religion, national origin, disability, sexual orientation or political affiliation. Any individual living in a community must respect the rights of others in that community. Students are responsible for their actions. They are obligated to respect authority, to be truthful, to maintain standards of academic performance, to respect the rights of others and to protect private and public property. Students must uphold federal, state and local laws, as well as University regulations.

C. Equal Opportunity

CNU does not discriminate in admission, employment or any other activity on the basis of race, gender, color, age, religion, veteran status, national origin, disability, sexual orientation or political affiliation.

All student requests for disability accommodations and assistance should be directed to the Dean of Students located in the Office of Student Affairs on the third floor of the David Student Union. Students who feel they have been discriminated against because of a disability should contact the Dean of Students.

Any student who believes that he/she has been unlawfully discriminated against or harassed may file a complaint with the Director of Title IX and Equal Opportunity.

D. Student Records

Christopher Newport University complies with the Family Educational Rights and Privacy Act. Questions concerning this policy may be referred to the Dean of Students or the Dean of Enrollment Services/University Registrar.

## **SECTION III – PART I**

### **Scope and Interpretation of University Policies for Student Affairs**

The following sections contain general University Policies for Student Affairs. All Christopher Newport University students are required to know and comply with these policies. Additional publications contain specific Student Affairs policies for those students who choose particular lifestyles available to the student body. Those publications include, but are not limited to:

The University Catalog

The Residence Hall Handbook

The CNU Housing Contract, specifically for those students residing in University housing.

The University Policies for Student Affairs serve as a guide to current information about the University. The University reserves the right to change the published policies during the academic year and notification is hereby given of that possibility. Any changes to this document will be publicized with copies of the changes available through the Dean of Students. Students are expected to

keep themselves informed of the policies affecting them. Clarification of any published policy can be directed to the Dean of Students.

## **SECTION III – PART II**

### **Student Code of Conduct**

Generally, University jurisdiction and discipline shall be limited to conduct that occurs on University premises, at any official University function or activity regardless of location, or such action that adversely affects the University community's pursuit of its education or other legitimate objectives. Engaging in activities that are inconsistent with values expressed in documents and/or the articulated expectation of student conduct, regardless of the location of the activity, may be addressed as potential violations of the Student Code of Conduct or Honor Code.

The following misconduct is subject to disciplinary action, including possible suspension or dismissal from the University.

#### **A. Abusive, Disorderly or Obscene Conduct**

##### **1. Abusive Conduct**

Any actions against one's self or others that causes physical injury, intimidates, harasses, threatens or otherwise interferes with another person's rightful actions. This includes but is not limited to, verbal abuse, abuse via electronic means (e.g. cyber bullying), and physical battery.

Abusive conduct as intimidation includes engaging in a course of conduct or committing acts that alarm another person and serve no legitimate purpose. This includes but is not limited to unlawful coercion, extortion or duress that places the recipient in fear.

Abusive conduct as retaliation includes any intentional action taken by a responding party or allied third part, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding.

Abusive conduct that is harassing is defined as any words, gestures or actions directed at an individual or group that may cause a reasonable person to experience fear or intimidation. Harassment of all kinds that is directed at an individual is reprehensible and will not be tolerated by the University.

##### **2. Disorderly Conduct/Conduct Infringing on the Rights of Others**

Any behavior that disrupts or interferes with the orderly functioning of the University or disturbs the peace and/or comfort of persons or interferes with the performance of the duties by University personnel.

##### **3. Obscene Conduct**

Any conduct or expression that is lewd or indecent that is not constitutionally protected speech.

#### **B. Drugs**



Use, possession or distribution of narcotic or other controlled substances by Virginia law will not be tolerated.

Being in the presence of or under the influence of illicitly obtained or illegal controlled substances will not be tolerated. Similarly, inappropriate or abusive use of prescription, over-the-counter medication, or other items in order to produce a drug-like effect is unacceptable.

Additionally, possession of drug paraphernalia including but not limited to bongos, bowls, hookah pipes, scales, and roach clips is prohibited.

Christopher Newport University supports and encourages a drug free educational experience. CNU fully complies with the narcotic and controlled substance regulations of the Commonwealth of Virginia.

C. Alcoholic Beverage Policy

Use, possession, consumption or distribution of alcoholic beverages by students, except as expressly permitted by Virginia law and University regulations, will not be tolerated.

Public intoxication that results in disorderly behavior that negatively impacts the University community and community at large will not be tolerated.

Christopher Newport University supports and encourages an alcohol-free residential experience. The University fully complies with the alcohol regulations of the Commonwealth of Virginia.

D. Weapons/Fireworks/Explosives/Hazardous Chemicals

Unauthorized possession or use of weapons, fireworks, or explosives is prohibited.

Unauthorized possession, storage, or control of weapons and firearms on University property is prohibited. This includes storage in vehicles on campus as well as in the residence halls. Firearms include any gun, rifle, pistol, or handgun designed to fire bullets, BB's, pellets, or shot regardless of the propellant used. Additionally, possession of ammunition that could be used with a prohibited item is forbidden. Other weapons include any instrument of combat, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include, but are not limited to, knives with fixed blades or pocket knives with blades longer than four inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nunchakas, foils, or explosives and incendiary devices.

Hazardous chemicals, which could pose a health risk, are also prohibited from the campus. This includes chemicals which, when combined with other substances, could be hazardous or present a danger to others.

E. Hazing

Hazing, which includes any act that causes humiliation, physical discomfort, bodily injury or ridicule, is a criminal offense in the Commonwealth of Virginia. For a more detailed explanation of this policy and a more comprehensive definition of hazing, please see Section VI-VII of the CNU Student Handbook.

F. Stalking

No person may intentionally stalk another person.

"Stalk" means to engage in an intentional course of behavior directed at a specific person which frightens, intimidates, or harasses that person, and that serves no legitimate purpose. The course of behavior may be directed toward that person or a member of that person's immediate family and may cause a reasonable person to experience fear, intimidation, or harassment. For the definition of sex-based stalking please see the Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy and Procedures on Page 3.

G. Failure to Comply with a University Official

Failure to comply with a request of an authorized University official, including failure of a student to present his/her University identification card when requested by an authorized University official.

H. Misuse of Identification Cards

Improper use of any identification card, including knowingly altering or mutilating a University identification card, is prohibited. Using or inappropriately possessing the identification of another or allowing one's own card to be used by another is a violation of university policy and may also be considered an Honor Code violation.

I. Failure to Observe Rules and Regulations

Failure to observe rules and regulations issued by the University, including all publications and notices pertaining to student life and student services.

J. Damage or Destruction

Attempted or actual damage to or destruction of University property or property of a member of the University community or other personal or public property while on University premises or at University sponsored functions. Attempts to damage, or actions that could damage, property will also not be tolerated.

K. Misuse of Fire-Fighting Equipment/Arson/Disregard of Fire Alarm/Tampering

Misuse of fire-fighting equipment, including tampering, removing or discharging a fire extinguisher or any other fire emergency equipment except when the need is real is prohibited.

Unauthorized burning of any material in any University building or on University property will not be tolerated.

The disregard of a fire alarm system or the refusal to vacate a building or section of a building when a fire alarm is sounding is prohibited.

Tampering with detection systems, including deliberately initiating a false alarm or creating conditions that result in a false alarm, or tampering which would cause a malfunction or non-function, is considered a violation.

L. Tampering with University Property

Tampering with any elevator, wiring, plumbing, or other University equipment/property without prior authority from the appropriate University official is prohibited.

M. Unauthorized Entry or Access

Unauthorized possession or use of keys to any University door or facility, or unauthorized entry to or use of those facilities is prohibited. Unauthorized use of an emergency exit door also will not be tolerated.

N. Involvement in a University Violation

Presence during any violation defined in the Code of Student Rights, Responsibilities and Conduct or the Honor System that condones, supports or encourages the violation. Students who anticipate or observe a violation of University policy are expected to remove themselves from the situation and are expected to report the violation to the proper authorities. Students are obligated to report Honor Code violations.

### **SECTION III – PART III**

#### **The University Judicial System**

A. Preamble

The purpose of the University Judicial System is to support the educational environment at Christopher Newport University. All members of the university community play a role in upholding our standards. The system is designed to work efficiently, involving students in the most serious cases. The system strives for fairness for all parties participating in the process while providing corrective action and educational opportunities for students to address their behavior.

B. Jurisdiction

The President of Christopher Newport University is ultimately responsible for the discipline of all students at the university. The President has delegated administrative authority and responsibility for judicial policies and procedures to the Dean of Students. It is the Dean's responsibility to determine if a potential violation falls under the Honor System or the Student Code of Conduct; the Dean's decision is final. Within the Division of Student Affairs, the Director of the Center for Honor Enrichment and Community Standards (CHECS) is responsible for the day-to-day oversight of student disciplinary matters involving potential violations of university policy. The Director of CHECS serves as the Chief Judicial Officer of the university.

Generally, the University Judicial System oversees student behavior that occurs on campus. However, when the actions of a student occur off-campus and administrators determine that

university interests are involved, the student may be subject to the judicial system. Thus, students (and student organizations) are expected to represent their status as members of the CNU community at all times and must adhere to our community standards regardless of their location.

In a situation when a student's behavior may also be a violation of the law, the university can pursue disciplinary action under its judicial system. The university may take disciplinary action under its system irrespective of and separate from action taken by civil authorities. Unless directed otherwise by University Counsel, the university will proceed with disciplinary action under its regular timeframe regardless of the criminal process.

#### C. Student Honor Council

The Student Honor Council was established during the 2011-2012 academic year. An officially recognized student organization, the SHC plays a critical role in the University Judicial System. The President of the University has entrusted these students with the administration of the most serious situations involving alleged violations of community standards.

Beginning in the 2013-2014 academic year, Student Honor Council executive members are chosen by their peers in a campus-wide election; general members are chosen by the executives in consultation with university administrative and academic leaders. Executive and general members of the SHC must meet rigorous eligibility requirements that include academic success, demonstrated leadership, strong social standing, and exemplary commitment to promoting a community of honor, integrity, and personal responsibility. For more detailed information regarding eligibility requirements, students should review the Student Honor Council constitution on file in the Office of Student Activities.

Student Honor Council members participate on all panels (see section E & Glossary of Terms) that resolve alleged student misconduct. In order to serve in this capacity, SHC members must complete various trainings. Trainings are also necessary for any SHC member who is chosen by the executives to be a Community Advocate or Student Advocate (see Glossary of Terms).

#### D. Student Code of Conduct/Non-Academic Honor Code Procedure

The majority of student violations fall under the Student Code of Conduct. Some also fall under the Honor System but do not involve behavior directly related to academic issues. The following steps are taken in response to behavior in these categories. For student actions related to academic integrity under the Honor System, please refer to the Academic Honor System (pg. 29) of this handbook.

Any member of the university community may bring an alleged violation of university policies to the attention of the Director of CHECS or a designated conduct officer in the CHECS. These violations typically fall under the Honor System, the Student Code of Conduct, other sections of this Student Handbook (e.g. the Computer Usage Policy), and policies guiding residential living in university housing. In order to proceed with the resolution of the situation, the referring community member should provide evidence, information, and/or testimony regarding the allegation.

Generally, alleged policy violations must be filed in writing with the Director of CHECS or a designated conduct officer within ten (10) business days of the incident or the discovery of the

alleged violation. Business days do not include weekends, official university holidays, school closings, and Winter and Spring Breaks. The written allegations should contain a clear, concise statement of the alleged violation(s). Students may report an incident on-line at <http://cnu.edu/studentlife/checs/>. Extensions of the filing period may be granted for cases that cite physical abuse, conduct that threatens or endangers members of the community, harassment, intimidation, or hazing. Students seeking an extension must file a written request with the Director of CHECS up to one year after the date of discovery of the alleged incident.

Once a report has been filed, the responding party will be notified in writing of the allegation and the potential policy violations resulting from the behavior. This notification typically occurs through a Notice of Incident. If a student withdraws from the university prior to the creation of the Notice of Incident, a hold will be placed on the student's record and transcripts will not be released until the issue is resolved. If a student withdraws from the university after the creation of the Notice of Incident, at any point during the judicial process, the process will continue and the student will be subject to the results of the processes, including potential suspension or dismissal from the university.

When a student receives a Notice of Incident, he/she must contact CHECS to schedule a meeting with one of the conduct officers. This meeting, known as an initial conference, is an informal preliminary step which provides the student the opportunity to respond to the Notice of Incident. Students are encouraged to discuss and review the potential violation(s), share their perspective on what occurred, and ask questions concerning the judicial process. At the conclusion of this meeting the conduct officer will create a summary of the key points that the student has shared. This summary will be reviewable by the student to verify that the information the student has shared was accurately summarized. When a student does not respond to the Notice of Incident and/or appear at the initial conference, all of the allegations on the Notice of Incident will be considered true and appropriate sanctions will apply. Additionally, a charge of failure to comply may be added.

If, during the initial conference, a student accepts responsibility for his/her actions even when they violate university policy, the conduct officer will complete the review of the incident, which may include speaking with other people familiar with the situation. The conduct officer will assign appropriate sanctions. If the student does not accept responsibility, the conduct officer will finish the review of the incident, determine if a violation has occurred, and make sanction decisions if necessary. When university sanctions are issued, they are based on the severity of the violation, the impact or potential impact on the community, and the student's judicial history, if any.

When a student is found responsible for a violation, he/she may appeal the decision in writing to the Director of CHECS within five (5) business days of the initial decision. The appeal to the Director is a request to review the student's case. In order for the Director to grant the appeal, the student should successfully illustrate that he/she was not notified of the incident, was not given the opportunity to share his/her perspective, or that some previously unknown information exists that may have resulted in different decisions being made.

In a situation where the student has been suspended or dismissed from university housing or from enrollment at the university as a result of misconduct, the student has the option of accepting the sanction or having a panel of students or designated individuals review the entire situation. When

a panel reviews the case, it will be responsible for determining if a violation of any university policy has occurred and if so, they will recommend an appropriate sanction.

Christopher Newport University uses Preponderance of Evidence standard in administrative hearings which includes Initial Conferences, Honor Panels, Hearing Panels, and Combined Panels.

Preponderance of Evidence – The panel or Administrator needs to be more likely than not (50.1%) sure that the individual violated a University Policy in order to find them in violation.

#### E. Types of Panels

The University Judicial System is supported by a network of student representatives, drawn from the Student Honor Council, who hear the most serious cases of student behavior. There are a number of different panels that can be called together in order to review a student's involvement in alleged violations of university conduct policies. These panels are known as Hearing Panels, Honor Panels, Combined Panels, and Recess Panels, as necessary. These panels are solely students with the exception of recess panels. Students are represented on recess panels, although due to the timing of the hearing, administrators and faculty may be used in these circumstances. All panel members have been trained in judicial procedures and are knowledgeable about university policies and judicial system precedent. Student representatives will be selected by the Student Honor Council executives and the Director of CHECS (see Student Honor Council pg. 17). Faculty and University administrators will be appointed by the Dean of Students to assist with Recess Panels.

The type of panel will be determined by the alleged violation. For instance, Honor Panels will be convened as necessary to hear allegations of Honor System violations. Honor Panels will be comprised of three students selected from the Student Honor Council. Honor Panels must reach a unanimous decision in order to find a student responsible for misconduct under the Honor Code.

Hearing Panels will be convened as necessary to hear allegations of Student Code of Conduct violations. Hearing Panels will be comprised of three students selected from the Student Honor Council. Hearing Panels must reach a majority decision in order to find a student responsible for misconduct under the Student Code of Conduct.

Combined Panels will be convened when an alleged violation occurs within the Honor System and the Student Code of Conduct during the same incident. Combined Panels will be comprised of three students selected from the Student Honor Council. Combined Panels must reach a unanimous decision in order to find a student responsible for misconduct under the Honor Code and a majority decision in order to find a student responsible for misconduct under the Student Code of Conduct.

Recess Panels will be convened during university recesses and summer terms to hear allegations of Honor System violations and/or Student Code of Conduct violations. Recess Panels are comprised of three members. At least one student panel member selected from the Student Honor Council will serve on this panel. The other two members will be any combination of judicially-trained faculty members or university administrators. When an administrator is unavailable, a member of the Center for Honor Enrichment & Community Standards not directly involved in the investigation may assume this role. Recess Panels must reach a unanimous decision in order to find a student responsible for misconduct under the Honor Code and a majority decision in order for a student to be responsible for a violation under the Student Code of Conduct.

#### F. Panel Composition and Roles

During most panels, there are four key roles that exist. These roles are the panel chairperson, the Community Advocate, the Student Advocate, and the adviser. These roles are important to making sure the panel process is fair for everyone involved.

Each panel will have a chairperson, selected by the Student Honor Council executives, who is responsible for conducting the panel proceedings. The chairperson will make sure the proper processes are followed and, at the conclusion of the hearing and deliberations, will communicate any decisions to the appropriate person. The chairperson is a member of the Student Honor Council and will have voting privileges. Voting privileges also exist for all other panel members.

A student who is accused of a violation and who has requested a panel review will be notified of the panel members prior to the hearing. Students may request the removal of a specific panel member if they believe the panelist may hold a bias against them. It is the responsibility of the student requesting the removal of a panel member to demonstrate specifically why a panel member may have a bias against them. Students alleging bias and requesting the removal of a panel member must submit a detailed letter to the Director of CHECS and the Student Honor Council President within 48 hours of receiving notification of the panel members.

Each panel proceeding will also have a Community Advocate participating on behalf of the university community. The Community Advocate is appointed by the Student Honor Council executives and is required to complete specific training to serve in the role. The Community Advocate will present the university's perspective during the hearing through opening and closing statements and by asking questions of hearing participants. The Community Advocate does not vote on the outcome of the hearing nor is he/she present when the panel is debating whether a student has violated university policy and recommending appropriate sanctions. Since the Community Advocate will present information to a panel, he/she will have access to relevant university judicial files for the particular case they are presenting.

The Student Honor Council executives will also appoint a Student Advocate for panel proceedings. The role of the Student Advocate is to directly assist the student who is accused of violating university policies. The Student Advocate is available to help students prepare for the hearing by reviewing the entire process with them, helping them craft opening and closing statements, develop questions to ask witnesses, and to prepare responses to anticipated questions. The Student Advocate, who is specifically trained for this role, is also present during the actual hearing in order to help the student during this phase. Student Advocates will work individually with their student, but may also refer their student to other university resources for assistance. The Student Advocate does not vote on the outcome of the hearing nor is he/she present when the panel is debating whether a student has violated university policy and recommending appropriate sanctions. Since the Student Advocate will present information to a panel, he/she will have access to relevant university judicial files for the particular case they are presenting. While students are not required to utilize their Student Advocate, they are highly encouraged to do so. A student choosing not to use a Student Advocate may not have another adviser present during the hearing.

Students requesting a hearing will be notified of the Community and Student Advocates assigned to his/her case. If a student has questions about the role of the advocates assigned to his/her case, the student should contact the Director of CHECS.

The final role participating in panel proceedings is that of the staff adviser. An adviser to the Student Honor Council may be present during the proceedings and deliberations, but the adviser does not have voting privileges. The adviser can clarify information and respond to questions from the student requesting the panel, witnesses, panel members, advocates, and faculty/administrative staff members. The role of the adviser is to ensure that the proceedings run smoothly and provide fundamental fairness for everyone involved. The adviser will, along with the chairperson, keep the proceedings and deliberations focused on issues relevant to the process and the particular situation being heard.

#### G. Panel Procedures

The panel process, while straightforward, may require students to think about things they have previously not been required to consider. The university wants to help students be as prepared as possible for the hearing procedures. Similarly, the university wants a fair process to occur for any students participating in a hearing. The following steps are followed and recommendations are made with these goals of preparation and fairness in mind.

Panels are typically scheduled within two weeks of the date of the request for a panel review. Panels will not be scheduled less than five days from the date of notification unless both the conduct officer and the responding party agree to this time frame. Students are notified of the date, time, and location of the hearing as well as the composition of the panel and the specific charges that the panel will consider. This notification comes in the form of a document referred to as the Panel Notification Form. Students are also provided with any documents the panel members will receive prior to the hearing.

Cases may at times involve more than one student. In these circumstances, the panel will hear the entire case in one panel proceeding, but will make separate decisions of responsibility and separate recommendations for sanctions for each student involved.

Given the sensitive nature of most hearings, panels will be closed to the public unless the student, his/her Student Advocate, the Community Advocate, the panel chairperson, and the Director of CHECS all agree to an open hearing. This agreement must be reached at least 24 hours in advance and must be agreed to in writing. The panel chairperson and panelists may limit the number of observers at an open hearing.

The panel chairperson will call the hearing to order and review the expectations for all parties involved. The chairperson will ask everyone to introduce themselves and explain their role in the proceedings. Once introductions are completed, the chair will ask witnesses to leave the room until called.

Upon instruction from the chairperson, the student, with assistance from his/her Student Advocate and the Community Advocate will make opening statements. Students are encouraged to outline their opening statement prior to the hearing so that he/she can present all of the information desired. The student will go first and the Community Advocate will follow.



Once opening statements have been made, the chairperson will instruct the Community Advocate to call his/her first witness. After the Community Advocate has asked all of his/her questions of the witness, the student, with assistance from his/her Student Advocate, will be given the same opportunity to ask questions of the witness. When the student has concluded, panel members will be given the opportunity to ask questions of the witness. When the panel members have finished, the chairperson will ask if anybody has more questions for the witness. Once all parties have exhausted their questions for a witness, the witness will be excused by the chair although the witness may be recalled if necessary. This process will continue until the Community Advocate has used all of his/her witnesses.

Should a student have witnesses that are different than those from the Community Advocate, the student will be given the opportunity to call his/her witnesses. The student will ask questions of his/her witnesses first, to be followed by the Community Advocate and then the panel members. When the panel members have finished, the chairperson will ask if anybody has more questions for the witness. Once all parties have exhausted their questions for a witness, the witness will be excused by the chair although the witness may be recalled if necessary. This process will continue until the student has used all of his/her witnesses.

Whether asking questions of witnesses called by the Community Advocate or him/herself, the student is encouraged to prepare a list of inquiries he/she would like to ask of any potential witnesses. Student Advocates can help students prepare these questions and, in limited circumstances with the permission of the chairperson, ask questions of witnesses.

Once all witnesses have been called, the student will be asked questions. These questions will first come from the panel members, but questions may also be asked by the Community Advocate and the Student Advocate. The student should be prepared to answer all questions and should utilize their Student Advocate to help anticipate what may be asked so that he/she can be prepared to respond.

At the conclusion of the questioning phase, the chairperson will instruct the Community Advocate to make a closing statement, if he/she desires. The student will be given the same opportunity. Students are encouraged to prepare much of their closing statement in advance, but should leave room to add information from the hearing.

Once closing statements have been made, the chairperson will conclude the hearing. The chairperson will ask everyone to leave the room, with the exception of the adviser, so that the panel may begin deliberations.

When deliberations have ended and decisions, using the preponderance of evidence standard, have been made regarding student misconduct, the chairperson will ask the Community Advocate and Student Advocate to return. The Student Advocate may present character reference letters on behalf of his/her student. The Community Advocate will present any previous violations of the student. Once this information has been reviewed, the panel will deliberate on sanction recommendations.

The chairperson will communicate the panel's decisions and recommendations to the Director of CHECS. The Director will review the information, finalize sanctions, and communicate the decisions to the student within ten (10) business days of the hearing.

H. Appeals Process for Panel Decisions

When a student is found responsible for a violation by any panel, he/she may file a written appeal of the decision to the Dean of Students. The Dean of Students may only consider appeals based on two issues. The first issue is that new information now exists that was unknown at the time of the panel proceeding. This new information must be so significant that it would likely alter the panel's decision on violations or their recommendations on sanctions. The second issue the Dean may consider on appeal is that the provisions for a fair hearing process were not followed. Failure to adhere to the fair hearing processes must be demonstrated and must show that the student's actions were inappropriately judged by failing to follow the established guidelines.

Given the importance of the appeal, students are encouraged to craft a clear and thorough letter outlining their concerns. Email appeals will not be accepted without prior permission from the Dean of Students. The appeal should be submitted to the Dean within five (5) business days of the panel decision.

The Dean of Students may elect to review the case and render alternative decisions, require the panel to review the case again, or decline to review the case. The Dean may choose to speak with panel members, witnesses, and/or the student submitting the appeal, although this is not required. The decision of the Dean of Students is final.

## SECTION IV

### Glossary of Terms

The selected terms are defined below to promote a better understanding of CNU's Honor System. This is not intended to be a complete list of all the terms listed in the Student Handbook.

Appeal refers to requesting another review of the case decision.

Character Reference refers to a letter that can be submitted to a panel to provide insights regarding the responding party's character.

Community Advocate refers to a student who is designated by the Student Honor Council to represent the University community before a panel.

Conduct Officer refers to the staff member that is designated by the Assistant Dean of Students to initiate a student conduct process and determine whether the responding party violated any University conduct policies and what sanctions, if any, are appropriate.

Investigative Officer refers to the staff member designated by the Assistant Dean of Students to investigate an incident. The investigative officer does not make any decisions of responsibility or recommend sanctions.

Initial Conference refers to the informal meeting of a responding party with a conduct officer to respond to an allegation of misconduct.

Notice of Incident refers to the document that is given to a responding party which identifies the violations of University policy alleged against the student.

Panel Chairperson refers to the student, faculty member, or staff member designated by the Student Honor Council President, Dean of Students or Assistant Dean of Students to be responsible for presiding over a panel and ensuring the appropriate process is followed.

Panel Notification Form refers to the document notifying a responding party about the date, time, and location a panel will convene to receive evidence about the alleged misconduct of the responding student. The form identifies the panel members, Panel Chair, Community Advocate, and Student Advocate assigned in the matter. It also indicates the charges of misconduct alleged against the responding party.

Reporting Student refers to a student who reports an incident that may involve a violation of University policy.

Responding Party refers to a student who is accused of violating any University policy.

Sanction refers to the educational, developmental and punitive consequences that are assigned to a student who is responsible for a policy violation.

Student Advocate refers to the student designated by the Honor Council to assist and support the responding party as he or she prepares for a panel and responds to the allegations presented therein.

Student Honor Council refers to the student organization selected to serve the university community by promoting honor, integrity, and personal responsibility at Christopher Newport University. Officers are elected by the student body and general members are chosen by the officers. Student Honor Council members serve on all types of panels as panel members, panel chairs, community advocates and student advocates after they complete extensive training.

Types of Panels:

Honor Panel refers to a group of three or more members of the Student Honor Council designated by the Student Honor Council to hear and consider evidence and to determine whether a student has violated *the Honor System* and to recommend appropriate sanctions, if necessary.

Hearing Panel refers to a group of three or more members of the Student Honor Council designated by the Student Honor Council to hear and consider evidence and to determine whether a student has violated *the Student Code of Conduct* and to recommend appropriate sanctions, if necessary.

Combined Panel refers to a group of three or more members of the Student Honor Council designated by the Student Honor Council to hear and consider evidence and to determine whether a student has violated *the Honor System and the Student Code of Conduct* and to recommend appropriate sanctions, if necessary.

Recess Panel refers to a group of students and/or faculty/staff convened by the Director of CHECS during university recesses and summer sessions to hear and consider evidence and to determine whether a student has violated *the Honor System and/or the Student Code of Conduct*; *this panel will also* recommend appropriate sanctions, if necessary.

Witness refers to a student, faculty, or staff member who was a direct observer during an incident.

## SECTION V

### University Sanctions

#### A. University Sanctions

Sanctions for student misconduct are imposed by the appropriate university representatives based on the nature of the violation. For instance, academic sanctions or remedies are determined and imposed by members of the faculty. Non-academic sanctions, which serve as the university's response to misconduct in violation of the University's policies, will be determined and imposed by university administrators pursuant to the processes established in this Student Handbook, and are not influenced by program, departmental, or organizational action.

Possible sanctions for misconduct include:

1. *Academic Dismissal*: Permanent separation of the student from the University. Academic Dismissal will be noted on the transcript.
2. *Academic Suspension*: Separation of the student from the University for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. Academic Suspension will be noted on the transcript. Students on academic suspension are not allowed on campus during the suspension period without permission. Those needing resources to assist in their academic success are encouraged to seek out that permission. Academic credits for courses taken at other institutions while on academic suspension are not transferrable to Christopher Newport University.
3. *Deferred Sanction*: In some cases, a sanction of suspension or dismissal may be held in abeyance for a specified period. This means that, should the student be found in violation of any University policy during the stated period, the deferred sanction shall be imposed without further review in addition to any disciplinary action appropriate to the new violation.
4. *Loss of Privilege/Delayed Privilege*: A student may lose or have restricted a privilege, where appropriate. Such privileges include, but are not limited to, parking, facilities access, Commencement exercises, degree conferral, Fraternity and Sorority Requirement, tailgating, or Housing Registration and Selection. These sanctions do not limit the ability of another unit to also restrict privileges (athletics and organizational involvement). Sanctions resulting from University policy violations are not influenced by program, departmental, or organizational action.
5. *Disciplinary Dismissal*: Permanent separation of the student from the University. Disciplinary Dismissal will be noted on the transcript.
6. *Disciplinary Suspension*: Separation of the student from the University for a defined period, after which time the student is eligible to return. Conditions for return or readmission shall be specified. During the period of suspension the student is not allowed on property owned or operated by the University or at University sponsored events without permission. Those needing resources to assist in their academic success are encouraged to seek out that permission. Academic credits for courses taken at other institutions while on disciplinary suspension are not transferrable to Christopher Newport University without prior permission of

the Dean of Students and must meet the academic requirements as outlined by the University Registrar. Disciplinary Suspension will be noted on the transcript. Upon completion of all University degree requirements and degree conferral, and if a student is found to be in good standing, he or she may request a removal of the transcript notation.

7. *Disciplinary Probation:* This action is given for a stated period of time. A student's further misconduct during this period of time may lead to more serious sanctions, including suspension or dismissal.
8. *Educational Experiences:* The student is required to demonstrate his/her responsibilities within the University community by performance of certain reasonable and relevant activities. Failure to complete the educational experience in the time prescribed may result in a more significant sanction. Any fees associated with the educational experiences will be the responsibility of the student.
9. *Failure of an Assignment:* A grade of "F" is given for the assignment in question. A letter stating the reason for this grade will be placed in the confidential file in the office of the Dean of Students and remain there for a period of five years or until the student receives the degree he/she is seeking, at which time the student may request the record to be expunged.
10. *Failure of a Course:* A grade of "F" is given for the course and the student is dropped from the course. A letter stating the reason for this grade will be placed in the confidential file in the office of the Dean of Students and remain there for a period of five years or until the student receives the degree he/she is seeking, at which time the student may request the record to be expunged.
11. *Fees/Fines:* Students in violation of University policy may be assessed fees/fines for their infraction(s). Fees/Fines will be based on the severity of the violation and generally are cumulative in nature. Money collected from fees/fines will be used to support educational programs for the community.
12. *Future Housing Privilege Revocation:* Students found in violation of University policy may have their University housing privilege revoked for subsequent years. Students who have their future housing privilege revoked will not be permitted to participate in the housing registration and selection process. Further violation of University policy may result in immediate removal from the residence halls.
13. *Letter of Censure:* The student is notified in writing that his or her actions constitute a violation of University policy and are therefore inappropriate. Further violations may result in more serious disciplinary action.
14. *Parental Notification:* A parent/guardian may be notified of the student's infraction, when appropriate. Notification may occur for any violation of the University's Drug Policy and for violations of the University's Alcohol Policy or for other policies when there is a health or safety concern.

15. *Removal from University Housing:* A student may be removed from University owned or operated housing. The removal may be for a defined period of time or may be permanent. If the former, conditions for potential readmission to University housing may be specified but are not a guarantee of future access to university housing.
16. *Restitution:* Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
17. *Verbal Warning:* A verbal statement notifying the student that he or she has violated University policy.

B. Interim Measures

Limitations on access to housing, campus, class or other activities may be imposed on a student at any point in the process, even prior to an initial meeting, if deemed necessary to preserve and protect the safety and well-being of students or the community as a whole. Determinations concerning such limitations are made on a case by case basis and any decision to remove such limitations may be conditioned upon appropriate conditions.

A student who is determined to be a danger to themselves or others will not be permitted to remain on campus and may be required to re-establish their qualification to participate in our educational programs before their return. Students confronting mental health issues, or their families, should contact the Dean of Students to discuss options.

C. University Judicial Records

Disciplinary sanctions other than suspension or dismissal shall not be made a part of the student's academic record but shall become part of the student's personal record. Case records are kept for seven years. Cases may be expunged from the student's personal record after the file is closed, upon request of the student. In very limited instances, a student's personal record that does not include a suspension or dismissal may be expunged at the discretion of the Dean of Students upon graduation of the student. Cases involving suspension or dismissal will have a permanent notation made on the student's academic record.

## **SECTION VI CAMPUS LIFE**

Campus life is an integral part of any student's college experience. Students can get involved throughout the campus in numerous activities, pursuing their interests and developing relationships with their classmates, the faculty and staff as well as other members of the campus community. Students are encouraged to seek out opportunities that complement and enhance their academic pursuits. These co-curricular opportunities connect classroom learning to out of classroom experiences, promote growth and development, and facilitate greater involvement with the community at large. Student Affairs, comprised of professionals in the areas of Orientation, Student Engagement, the Center for Honor Enrichment & Community Standard (CHECS), Residence Life, Student Activities (which includes Greek Life and Diversity Initiatives), and Disability Support Services, works collaboratively to support and promote campus life by providing enrichment, excitement, and involvement activities.

### **SECTION VI – PART I Registering Student Organizations, Guidelines and Privileges**

#### **A. Registration of Student Organizations**

Registration of an organization implies neither University approval nor disapproval of the aims, objectives and policies of the organization. Membership in registered student organizations shall be open to all qualified matriculated students. The University will not register organizations that deny membership on the basis of race, color, age, religion, national origin, veteran status, handicap, sexual orientation or gender except as permitted by law (e.g. social fraternities and sororities). Honorary and professional organizations may restrict their membership on the basis of clearly established and published criteria that have been approved as a part of the registration process.

Organization registrations are accepted on a rolling basis throughout the academic year beginning on/after the first day of classes during the fall semester. A group seeking to become a registered student organization will submit the following to the Office of Student Activities:

1. a registration application
2. an organization constitution meeting University standards
3. an adviser contract signed by a member of the faculty or administrative staff at CNU
4. an initial list of ten CNU students interested in membership.<sup>1</sup>

A requesting group will be given temporary status (up to one semester) while it completes the required elements of registration. While completing the registration requirements, a student organization may be granted meeting and posting privileges upon approval of the Director of Student Activities.

Organizations completing the registration process must attend 1) a new student organization orientation program, and 2) a session on student organization financial guidelines. The program schedule is available in the Office of Student Activities. Failure to attend the recognition

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<sup>1</sup> The membership interest number requirement is reviewable if special conditions are present.



programs/sessions will result in the request being removed from consideration. Request may be re-submitted the following semester under the same requirements. Information and forms about the student organization recognition process can be found online at [www.cnu.edu/studentactivities/clubs/cstudents.asp](http://www.cnu.edu/studentactivities/clubs/cstudents.asp).

All registered organizations are required to have a full-time member of the faculty or administrative staff member serve as an adviser. If the adviser resigns, the organization is responsible for locating a new adviser within a reasonable period of time. By special permission, an organization may secure an adviser from outside the University.

All changes and amendments to any organization's constitution or by-laws should be submitted to the Office of Student Activities. Where there is affiliation with an external organization, that organization's constitution and bylaws should be on file with the Office of Student Activities in addition to any local governing documents.

Registered organizations will keep their membership information up to date. Organizations will update their membership information through their organization profile on The Compass. For communication purposes, make sure officer contact information is accurate and up to date.

Information regarding student organizations (including an updated list of all student organizations) is maintained by the Office of Student Activities and may be found at <http://studentactivities.cnu.edu>.

Questions can be directed to the Office of Student Activities, DSU 330, [osa@cnu.edu](mailto:osa@cnu.edu), 594-7260.

**B. Privileges Afforded Registered Clubs**

Registered organizations, within the limits set forth elsewhere in this document, are afforded the ability to:

1. Use University facilities;
2. Hold meetings and host social events on campus;
3. Use University name in accordance with University policy.
4. Publicize events and distribute information on campus;
5. Apply for funding through the small grants process
6. Sponsor fund-raising activities on campus.
7. Receive a student organization mailbox.
8. Participate in campus-wide events.
9. Apply for office/storage space.
10. Use campus vehicles.

Failure to adhere to the stated responsibilities for registered organizations may result in the loss of privileges or other disciplinary action. For more information, please see the *Student Organization Handbook* available in the Office of Student Activities.

**C. Guidelines to Remain a Registered Organization**

Student groups wishing to remain a registered organization and wishing to benefit from campus organization privileges must adhere to the following guidelines:

1. Update the club/organization profile on The Compass, with specific attention to officer and membership information, within the first two weeks of the fall term and anytime there is a change in officers or advisers.
2. Adhere to the organization's approved constitution and bylaws.
3. Enlist the assistance of an on-campus adviser.
4. Complete the operational expectations as established by the Office of Student Activities
5. Submit the end of year status report.
6. Adhere to all policies set by the University and the Office of Student Activities and all federal and state laws. Policies related to student organizations may be found in the *Student Organization Handbook* available in the Office of Student Activities.

D. University Recognition of Greek Letter Organizations

Christopher Newport University is committed to the holistic development of its students and recognizes that membership in our values-based, social Greek letter organizations provides developmental opportunities for members of our campus community. The following guidelines are established to help ensure meaningful experiences for members of the CNU Greek community as well as the entire campus population. These policies and guidelines apply to the Greek letter organizations affiliated with the North American Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), the National Pan-Hellenic Council (NPHC), and similar nationally recognized representative bodies. **NOTE:** All registered student organizations that utilize Greek letters for name and/or designation are expected to adhere to all student organization and University guidelines and policies. Support for all organizations and their functioning is available in the Office of Student Activities.

1. Greek letter organizations must be affiliated with a nationally recognized fraternity or sorority in order to be eligible for recognition at Christopher Newport University. Local Greek organizations are prohibited.
2. Campus recognition of Greek letter organizations is first granted through the CNU governing bodies of Greek letter organizations (e.g. IFC, Panhellenic, NPHC) and the Office of Student Activities. Final approval rests with the Dean of Students. Any recognized group must adhere to the policies governing student organizations established by the respective governing bodies and the Office of Student Activities.
3. The University provides an adviser to the Greek organizations that are recognized on campus. The Associate Director of Student Activities will serve as the adviser to the nationally recognized NIC, NPC and NPHC chapters on campus. Each chapter is encouraged to identify other members of the campus community and local alumni to serve as chapter advisers. Chapter advisers will work closely with the Associate Director of Student Activities to assist in the growth and development of the Greek community.
4. Students interested in establishing a new Greek letter organizations must contact the Office of Student Activities. Recognition will only be granted to new fraternities and sororities that follow the prescribed expansion process as outlined by the governing bodies and the Office Student Activities.

**E. Organization Funding**

Allocating student money is an important task undertaken by many different members of the university community. In some way, the Board of Visitors, key administrators, and the Student Assembly leaders all play a role in this process. Each of these groups operates under guiding principles as they determine how to allocate money collected from the students' activities fees. The allocation of student activities funds is an important role undertaken by and granted to select students and some administrators who work directly with clubs and organizations to foster a vibrant student life on campus. Funding decisions are made in an effort to positively impact the entire campus community. Each year the Student Assembly Appropriations Committee establishes funds from which student organizations and clubs may request financial support. Each fund has distinct guidelines that the allocating bodies will follow to disperse monies appropriately. These funds are the *Front End Budgeted Fund (FEB)* and the *Small Grant Fund (SGF)*.

**NOTE:** Students attending professional and academic conferences are able to request funding through the *Conference Fund (CF)*.

Additional information about funding for student clubs and organizations, the Student Assembly Appropriations Committee, and the format, timelines and eligibility for requesting financial support from the different funds can be found in the *Student Organization Handbook* and *Guide for Managing Campus Accounts Handbook*.

## **SECTION VI – PART II**

### **Use of University Name**

No student organization may use the University's name except to identify institutional affiliation. University approval or disapproval of any political or social issue may not be stated or implied by an organization. Christopher Newport University's name, logo, designs, photographs, product identifiers, slogans, trademarks, and service marks may not be used in any publication, correspondence or other printed material prepared or distributed by the organization or its officers without prior written consent of the Office of Communications and Public Relations. Use of regular University letterhead by student organizations is prohibited. For additional information about using the University name, its logos, designs and marks, please contact the Office of Communications and Public Relations (Administration Building 306) at 594-7974.

## **SECTION VI – PART III**

### **Social Events and Functions**

**A. Activity Guidelines**

Registered student organizations are able to sponsor on-campus social events and other functions. Events held in on-campus spaces must be registered in accordance with the guidelines, established by the Office of Student Activities, listed in the Student Organization Handbook. Use of an on-campus space is reserved through and approved by the Office of Scheduling, Events and Conferences. Student organizations use the online Virtual Event Management System (VEMS) to request space for an on-campus event. The Office of Student Activities is available to advise and assist student organizations in planning and conducting events

Recognizing the interaction of the University within the local community, no social events or functions shall create a public nuisance. Prior security arrangements will be made with the University Police to ensure adequate measures are taken.

The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal acts either engaged in or knowingly permitted by the organization. The sponsoring organization shall be responsible for any damage to its assigned facility, area and any University equipment used during the event (ex: tents, sound equipment, staging, etc.). Officers of the organization shall have primary responsibility for activities of the organization and for its compliance with University regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.

All events requiring a signed contract(s) for entertainment services or goods are to be signed by a member of the sponsoring organization. The RSO shall not hold itself out as being part of, controlled by, or acting on behalf of the University. The RSO shall take affirmative steps in all of its recruitment, business, and other dealings with third parties (including, for example, prospective members and businesses) to properly explain its relationship with the University as not being part of the University but rather exist as separate and distinct from CNU, acting and operating independently from CNU, and should be treated as private third parties. Students and student organizations cannot enter into (sign) any contractual obligation on behalf of the University.

The sponsoring organization(s) may require a valid ID cards for admission to an event.

Officers of organizations are responsible for informing their advisers in advance of all functions sponsored by the organization.

Alcoholic beverage policies are based on the State of Virginia Liquor codes. The serving or use of alcoholic beverages at a University approved event must be done so in accordance with the CNU alcohol policy.

Date Auctions are inappropriate activities and will not be approved as a form of fundraising. The Office of Student Activities believes there are three aspects that make them inappropriate activities: racial insensitivity, gender insensitivity, personal safety.

Additional information about event guidelines as well as available event planning resources can be found in the *Student Organization Handbook*.

Commercial enterprises of any kind (solicitations, sales, distribution, etc.) by students or student organizations are not permitted on campus or in University buildings unless prior approval is granted by the Office of Student Activities.

#### B. Major Activities

Major activities must be scheduled at least six (6) weeks prior to the event date. Major activities include, but are not limited to, events that involve alcohol, require security, are open to the entire campus community or involve a large number of guest and attendees, require the review and approval of contracts or where there have been prior problems or concerns. Examples of major events are dances, concerts and large outdoor events. Determination on and final approval of any major activity sponsored by a student organization rests with the Director of Student Activities, or designee.

In order to ensure the success of the event, organization representatives are required to schedule and attend a meeting with the Director of Student Activities, or designee at least ten days prior to the event. At this meeting the following will be discussed:

- campus safety
- financial obligations and paperwork
- physical plant needs
- staffing
- set-up and clean-up
- catering or food service needs
- equipment needs (tables, chairs, etc.)
- adviser awareness and involvement

#### C. Tailgating

Student organizations may host tailgating events in accordance with established university policies for tailgating. Specific information and rules regarding tailgating may be obtained from the Office of University Events.

### **SECTION VI – PART IV Catering Events**

Priority for catering of events held on campus must be given to CNU Auxiliary Services. CNU Catering has the right of first refusal for any events held on campus.

Groups wishing to hold food sales, including bake sales, must meet with the Scheduling Office to determine if a health permit from the City of Newport News will be required.

Catering menus, guidelines and contact information can be found at <http://catering.cnu.edu>.

### **SECTION VI – PART V Advertising & Posting**

Advertising and posting guidelines are established to aid in the distribution of information throughout campus and is coordinated by the Office of Student Activities in conjunction with the Office of Scheduling, Events and Conferences and various posting locations. The Office of Student Activities offers advertising and posting resources to recognized student organizations.

ALL postings are to avoid degrading, disrespectful remarks or advertisements. ALL organizations and individuals must keep in mind others when it comes to privacy and property.

Bulletin boards are available throughout campus for posting of flyers and notices. For information about campus mailings and/or chalking on campus, please refer to the *Student Organization Handbook*.

- Posting Banners in the David Student Union is scheduled through the Office of Scheduling, Events and Conferences. Guidelines for banners are available in Scheduling and in the Office of Student Activities.
- Posting guidelines for all residential facilities are set by the Office of Residence Life. Questions should be directed to the Assistant Director of Residence Life at 594-7125.

- Posting in the Freeman Center is coordinated through the Freeman Information Center near the Trieshmann Health and Fitness Pavilion.
- Advertising on the Plasma Television Screens and through email announcements is coordinated by the Office of Communications and Public Relations.

## **SECTION VI – PART VI**

### **Alcoholic Beverages and Other Controlled Substances**

#### **A. Alcoholic Beverages**

Members of the University community are accountable for their decisions regarding their use of alcohol as well as their behavior, which occurs as a result of these decisions. In this context, members of the University community are encouraged to be familiar with the Code of Virginia and University policies as they relate to alcohol.

#### **B. Summary of Virginia Alcohol Laws, Regulations and Penalties**

The Commonwealth of Virginia and the Virginia State Alcoholic Beverage Control Board have enacted a variety of laws and regulations that govern alcoholic beverages. They are summarized as follows:

- Persons under the age of 21 are prohibited from possessing or consuming beer, wine, liquor, or other alcoholic beverages. Persons in violation of this statute may be fined up to \$2,500 and imprisoned for a period not to exceed 12 months. In addition, such person's Virginia driver's license may be suspended for a period of not more than a year.
- Persons may be fined up to \$250 if found drinking in public or publicly intoxicated.
- Persons found in possession of a false driver's license may be fined up to \$2,500 and imprisoned for a period not to exceed 12 months, or both.
- Persons attempting to purchase alcoholic beverages with a false driver's license may be fined up to \$500 and will have their driver's license revoked for a period not less than thirty days nor more than one year.
- It is illegal to serve or sell alcoholic beverages to persons who are intoxicated or suspected of being under the legal drinking age. Individuals determined to be intoxicated are prohibited from remaining in an area where alcoholic beverages are served. Persons found in violation of these statutes may be fined up to \$2,500 and imprisoned for a period not to exceed 12 months, or both.
- It is illegal to drive under the influence of alcoholic beverages. Individuals, over the age of 21, are considered impaired if their blood alcohol content (BAC) is .08 percent or higher. Persons with a BAC of .08 percent or higher or persons refusing a breath test will have their driver's license automatically revoked. Individuals under the age of 21 are considered impaired if their BAC is .02 percent or higher.
- It is illegal to purchase alcoholic beverages from any person not licensed to sell them. It is also illegal to sell alcoholic beverages without the appropriate license.
- Finally, it is illegal to consume alcoholic beverages in any unlicensed public area.

### C. Policy

Christopher Newport University fully complies with the alcohol regulations of the Commonwealth of Virginia. All state laws apply to CNU students, faculty and staff. These laws prohibit possession and consumption of all alcoholic beverages by persons less than 21 years of age on all University grounds and in all University buildings except as expressly permitted within this policy. CNU Dining Services maintains a liquor license in accordance with state ABC board regulations for the purposes of conducting catered events.

### D. Regulations

In compliance with the laws of the Commonwealth, possession or consumption of alcoholic beverages on the CNU campus is limited in the following ways:

1. The sale or service of alcohol may be permitted on campus where not restricted by law or University policy. Alcohol sold or provided at events on campus will be governed by the following guidelines.
  - a. Permission for alcohol sale or service at events sponsored by CNU faculty, staff or students will be granted by the appropriate dean or administrative vice president or by the university president.
  - b. When alcohol is being served, food and sufficient non-alcoholic beverages must be offered.
  - c. Catering Services, to include bar service, will be provided through CNU Catering.
  - d. When the event is sponsored by a student organization, student leaders from the sponsoring organization are required to attend or have previously attended the risk management workshop sponsored by the Office of Student Activities. When the event is sponsored by an academic or administrative department, the leadership of the sponsoring department must have attended the risk management training or must attend a risk management workshop.
  - e. Appropriate safety and security staffing will be determined by the University Chief of Police in consultation with the appropriate dean, vice president, or director. Costs will be charged to the sponsoring organization for services necessary, which may include door security and personnel needed to verify identification.
2. Alcohol is not permitted in University housing; this policy applies to all students and their guests regardless of age.
  - a. Alcoholic beverages and alcoholic beverage container displays are prohibited.
3. On campus alcohol consumption associated with athletic competitions may be permitted under special circumstances and must follow specific guidelines available through the Dean of Students.

### E. Accountability

Members of the University community who decide to serve or to consume alcoholic beverages are reminded that they are personally responsible for their conduct under all circumstances. Intoxication or ignorance of the law does not release an individual from that responsibility. Violations of University policy occurring under such circumstances will be treated as any other violation. Violations of state law also may be referred to the University Police. All referrals are investigated by University Police. The investigation may result in the arrest or the issuance of a criminal uniform summons and require the student to appear in criminal court. Any student found

in violation of State law or University policy related to alcohol or alcohol consumption may be subject to parental notification.

F. Controlled Substances

Christopher Newport University is committed to protecting the health, safety and welfare of the citizens it serves by assuring that a drug-free culture is maintained, enabling the mission and goals of the University to be obtained in a drug-free environment. In compliance with this commitment, the federal Drug-Free Work-Place Act of 1988 and the Drug-Free Schools and Communities Act of 1989, every member of the University community is encouraged to be familiar with the Code of Virginia and University policies as they relate to controlled substances.

G. Summary of Virginia Controlled Substance Laws, Regulations and Penalties

The following is a summation of statutes governing the Commonwealth of Virginia relative to controlled substances. The Code of Virginia classifies criminal offenses in §18.2-9, for the purpose of punishment and sentencing. The Code identifies six classes of felonies, which are the most serious criminal acts and which result in the most severe sanctions. The punishment for a felony violation can range from a term of imprisonment no less than one year (class 6) up to death (class 1). Misdemeanor violations are categorized into four classes. The most serious misdemeanor (class 1) is punishable by a term in jail of up to one year and a fine of up to \$2,500. Class 1 misdemeanor offenses include general assault, driving under the influence of alcohol or drugs (first offense), shoplifting, disorderly conduct, manufacture of a false identification, hazing, larceny under \$200, stalking, receiving stolen property, placing threatening telephone calls, trespassing and others.

Manufacturing, selling, giving, distributing, or possessing with intent to manufacture, sell, give or distribute a controlled substance or imitation controlled substance is a class 6 felony and is prohibited by the Code of Virginia and University policy. Persons in violation of this statute where the controlled substance is classified as Schedule I or Schedule II, upon conviction, may face imprisonment for not less than five years nor more than 40 years and may be fined not more than \$500,000. Second or subsequent convictions may lead to imprisonment for not less than five years up to life and a fine of not more than \$500,000. Persons in violation of this statute where the substance is classified in Schedules III, IV, or V or is an imitation controlled substance, if convicted, shall be guilty of a Class 1 misdemeanor.

It is unlawful for any person to sell, give, distribute, or possess with intent to sell, give, or distribute marijuana. Those persons convicted of violating this statute with not more than one-half ounce of marijuana are guilty of a misdemeanor, and be confined in jail not more than thirty days and a fine of not more than \$500, either or both; any person, upon a second or subsequent conviction of a violation of this section, shall be guilty of a Class 1 misdemeanor. Those with more than one-half ounce, but not more than five pounds, if convicted, are guilty of a class 5 felony punishable by imprisonment of not less than five years no more than 30 years. Any person who manufactures or possesses marijuana with the intent to manufacture such substance not for his own use, if convicted, is guilty of a felony punishable by imprisonment of not less than five or more than 30 years and a fine of not more than \$10,000.

It is illegal for any person to knowingly or intentionally possess marijuana unless the substance is obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in



the course of his/her professional practice or except as otherwise authorized by the Drug Control Act. Persons in violation of this statute shall be guilty of a misdemeanor and be confined to jail not more than thirty days and a fine of not more than \$500, either or both. Persons, upon second or subsequent violations, shall be guilty of a Class 1 misdemeanor.

It is illegal to operate a motor vehicle, engine, or train while under the influence of alcohol, controlled substance, or other intoxicants. Persons suspected of being under the influence may be required to submit to tests to determine the alcohol and/or drug level of his/her blood. Failure to submit to the test may result in revocation of driving privileges.

Personal property used in the commission of a crime related to possession, use, sale, distribution, or manufacture of controlled substances might be confiscated by law enforcement officials.

H. Policy

The unlawful manufacture, possession, use or distribution of illicit drugs and controlled substance and the unlawful possession, use, or distribution of alcohol on Christopher Newport University property is prohibited. Students found responsible for possessing, using, distributing, or selling controlled substances will face serious disciplinary action, which may include suspension or dismissal from the University for a first offense.

I. Education

Throughout the year, CNU provides a variety of educational programs designed to increase student, staff and faculty awareness and knowledge about alcohol and other controlled substances. Most of these programs are offered free of charge and are open to members of the University community as well as the greater community.

J. Accountability

Members of the University community who decide to manufacture, possess, distribute or use illicit drugs and controlled substances are reminded that they are personally responsible for their conduct under all circumstances. Ignorance of the law does not release an individual from that responsibility. Violations of University policy occurring under such circumstances will be treated as any other violation. Violations of state law will be referred to the University Police.

University Police will conduct a criminal investigation. In the event that probable cause exists, the student may be arrested or issued a criminal uniform summons. Any student found in violation of State or University policy related to controlled substances may be subject to parental notification.

K. Intervention and Prevention

The University provides a variety of resources for those with questions or concerns about the use or misuse of alcoholic beverages and controlled substances. Resources include:

Office of Counseling Services  
Freeman Center Suite H230  
757/594-7047

University Health and Wellness Services  
Freeman Center – 1<sup>st</sup> Floor  
757/594-7661

*Confidential* inquiries about community health groups and treatment programs can be made to the Office of Counseling Services. Local support groups include the following: Alcoholics Anonymous, AlAnon, and Alateen.

## **SECTION VI – PART VII**

### **Hazing**

Hazing is a criminal offense in the Commonwealth of Virginia. Hazing is a serious violation of University policy and is prohibited in all forms. This policy is based upon the proposition that students are entitled to be treated with consideration and respect at all times. It applies to all student organizations and individuals. Concurrently, the NCAA, North American Interfraternity Conference, the National Panhellenic Conference and the National Pan-Hellenic Council state unequivocally that hazing has no place in the collegiate organizations they govern. In determining whether a specific behavior violates the hazing policy, consideration will be given to the behavior's relationship to the University's mission and purpose.

Hazing is defined as any mental or physical requirement, request, or obligation placed upon any person which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading, or which violates any federal, state, local statute or University policy, the willingness of an individual to participate in such activity notwithstanding. Examples include, but are not limited to, tests of endurance, any brutality of a physical nature, such as whipping, beating, branding, forced or encouraged calisthenics, exposure to the elements, forced or encouraged consumption of any food, liquor, drug, or other substance; exposure of members or prospective members to potentially dangerous or hazardous circumstances; activities that have a foreseeable potential for resulting in personal injury, such as drop-offs, or any activity which by its nature is so profound that it would have a potential to cause severe mental anxiety or distress, such as sleep deprivation, forced or encouraged exclusion from social contact, forced or encouraged conduct which could result in extreme embarrassment, panic, degradation, or any other forced or encouraged activity which could adversely affect the mental health or dignity of the student.

The officers, principally the president or chairperson of each organization, are responsible for informing members and prospective members of this hazing policy each semester. The Office of Student Activities and the Center for Honor Enrichment & Community Standards are excellent resources regarding hazing behavior and prevention. Violations of the hazing policy should be reported to the Center for Honor Enrichment & Community Standards.

## **SECTION VI – PART VIII**

### **Freedom of Expression**

Universities occupy a unique place in our society. They are institutions of higher learning dedicated to the discovery and dissemination of knowledge and, in that capacity, they assign a high priority to the freedom of speech. At the same time, public colleges are governmental entities and they must balance that important freedom with other legitimate goals and objectives, including the maintenance of a safe, lawful, and orderly environment.

As an instrumentality of the Commonwealth of Virginia, Christopher Newport University is committed to its constitutional obligations to respect rights of expression. As an institution of higher learning, the University embraces academic freedom and the open exchange of diverse ideas, and is committed to its priority educational objectives of teaching, learning, and student success. Finally, as an institution accessible to the public, the University does not intend to restrict the exercise of these rights by members of the University Community (currently registered and enrolled students, University faculty, and University staff members). However, all members of the University community share a responsibility to respect conditions that preserve the freedom to learn.

**1. Unlawful Expression**

The University does not permit expression that is not protected by law. Such expression includes, but is not limited to, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark violation, criminal or civil harassment, sexual harassment, trespass, and false advertising.

**2. Maintaining Orderly Operations**

No person may engage in expressive conduct that has the effect of disrupting or preventing the orderly conduct of the University mission, program, function, or activity. This includes, but is not limited to, the following: (1) blocking the legitimate activity of any person on the University campus or in any University building; (2) constituting or inciting a violation of law; (3) impeding; (4) blocking the flow of pedestrian or vehicular traffic; and (5) conduct likely leading to an unsafe or unhealthy condition.

**3. Distribution of Literature**

Persons wishing to arrange booths or tables for distribution of literature explaining their point of view may do so in areas designated for those purposes. Reservation of booths or tables may be arranged with the Scheduling Office by calling (757) 594-8521.

**4. Speech and Assembly**

Individuals and organizations wishing to exercise their freedom of speech or “the right of the People peaceably to assemble,” must register with the Dean of Students at least 24 hours in advance. Standard space reservation procedures must be followed. If notice is given less than 24 hours in advance, the university will make every effort to grant such a request provided that safety and security issues and logistical concerns can be appropriately addressed.

The location of the assembly will be determined by University Officials in consultation with the organizers and will be based on safety and security concerns.

It is not the intent of this policy to censor or otherwise limit free expression. However, assemblies should be peaceable, orderly and comply with University standards of conduct.

## **SECTION VI – PART IX**

### **Wheeled Transportation**

It is Christopher Newport University’s goal to provide regulations for a safe and convenient

environment for bicycles and other wheeled transportation, including but not limited to, skateboards, in-line skates, scooters and motorized carts, while at the same time providing for the safety of all members of the campus community.

Operators are required to operate at speeds that are prudent and reasonable under existing conditions. No person is allowed to operate any wheeled transportation (excluding assistive devices) inside any building or on any pedestrian ramp. In any circumstance, anyone using a form of wheeled transportation must yield the right of way to pedestrians. In addition, the use of skateboards and in-line skates may be restricted in certain areas. Furthermore, no bicycle or other form of wheeled transportation shall be parked, stored or left standing inside stairwells, hallways, foyers or any other location that violates federal, state or local fire and safety regulations. Use of motorized scooters of any kind are prohibited on the CNU campus. Assistive devices are permitted.

## **SECTION VI – PART X**

### **Movies and Television Copyrights**

The purpose of this statement is to educate and outline options for CNU students and student organizations regarding the use of movies and television in programming events. Any showing of movies or television programs at CNU must abide by copyright laws and the following guidelines:

#### **What is the law?**

- The Federal Copyright Act (Title 17, U.S. Code) governs the use of copyrighted material, especially how that material is used publicly.
- It is illegal to *publicly* display movies and other copyrighted materials without permission (in the form of a license) from the copyright owners, who are usually the movie studios.
- **What is a “public performance”?** To perform copyrighted materials publicly is “to perform or display it at a place open to the public or *at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.*” (1 Residence Life Cinema. *Film and Copyright Infringement: An RA’s Guide to Legal Movie Usage*. Swank Motion Pictures. St. Louis. 2005)

#### **What is illegal according to copyright law?**

- Playing a movie on DVD as part of a program, event or meeting, or playing it in a public place so that it fits the legal definition above, is illegal without a purchased license.
- This restriction also applies to programs recorded from a television to be shown later.

#### **What is NOT illegal according to copyright law?**

- Events that involve the viewing of television programs are fine.
- Other programs involving movies, so long as a license for public showing has been purchased.
- Showing the video in “face-to-face teaching activities” (section 110.1 of The Copyright Law) where the video is directly related to the class and an instructor is present.

### **Other Questions/Information**

- **Can I watch DVDs and movies in my room?** Of course. Any movies owned by students (either purchased or recorded) are theirs for *private* viewing. It is perfectly acceptable to watch movies inside rooms/apartments alone or with friends. However, if a student or student organization have a large number of people, invite the entire membership of the club or promote the event on campus through any form of advertising it becomes a public performance.
- **Are the lounges in the residence halls “public” areas?** Yes, any movies shown in hall lobbies, floor study lounges, or areas like this are considered “public” areas. Even though many students still consider these areas part of their “home” while at CNU, only the individual rooms/apartments are considered “private” for the purposes of copyright law.
- **Is there an educational exception to copyright law?** Yes, but it is very narrow. In order to qualify for the exception, the material must be:
  - From a legitimate copy
  - Part of the course curriculum/syllabus
  - Shown by the instructor or the students
  - Shown in a classroom or place reserved for academic instruction
  - Shown at a non-profit institution
  - Shown only to teachers, students or relevant guests

ALL of the conditions mentioned above must be met to claim this exception.

**If I advertise the movies without using the movie titles, do I violate copyright law?** How a movie program is advertised does not affect whether or not a showing is “public” or provide protection from copyright law. Advertising a program as, for example, “Tom Cruise Night,” does not provide protection from copyright laws.

### **How to Obtain a Public Performance License**

You can obtain a license by contacting the Office of Student Activities. A license does require a fee and those fees vary based on the particular video and the nature of your event.

## **SECTION VI – PART XI**

### **Medical Transportation**

Emergency transportation to Riverside Hospital or a military hospital (for students with military benefits) should be via ambulance for safety reasons. Students without their own mode of transportation and unwilling to be transported by ambulance can request taxi service.

Students seeking transportation to or from a medical appointment or pharmacy are encouraged to use their own transportation, seek assistance from a roommate, suitemate or friend, or take a local bus or taxi service.

It is not usual or customary for employees of the University to provide transportation for students in need of medical assistance.

## SECTION VII

### Academic Regulations Pertaining to Students with Disabilities

#### A. Introduction

1. Christopher Newport University's commitment to provide an environment where all students can pursue their educational goals includes students with disabilities. The Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Virginians with Disabilities Act make this commitment a legal imperative. In order to comply with these Acts, educational programs and services offered to other students must be accessible to students with disabilities.
2. A person meets the definition of disabled if the person has a physical or mental condition that substantially limits one or more major life activities. Conditions that may meet the criteria include but are not limited to the following: AIDS, arrested addictions, cancer, diabetes, dyslexia, epilepsy, emotional disorders, gastrointestinal disorders, head injury, hearing impairments, heart disease, learning disabilities, mobility impairments, muscular disorders, orthopedic impairments, visual impairments, neurological disorders, perceptual impairments, psychological disorders and speech impairments.
3. Reasonable accommodations must be made in instructional delivery and evaluation methods to ensure full educational opportunities. The means of achieving this goal are not simply a matter of individual faculty judgment. There is a body of knowledge related to the educational needs of students with disabilities that must be applied to individual cases. While students with disabilities may need special accommodations or learn in different ways, their differences do not imply inferior capacities. Students with disabilities must qualify on the same standards for admission, the same placement tests, and meet the same prerequisites as any other student. However, they may need reasonable accommodation in facilities, methods of presentation, and methods of testing and evaluation. Because individual majors, courses, and teaching styles interact differently with the strengths, disabilities, and compensating strategies of individual students, each situation may require a different approach.
4. Students with disabilities should contact the Dean of Students at 594-7160, well before the beginning of the semester. The disabling condition and accommodations are determined by a review of appropriate information. A student has the right to withhold disclosure, but the requirement for reasonable accommodation by the University begins at the time the student's need for accommodation is determined and is not retroactive.
5. In order to provide reasonable accommodation in the classroom, students are obligated to make their faculty members aware of their needs and the faculty members are obligated to accommodate reasonable needs. In order to enhance student awareness about services to students with disabilities, verbal announcements by instructors and statements in their syllabi are desirable means of encouraging students to reveal their disabilities. A statement such as the following is recommended:  
*If you believe that you have a disability, you should make an appointment to see the Dean of Students to discuss your needs. In order to receive an accommodation, your disability must be on record with the Dean of Students, who is located in the Student Affairs Suite on the 3<sup>rd</sup> floor of the David Student Union (Telephone 594-7160).*

Faculty members should not speculate about a disability or imply a belief that a disability is responsible for any aspect of the student's performance or behavior. The diagnosis of a student's disability will be clarified by the Dean through the process of determining needs and reasonable accommodations.

**B. Rights and Responsibilities of Christopher Newport University**

1. CNU has the right to identify the abilities, skills and knowledge necessary for success in its programs and to evaluate program participants on this basis.
2. CNU has the right to evaluate student performance against standards that are fundamental to its academic programs and courses.
3. CNU has the right to request and receive appropriate documentation supporting requests for accommodations. CNU has the right to require additional testing or other information to clarify or corroborate the information identifying a disability and suggested accommodations. CNU has no responsibility under the law to provide reasonable accommodation for a disability until the student has provided evidence of the existence of that disability and requested reasonable accommodation.
4. CNU has the right to refuse an accommodation that would fundamentally alter the quality of a student's academic program.
5. CNU has the responsibility to maintain academic standards that are fundamental to providing quality programs while ensuring the rights of individuals with disabilities.
6. CNU has the responsibility to make recruitment information and activities accessible (in both formats and facilities).
7. CNU has the responsibility to evaluate a student's performance in ways that accurately reflect his/her abilities, not the impact of a disability. However, in a limited number of cases, a disability may impact a student's performance in such a way that alternate evaluation will not overcome the disability. For example, a student may be required to perform an emergency medical procedure within a certain time period. A disability that would prevent students from meeting the time requirement would mean that the student should not be in the course.
8. CNU has the responsibility to adjust, substitute, or waive any academic requirements that unfairly discriminate against a student with a disability if they are not essential to the integrity of the student's academic program. The University does not waive the essential degree requirements of a liberal arts education.
9. CNU has the responsibility to ensure the privacy rights of students regarding their disabilities.
10. CNU has the responsibility to make reasonable accommodations for a student with a disability in the delivery, instructional method, and evaluation system of a course and should inform both its applicants and students about availability of services and accommodations.

C. Rights and Responsibilities of Students with Disabilities

1. Students with disabilities that substantially limit one or more major life activities have the right to reasonable accommodations. Accommodations may include, but are not limited to, modifications in course locations, testing procedures, instructional methodology, evaluation and access to University facilities, programs and services.
2. Students have a right to information. Information concerning procedures, facilities, possible accommodations, services or other aids should be readily available to students.
3. Students have a right to privacy. Students have a right to have the details concerning their disabilities maintained in a confidential manner. Documentation regarding the details of a disability will be maintained with the Dean of Students. Details of a disability will be provided to faculty only in rare circumstances.
4. Students have a right to participate in all University activities provided they can perform what are considered essential aspects of the activity or program.
5. Students with disabilities have the responsibility to maintain academic standards and follow procedures established by the University.
6. Students have the responsibility to make their needs known to the Dean of Students in order to be considered for reasonable accommodations. Students must follow established procedures to determine their needs and the type(s) of accommodations needed. After their needs are determined, students are expected to communicate with administrators and faculty any accommodations that are needed to participate in University activities.
7. Students have a responsibility to provide recent and accurate documentation. Students are responsible for providing the University with evaluative documentation describing the status of their disabilities and the nature of needed accommodations. Such evaluative documentation should come from an appropriate professional or qualified individual and should be dated no earlier than three years prior to enrollment.
8. Students have a responsibility to make accommodation requests in a timely fashion. When possible, it is imperative that students initiate the process well before the beginning of the semester in which services are requested. Failure to do so may result in unfortunate delays.
9. Students have a right to be informed of procedures for initiating an internal appeal of a decision by the institution regarding accommodations; and have the responsibility to follow published procedures for filing an appeal.



## SECTION VIII

### Policies Regarding the Use of the University's Computing and Communications Systems

#### A. Statement of Policy

This is a statement of policy regarding the use of CNU computer and communication facilities, including voice, data and video. It relates to the use of telecommunications equipment (including using computer networks internally and using the Internet) as well as university and personal computer systems.

All CNU students should clearly understand and follow university policy related to use of these systems. The only activities not covered are those solely involving personal property—property that does not in any manner make use of access to internal networks or to the Internet or to any other equipment owned by the University.

#### B. General Purpose

University communication and computing resources are intended to support the educational, research and public service missions of the University. All acceptable use of these resources must be in accordance with the University Honor Code, with the policies outlined in this Student Handbook as well as with relevant local, state, federal and international laws and regulations.

##### 1. Acceptable use must demonstrate respect for:

- the rights of others, including the right of privacy;
- intellectual property rights (e.g., as reflected in licenses and copyrights);
- ownership of data;
- system mechanisms designed to limit access; and
- individuals' rights to be free of intimidation, harassment and unwarranted annoyance.

##### 2. Policy toward Violations

- CNU regards any violation of this policy as a serious offense  
(See Enforcement Regulations below).

#### C. General Principles for Use of Information Systems at CNU

##### 1. Access to Computer Systems and Networks

Access to computer systems and networks owned or operated by CNU impose certain responsibilities and obligations and granted subject to University policies, and local, state and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for individuals, intellectual property, ownership of information, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

##### 2. Specific Guidelines for Acceptable Use

In making acceptable use of resources, you must:

- Use resources only for authorized purposes;

- Protect your user ID and the system from unauthorized use. Never share your user ID or password. You are responsible for all activities taking place under your user ID or that originate from your system;
- Access only information that is your own, that is publicly available, or to which you have been given authorized access;
- Use only legal versions of copyrighted software or videos in compliance with vendor license requirements;
- Be considerate in your use of shared resources--refraining from monopolizing systems, overloading networks, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals or other resources.

### 3. Unacceptable Use

In making acceptable use of resources you must NOT:

- Install, copy, distribute, share or otherwise make available or use software, files or content of any kind in violation of any local, state or federal law, copyright law and/or End User Licensing Agreement.
- Alter system software or hardware, disrupt or interfere with the delivery or administration of system resources.
- Access or attempt to access or facilitate access to another user's account, server, workstation, computing device, files, voice mail or e-mail without the owner's permission.
- Share personal information, including but not limited to account information, user credentials and/or access to university systems.
- Misrepresent your identity in electronic communication.
- Engage in conduct or the use of computing resources which interferes with others' use of IT systems, the activities of other users or otherwise impedes workplace productivity.
- Commit acts of vandalism, theft or tampering with computer resources.
- Use computer programs to decode passwords or to access control information.
- Attempt to circumvent or subvert security measures.
- Engage in any activity that might be harmful to systems or to any information stored therein, such as creating or propagating viruses, disrupting services, or damaging files.
- Use University systems for commercial or for partisan political purposes.
- Make or use illegal copies of copyrighted software, store such copies on University systems, or transmit them over University networks.
- Use mail or messaging services to harass or to intimidate another person, for example, by broadcasting unsolicited messages, by sending unwanted mail, or by using someone else's name or User ID.
- Waste computing resources, by intentionally placing a program in an endless loop, by using excessive amounts of paper through printing needlessly, frivolously, or for amusement, or by sending chain letters.
- Use the University's systems or networks for personal gain, by selling access to your User ID or to University systems or networks, or by performing work for profit with University resources in a manner not authorized by the University.
- Publish Web pages that use or attach the University name to material that is not appropriate to the University's educational, research or service mission.
- Engage in any activity that does not conform to the General Principles statement above.

- Attempt to conduct a scan of network or computer systems to determine vulnerability of those systems.

This applies to CNU systems as well as personal computers within the residence halls or in use on other areas of campus, regardless of intent.

D. Protecting Electronic Access Privileges

1. General Policy Statement

The University is responsible for assuring the integrity of its computing systems. At the same time, the University strives to provide an open, accessible communications network in order to maximize the functionality and usefulness of these resources. The integrity of shared computing resources depends upon responsible behavior on the part of the users.

2. The Password or PIN; the User Name or User ID

Computing systems are protected by a system of electronic authentication and authorization procedures that rely on user passwords (PINs) and user names (user IDs) for validation. It is the responsibility of all computing and network users in the University community to safeguard the access privileges granted to them.

- a. The owner of a user password (PIN) and user name (user ID) is accountable for its use. It is the owner's responsibility to protect the integrity of accessible systems and to preserve the confidentiality of accessible information as appropriate.
- b. Unauthorized electronic access is prohibited.
- c. Guidelines for managing your password:
  - Passwords should be managed solely by the owner.
  - Passwords should remain confidential.
  - Passwords will be changed every 90 days and at any time there is a reason to suspect a password has been compromised.
  - Passwords should follow guidelines issued by the granting agency of the University (At least eight characters in length; and comprised of upper/lower case alphabetical and special characters).
  - Passwords should never be displayed, printed, or otherwise recorded in an unsecured manner.
- d. Reporting Suspected Security Breaches  
Anyone who has reason to suspect a breach of established security policy or procedure should promptly report it to the appropriate Dean, Director, Department Head, or the Information Technology Services Department.

E. Enforcement Regulations

1. User Responsibility

All users of University computing resources are responsible for being aware of University policies governing computing and communications resources.

2. Minor Infractions

Violations of these regulations will be referred to the Center for Honor Enrichment & Community Standards, with a request to review and final action through the University's conduct process. If it is appropriate, cases may be referred to the Student Honor Council.

If the conduct officer or appropriate panel finds that an offense may be in violation of the law, offenders may be prosecuted under the laws and regulations of the City of Newport News, the Commonwealth of Virginia, and the United States of America

## **OPPORTUNITIES FOR UNIVERSITY INVOLVEMENT**

For a complete list of clubs and organizations, please visit The Compass at <https://thecompass.cnu.edu/>

# RESOURCE OFFICES

## ACADEMIC ADVISING

### MCM 365

**Dr. Peter M. Carlson**

Academic advising is a hallmark of our liberal arts academic community. Advising students is a critical responsibility of CNU faculty and staff and is highly valued by the academy. Advisers work with students in their transition from high school to college, throughout their college career, and as they plan post-graduate lives.

Faculty and students work closely together in the advising process, and share the common goal of fostering student success within our university environment.

### Responsibilities of Academic Advisers

Academic advising is critical to a liberal arts education at Christopher Newport University. The academic advising system must:

1. Encourage students to take responsibility for their own education planning.
2. Recognize the unique nature and interests of each student.
3. Provide timely, accurate advising that serves all constituents.
4. Offer resources for students that include what they need to meet major and graduation requirements and information on enrichment to their education; this will include advice regarding internships, service learning and research that will enhance their liberal arts education.
5. Foster professional relationships among students and faculty beyond the classroom.
6. Help students explore and serve within and beyond the University through study abroad, civic engagement, postgraduate education, and career planning.

### Responsibilities of Students

Students at Christopher Newport University shall recognize the advising process as an essential aspect of their liberal arts education. During the advising process students must:

1. Take responsibility for their own education planning by actively engaging in the advising process.
2. Maintain an open line of communication with their adviser.
3. Be knowledgeable about Christopher Newport University's academic policies, procedures, and requirements.
4. Arrive at each advising appointment promptly and prepared with questions and thoughts about what is to be discussed during the appointment.
5. Recognize that advisers provide guidance and support throughout the advising process; however, the final decisions ultimately belong to the student.

6. Engage in the contemplation and clarification of honor, personal values, and goals; this includes reflecting on what they aspire to accomplish with their liberal arts education within and beyond the University.

### **Faculty Core Adviser**

First-year freshmen at Christopher Newport University work with a Faculty Core Adviser (FCA) who will remain a student's adviser for the first two years (while the student pursues the University Core Requirements and major prerequisites). This means that all students will be guaranteed a stable faculty adviser to support them during the first two years of study. FCAs will assist students in their transition from high school to college, facilitate and encourage students' intellectual exploration, assist students in curricular decisions, and encourage students to become active members of the University community.

### **Major Adviser**

In the second semester of their sophomore year, students will declare their major at Signing Day. After that, a major adviser from the department of the major will be assigned to the student. Major advisers engage students in the selection of courses, long range academic planning, potential graduate study and career opportunities, research experiences, summer institutes, and study abroad possibilities. Major Advisers assist students in achieving successful completion of their CNU experience and transitioning into their post-graduate endeavors, including graduate school and/or career opportunities.

### **Pre-Law or Pre-Health Advising**

Like most colleges and universities, Christopher Newport University does not offer a "pre-law" or "pre-med" major, but specialized advising is in place that can help students in planning their curricular and co-curricular experiences in preparation for a competitive application to law school, medical school or other health professional programs. Please consult the following websites for additional information:

- Pre-Law at <http://prelaw.cnu.edu>
- Pre-Health at <http://prehealth.cnu.edu>

## **CENTER FOR ACADEMIC SUCCESS / ALICE F. RANDALL WRITING CENTER**

**Christopher Newport Hall Suites 123 & 124**

**[\(757\) 594-7684](tel:7575947684) • [academicsuccess@cnu.edu](mailto:academicsuccess@cnu.edu) • [wcenter@cnu.edu](mailto:wcenter@cnu.edu)**

CNU is committed to your academic success, both inside and outside the classroom. We are here to support your academic progress and your transition to college life as you become an active part of the CNU community. The Center for Academic Success offers workshops, seminars and one-on-one assistance to students who wish to improve their academic performance with effective study strategies. In addition, we offer free tutorial assistance for all currently enrolled CNU students in subjects that range from calculus to government to philosophy and biology. Peer writing consultants also offer specialized help in all stages of writing processes. For information on all of our support services, to see the current tutoring schedule, or to make an appointment for tutoring & writing assistance, go to [www.cnu.edu/tutors](http://www.cnu.edu/tutors).

**OFFICE OF ADMISSION****Christopher Newport 200****757/ 594-7015 [Toll Free: 800/ 333-4268]****Fax: 757/ 594-7333****Email: [admit@cnu.edu](mailto:admit@cnu.edu)****Web Site: [admission.cnu.edu](http://admission.cnu.edu)**

The admission policies of Christopher Newport University (CNU) are affirmed annually by the Board of Visitors. The Office of Admission provides the following services: markets to and recruits prospective students through a comprehensive mail, electronic mail and social media communication plan, represents CNU at high school private visits and college fair recruitment programs, reviews freshman applications for admission and commits the university to final decisions, provides general counseling related to the admission and enrollment processes to prospective students, their families and secondary school officials, provides two daily information presentations and guided tours of the campus Monday through Friday and one each Saturday as well as guided group tours of the campus by appointment, and determines eligibility for in-state tuition privileges. The Office of Admission also hosts various on and off-campus recruitment events throughout the academic year.

It is the policy of CNU to admit students whose ability and preparation indicate potential for success in the programs of study offered. CNU is committed to equal access and opportunity for all persons. Admission to CNU is selective and reserved for the best-qualified applicants on a space available basis. Students may be admitted to the University beginning in the fall or spring semesters. Applicants are encouraged to apply well in advance of the term they wish to attend, especially first-year students and transfers who plan to live on campus.

**Freshman Admission Requirements**

Admission to Christopher Newport University is selective and increasingly competitive. Space is limited in each entering class and admission is reserved for the best-qualified applicants. General requirements for freshman admission are:

1. Since Christopher Newport University emphasizes strong academic preparation, freshman applicants are expected to have completed a rigorous college preparatory curriculum, such as Virginia's 24-unit Advanced Studies Diploma program, or its equivalent. This program requires four units of English, four units in the social sciences, four units in mathematics, four units in science, and either three units in one foreign language or two years of two foreign languages. (Three years in one foreign language is preferred.) The middle 50% range for successful applicants is a 3.5-4.0 high school GPA and a 1090-1240 critical reading and mathematics SAT subscore combination. Each applicant is reviewed holistically.
2. The University requires either SAT or ACT scores and will accept the highest equivalent and best combination of sub scores from multiple SAT test dates.
3. Test Optional admission is available to qualified applicants who have achieved a minimum 3.5 cumulative GPA or high school class rank in the top 10%. Only applicants who demonstrate high achievement in the most rigorous academic curriculum are considered without standardized test scores.
4. Applicants must submit a non-refundable \$50 application fee.



**OFFICE OF TRANSFER ENROLLMENT****Christopher Newport Hall – First Floor****757/ 594-7296****Email: [transfer@cnu.edu](mailto:transfer@cnu.edu)****Web Site: [transfer.cnu.edu](http://transfer.cnu.edu)****Transfer Admission Requirements**

Admission to Christopher Newport University is selective and competitive. Space in each class is reserved for the best-qualified applicants. Selection for admission is also dependent on a student's preparation for their intended field of study. Applicants must demonstrate acceptable achievement in college level math and English composition to be competitive. Transfer applicants must be in good academic and disciplinary standing and eligible to return to the last college or university attended. All colleges and universities previously attended must be listed on the application for admission.

**Transfer admission is coordinated by the Office of Transfer Enrollment.**

**Documentation Requirements for Transfer Applicants**

The following documentation must be submitted in addition to the application for admission:

1. Submit a \$50 CNU application fee.
2. Applicants must submit an essay.
3. Applicants must send an official copy of their secondary school record and SAT or ACT scores sent to the Office of Transfer Enrollment. SAT or ACT scores are considered only if the applicant graduated from high school within the last five (5) years. Applicants in the first semester of college work also should have mid-semester grades sent to the Office of the Registrar, if available.
4. Applicants must also request that all colleges attended submit official transcripts to the Office of Transfer Enrollment. Transfer applicants who are enrolled elsewhere when they apply may be admitted upon review of a partial transcript, but a final offer of full admission will not be made without an official transcript. (Concealment of previous attendance at another college or university is cause for cancellation of the student's admission and registration.
5. Applicants must submit 3 letters of recommendation.
6. Transfer College Report (Verification of enrollment)

CNU may deny admission to students who have been academically dismissed or suspended from another college or university as well as those who have been convicted of certain felonies and/or misdemeanors. All applicants and currently enrolled students must report arrest, conviction, and protective orders to the Dean of Students. In keeping with CNU's high standards for honor, integrity and personal responsibility, student conduct records (including academic and law enforcement) are a critical element in determining eligibility for admission. Once offered admission, should CNU learn of conduct that would violate CNU's conduct or Honor Code standards, the offer of admission may be withdrawn.

*Please note: New transfer students will be required to complete at least 45 semester hours at CNU.*

**Readmission to the University**

Students must apply for readmission if they do not enroll for two consecutive regular semesters (fall and spring). All academic records are considered, including work completed during the student's

absence from CNU. Competitive admission standards in effect at the time of readmission are used. Students who left the University while not in good standing are referred to the Suspension and Reinstatement Procedure section of the university catalog. Please note that reinstatement does not guarantee readmission. **Readmission is coordinated by the Office of Transfer Enrollment.**

### **CNU Welcomes Visitors!**

Admission information sessions are available Monday through Friday at 10 a.m. and 2 p.m., followed by campus tours led by Student Ambassadors. One Saturday session and tour begins at 11 a.m. each week, except on Open House dates. The office is closed for major holidays and University closings.

Freshman admission interviews are required for all merit scholarship applicants, and strongly recommended for all admission applicants to CNU. Transfer admission interviews are recommended for all transfer students. Transfer students may contact the Office of Transfer Enrollment at [transfer@cnu.edu](mailto:transfer@cnu.edu) or 757-594-7155.

CNU Admission may be reached at [admit@cnu.edu](mailto:admit@cnu.edu) or 757-594-7015 for general information. Registration for campus tours, admission interviews, and recruitment events is available on line at [www.cnu.edu/admission/freshman/visit](http://www.cnu.edu/admission/freshman/visit).

## **DEPARTMENT OF ATHLETICS**

### **Freeman Center**

**757/ 594-7025**

### **Director of Athletics: Todd Brooks**

### **Intercollegiate Athletics**

The University's athletics program was founded in the early 1960's but has become nationally renowned over the last two decades. The women's track and field team won six consecutive NCAA Division III National Championships in the late 1980's and has a total of 12.

Since 1980, CNU has produced 625 Division III All Americans and more than 70 individual national champions. These recipients have participated in men's and women's basketball, men's and women's soccer, softball, men's tennis, golf, baseball, cross country, volleyball, field hockey, football, and track & field. Men's basketball player Lamont Strothers became just the seventh Division III player ever to appear in an NBA game when he played for the Portland Trail Blazers.

In addition to participating in NCAA championships, the University has hosted 18 NCAA Regional basketball games, six NCAA South Regional Cross Country Championship meets, as well as the 1983 and 1991 National Championship meets. In 2010, CNU was host of its first ever Final Four when it welcomed in the top field hockey teams in the country for the national championship event. In the Fall of 2014, CNU hosted the NCAA Division III Women's Volleyball National Championship. Additionally, CNU has hosted three NCAA playoff games in football, eight in women's soccer, 13 in men's soccer, three in women's lacrosse, six in field hockey, as well as four Volleyball Regionals, three Softball Regionals and one Baseball Regional.

As a measure of the overall strength of the athletics program, the University won the USA South Conference (formerly the Dixie Conference) President's Cup, symbolic of the top overall athletics

program, for 16 straight years from 1998 – 2013 and 22 of the past 30 years. In the program's first year of competition in the Capital Athletic Conference (2013-14), Christopher Newport won the Richard C. Cook All-Sports Award.

The University competes in 23 varsity sports. Those offered for men include:

baseball	basketball	cross country
indoor track and field	sailing (co-ed)	soccer
tennis	outdoor track and field	golf
football	cheerleading (co-ed)	lacrosse

Women compete in:

basketball	cross country	volleyball
outdoor track and field	sailing (co-ed)	softball
tennis	indoor track and field	soccer
field hockey	lacrosse	cheerleading (co-ed)
dance team (CNU Storm)		

In the fall of 2013, the Captains became members of the Capital Athletic Conference, while Football joined the New Jersey Athletic Conference in 2015. The Capital is generally regarded as one of the strongest Division III conferences in the nation, and its champions have automatic qualification in numerous NCAA championship events.

### **Mission Statement**

As part of the University experience, the Department of Athletics contributes to learning, the development of community and student persistence. The department promotes the development of student leadership, team work, health and well-being. Moreover, the department directly supports student recruitment and builds positive recognition of CNU. To accomplish its mission, the Department offers a program of 23 varsity intercollegiate sports and a variety of recreational activities.

### **Philosophy**

CNU is a member of the National Collegiate Athletic Association (NCAA), participating in Division III and adhering to the philosophy of Division III, which states that no financial aid shall be awarded to student athletes on the basis of athletic ability. Financial aid is available to student athletes on the same basis as that offered to any other student at the University.

### **Participation**

Prospective student athletes must enroll in at least 12 credit hours and be a degree seeking student to be considered eligible to participate in varsity sports and must meet all eligibility requirements of the NCAA. For further information about the University's athletics program or about a particular sport, contact the Department of Athletics.

### **The Office of Recreational Services**

The Office of Recreational Services (CNUREC) was founded in the fall of 2005 and is comprised of the program areas of Intramural Sports, Sports Clubs and Outdoor Adventure & Recreation. Intramural Sports and Sport Clubs have grown tremendously over the years with approximately 3,000 students per

year engaging in various activities on campus. Outdoor Adventure & Recreation take several trips per year to various locations in the region at low cost for participants

Some of the intramural sports offered include: basketball, dodge ball, flag football, sand volleyball, soccer, softball, ultimate frisbee, and volleyball. In addition, CNUREc provides special tournaments for students to play in, such as cornhole, kickball, and tennis.

The Intramural program employs over 40 students each year as officials and supervisors. Through employment, students learn transferable skills that prepare them for future challenges. At the same time, these positions of leadership enhance the student's social experience on campus and solidify CNU at the forefront of student development in the field of collegiate athletics and recreation.

Currently, there are 30 sport clubs on campus. These include: basketball, boxing, cycling, dressage, equestrian, field hockey, fishing, fit, gymnastics, golf, hiking, ice hockey, lacrosse, martial arts, quidditch, rock climbing, rowing, running, men's rugby, scuba diving, ski & snowboarding, men's soccer, swimming, table tennis, tennis, women's volleyball, women's lacrosse, ultimate Frisbee, and volleyball. Not all sport clubs are competitive. The competitiveness and time commitment of each team varies on the clubs philosophy and nature of activity. Some teams participate in governed leagues with the ultimate goal of competing for a national championship, while others play in tournaments with local colleges and universities. Some clubs are special interest groups, proving a network to participate in an activity.

The Outdoor Adventure and Recreation program strives to increase the interest and awareness of the outdoors. That can be obtained by attending a trip sponsored by CNU, joining one of the outdoor sport clubs, or exploring the area with friends.

### **Philosophy**

CNUREc aims to provide balance of one's mind, body and spirit outside of the classroom through teamwork, fitness and friendship!

Each of the program areas strives to fulfill the campus recreation needs of the current CNU students, faculty and staff. Through engagement in the various activities and events sponsored by CNUREc, it is hoped that participants will learn and begin to practice life-long health habits. In addition, through participation in these activities, the department provides an opportunity for leadership and learning; opportunities to develop social contacts and lasting relationships; and opportunities for individual development through various recreational activities.

### **Participation in Intramural Sports**

Participation in intramural sports is open to currently enrolled CNU students. In addition, faculty, and staff employed by the University, shall be eligible to participate in intramural sports.

### **Participation in Sport Clubs**

Participation in sport clubs is open to all fully enrolled students. Each club is a student led organization, and functions based on the need and philosophy of the team. All clubs require dues to offset cost of participation, and those dues are used for facility fees, registration expenses, and travel costs.

## **BUSINESS OFFICE**

**Christopher Newport Hall 342**

**757/ 594-7354**

**Comptroller: A. Diane Reed, MBA, CPA**

University Business Office financial policies and procedures are governed by Federal and State laws as well as policies set by the University's Board of Visitors. The following policies can be found in the University Catalog in more detail. For additional information, please contact the Office of Student Accounts: Christopher Newport Hall, 757-594-7195 or visit the Financial Section of the website: [www.cnu.edu/businessoffice/studentsparents/](http://www.cnu.edu/businessoffice/studentsparents/).

**Fees** - Tuition and fee rates are established each year by the Rector and the Board of Visitors at the Spring Board meeting. Housing includes room and board fees for single or double rooms and meal plans. Other fees assessed are listed in the University Catalog and in the Financial Section of the website: [www.cnu.edu/businessoffice/studentsparents/](http://www.cnu.edu/businessoffice/studentsparents/).

**Student Billing and Payment Policy** – You can view your student account charges on-line through CNU Live and make eCheck or Credit Card payments to pay your tuition and fees plus room and board charges. For credit card payments convenience fees imposed by the credit card companies apply. All billing information is accessible on-line therefore; **the University no longer mails paper bills.**

For more details and instructions please visit the Financial Section of the website: [www.cnu.edu/businessoffice/studentsparents/](http://www.cnu.edu/businessoffice/studentsparents/).

Tuition and fees are due at the time of registration or no later than the payment due date established for each term. For registrations, schedule adjustments, housing and meal plan assignments taking place after early registration and the initial billing, payment is due by the payment due date. If this date has passed they are due in full on the date of the change. It is the student's responsibility to pay all charges by the payment due date each term. The University may cancel the registration for all students who have not made financial payments and/or arrangements by the payment due date.

**Methods of Payment** – Payment may be made by the following methods:

- online through your CNU Live account by credit card (convenience fee applies) or e-check;
- in person at the Cashier's window, located on the 1<sup>st</sup> floor of Christopher Newport Hall, via cash, check or money order payable to Christopher Newport University;
- a Tuition Payment Plan;
- third party tuition assistance;
- financial aid;
- mailing a check or money order to:  
Christopher Newport University  
Cashier's Office  
1 Avenue of the Arts  
Newport News, VA 23606-3072

Please visit our website for information:

[www.cnu.edu/businessoffice/studentsparents/paymentoptions.asp](http://www.cnu.edu/businessoffice/studentsparents/paymentoptions.asp)

**Refund Policy** - Tuition and comprehensive fees will be refunded for the Fall and Spring terms in accordance with the refund policy found in the University Catalog. The current tuition refund policy can be found on our website:

[www.cnu.edu/businessoffice/studentsparents/tuition.asp](http://www.cnu.edu/businessoffice/studentsparents/tuition.asp)

**Delinquent Financial Obligations** - Students who have outstanding financial obligations to the University (to include tuition and fees, room and board, program fees, parking fees and fines, library fees and fines, other fees and fines, and checks returned for non-sufficient funds, etc.) will be refused *all* services of the University until these financial obligations have been paid in full. Delinquent accounts are turned over to a third-party collection agency/credit bureau, the Virginia Department of Taxation and the Attorney General's Office for collection.

## **CAPTAINS LOCKER and FOLLETT VIRTUAL CAMPUS**

### **Captains Locker**

#### **Student Union**

**757- 599-5170**

The Captains Locker is operated through a contract with Follett. The Captains Locker offers a wide variety of CNU apparel and spirit items. The Captains Locker also handles graduation announcements and regalia and offers CNU class rings by Jostens. Visit the Captains Locker website: [www.captainslocker.com](http://www.captainslocker.com) to order your CNU apparel and spirit items that can be picked up in store or will ship to you.

### **Follett Virtual Campus**

**1-855-277-6006**

Follett Virtual Campus sells all required and recommended textbooks for the courses taught at CNU. Reference materials, study aids and a diverse selection of books are also available via an online store. Visit the online textbook website: [www.cnutextbooks.com](http://www.cnutextbooks.com) to order all of your course materials to be shipped to you.

## **CENTER FOR CAREER PLANNING**

### **Christopher Newport Hall Suite 305**

**757/ 594-8887**

**Email: [ccp@cnu.edu](mailto:ccp@cnu.edu)**

**<http://www.cnu.edu/ccp>**

The Center for Career Planning educates students about the lifelong process of career development and engages them in exploration of their interests, abilities and values. Toward these ends, we tailor services to the individual needs of students; provide resources for career planning; and promote the value of a CNU liberal arts education. The Center also facilitates collaboration among students,

alumni, employers, faculty, graduate school recruiters, and the community in developing a diverse global network, which supports students' attainment of their career goals.

### **Career Exploration and Planning**

Staff members in the Center for Career Planning are excited about the opportunity to inform, serve and partner with students. From Setting Sail through Commencement, CCP staff members encourage students to participate in individual appointments, programs and career-related activities that will assist them in making sound career decisions. CCP staff will help students explore occupations and establish career goals and action plans, while empowering students to take ownership of their career development at CNU and for the rest of their lives.

#### Career Development Topics

Academic Major Choice

Career Exploration

Assessments including the Strong Interest Inventory and the MBTI

Career Fair Preparation

Internship and Job Search

Graduate School

Interview Preparation

Resume and Cover Letter Writing

Networking

#### Developing a Diverse Global Network

CNU Career Connect (Online Recruitment Database)

On-campus Student Employment

Employer Site Visits

Alumni Networking Opportunities

Recruiter Information Sessions and Tables

Career, Internship, and Graduate School Fairs

On-campus Interviews

Career Panels

LinkedIn Training

Web-based Job Search Resources

## **OFFICE OF COUNSELING SERVICES**

**Freeman Center – H230 (2<sup>nd</sup> Floor)**

**[757/594-7047](tel:7575947047)**

The Office of Counseling Services (OCS) serves and supports students in their academic and personal development at CNU. As part of the University experience, the OCS provides a range of professional services and referrals, when needed, to aid students in their transition into the University, in successfully navigating the many challenges they may face and supports the student's goals in reaching graduation. Individual and group counseling are available to assist students in addressing personal issues. 24 hour crisis intervention services are available when school is in session, to include summer classes. Consulting services are available to students concerned about others as well. Additionally, consulting services are also available to faculty and staff of the University community.

## **Counseling Support Services**

### **Individual Appointments and Group Sessions**

Concerns may arise from academic challenges, roommate interactions, emotional concerns, relationship or a number of other personal issues. Counselors provide brief therapy to help students identify issues and find ways to deal with their concerns effectively. Also, our counselors help students explore personal and academic goals and develop and maintain the necessary support systems to help them achieve those goals. Counseling sessions are confidential; and no information will be released without the written permission of the student, except as required by law. Exceptions may include situations in which a student clearly represents a danger to self or others. Group counseling is available upon request and based on student needs.

### **Consulting**

Counseling staff are also available to help when various consulting needs arise. There are certain times when students, faculty, staff and others might have a desire to discuss specific situations with our staff based upon an array of psychological concerns. We value the opportunity to consult and help people find whatever solutions, resources and professional services that might be needed. Consulting services are for students, faculty, staff and the university community and are intended to assist with academic, interpersonal or work-related problem solving.

### **Workshops and Other Outreach**

Counselors offer workshops on topics such as: stress management, interpersonal relationships, decision-making, test anxiety, anxiety/depression management, college survival skills and other areas as requested. Counselors also collaborate with the community education efforts related to various outreach programming such as anxiety and depression, alcohol use and abuse, sexual assault and responsibility and other topics of interest to the university community.

## **DAVID STUDENT UNION 757/594-7000**

The David Student Union is a state-of-the-art 116,000 square foot facility built for the growing student population of one of the fastest growing University's in the Commonwealth of Virginia. The David Student Union opened in the fall of 2006 and has been growing and changing ever since. The David Student Union is named for the Buddy David family in honor of their generous support and contributions over the years. It is home The Captains Locker (Follett run spirit store, four retail dining options, a superior residential dining hall, four conference rooms, an elegant boardroom, a spectacular ballroom, and various administrative and student organization offices. The David Student Union is currently the home of Student Services, Student Activities, Disability Services, Multicultural Affairs, Residence Life, Scheduling, Captains Card, Dining Services, and a bulk of Auxiliary Services.

The David Student Union is proud to host a plethora of student activities, departmental meetings and functions, community events, and large University events. The David Student Union hosted over 1,500 events, information sessions, and meetings in its first semester of operation.



**David Student Union Staff**

The David Student Union is an extension of Auxiliary Services. Various departments under the umbrella of Auxiliary Services are vital to the success of the David Student Union. Auxiliary Services is overseen by the Senior Associate Vice President of Auxiliary Services, Mr. Robert Midgette, which includes Dining, Catering, Residential Housing Operation, Parking, David Student Union Operations, Scheduling, Summer Conference Housing, The Freeman Center, Captains Card, and the Captains Locker. He is assisted by Mr. Robert Olson, Executive Director of Auxiliary Operations.

**David Student Union Operations**

DSU Operations is responsible for the day-to-day operations and upkeep of the David Student Union. Minor repairs, sweeping, mopping, ordering of equipment, and coordination of major projects are all the responsibility of this department.

- Building Manager of the David Student Union: Mr. Wes Mann
- Building Maintenance Supervisor: Mr. Robert Johnson
- Housekeeping Manager: Carla Strickland
- Housekeepers: Mr. Brian L. Howard, Ms. Sarah M. Long, Mr. Gregory Robertson and Mr. Gregory Stewart.

**Events and Conferences Scheduling Office**

The Scheduling Office is responsible for scheduling and providing event management for all events in University facilities to include but not limited to: The David Student Union, all academic facilities, the Outdoor Areas (except the Athletic fields), large University events, parking facilities, and all conferences. The Scheduling Office works closely with various departments to ensure all scheduled events are a success.

- Director: Alicia Brown
- Assistant Director: Patricia Burgoon
- Event Coordinators: Jennie Stoecker, Tyler Jarrett, Nikki Harris, Walter Walker
- House Manager/Yoder Barn: James Joseph
- Student Workers
- Community Service Workers

**Captains Card Office**

The Captains Card Office is responsible for maintaining students' Captains Card accounts; including Meal Plans, Dining Dollars, Captains Cash, and Print Funds. In addition to maintaining the contracts and budgets associated with the Blackboard Transact system. The Welcome Desk currently issues IDs to students, faculty, and staff and are able to perform some of the basic ID troubleshooting.

- Captains Card Manager: Tracy Leota

**Welcome Desk**

The David Student Union Welcome Desk is a major resource for the CNU community. In addition to acting as the University's switchboard, the Welcome Desk also issues ID cards, and issues club office keys.

- Welcome Desk Coordinator/Captains Card Assistant: Sharon Wydman
- Welcome Desk Assistants: Student Workers

**Catering Services**

Catering Services provides food and beverage service to countless events, meetings, and other functions through the entire campus including meeting rooms, offices, lobbies, and other University owned properties. Catering order and waivers must be submitted to the Catering office 10 days before the event.

- Executive Chef: Ms. Erika Nestler
- Catering Manager: Mrs. Amy Ladd
- Catering Training Coordinator: MJ Taylor
- Assistant Catering Managers: Jason Correiro, Mark Mason,

**Dining Services**

Dining Services is one of the largest operations on campus, feeding hundreds of students, staff, faculty, and guests on a daily basis as well as providing their services to major University events. About half of the Dining operation is housed in the David Student Union:

- Retail Operations: *Discovery Pizzeria, The Bistro, Chick-fil-A and Discovery Grille*
- Residential Dining Operation: *Regatta's*
- Director of Dining Services: Kevin J. Ososkie
- Student Union Dining Manager: Niecy C. Hicks
- The Commons Dining Manager (adjacent to Santoro Hall): June Miles
- Assistant Student Union Dining Manager:
- Dining Staff: Classified and Hourly Employees.

**Captains Locker**

Spirit Store which is operated by Follett Corporation. The store is managed by Sharolyn Myers.

**General Policies**

- Appropriate clothing, including shirt and shoes, should be worn in the building at all times.
- Recreational equipment, including but not limited to skateboards, bikes, and skates are to be left outside, or carried so as not to damage the facility.
- Animals should remain outside the David Student Union, with the exception of service animals.
- Music should be respectful and "radio safe." It should not disrupt the everyday business of the building.
- Personal effects should not become airborne at any time.
- Banisters should only be used to assist with walking up or down the stairs.
- Public displays of affection should be kept at a minimum and in an appropriate manner while in the David Student Union.
- Tape or other adhesives that may damage the surfaces of the building and furniture must not be used.
- Respect the furniture so as not to damage it. Refrain from moving the furniture from its designated areas. If furniture needs to be moved please contact the building supervisor.

**David Student Union Customers**

The David Student Union's primary customer is the University's student population. As such, the stewards of student's social and academic life are also very important customers and tenants of the David Student Union. All activities and operations in the David Student Union should and must have

the best interests of our student population in mind. It is important for all DSU staff members to be aware of the various departments in the David Student Union and where they should go with questions.

- Admission Welcome Center – Street Level
- Residence Life – Suite 3125
- Student Services – Suite 3127
  - Dean of Students
  - Assistant Dean of Students
  - Engagement
  - Honor Enrichment & Community Standards
  - President's Leadership Program
- Student Activities – Suite 330

## **OFFICE OF FINANCIAL AID**

**Christopher Newport Hall 107**

**757/ 594-7170**

**Director: Christina Russell**

CNU offers a variety of federal state and university financial aid programs to students who qualify, to help meet the cost of their education through the Office of Financial Aid. Types of aid include: scholarships, grants, loans, and student employment.

Students receiving financial aid must be admitted to the University as degree-seeking students. Virginia state grants are limited to Virginia residents, while federal and university programs are accessible for all students.

Most forms of financial aid through the Financial Aid Office are based on financial need as determined by completing the Free Application for Federal Student Aid (FAFSA). Financial need can be defined as the difference between the average cost of attendance at CNU and the Expected Family Contribution (EFC), which is determined by the FAFSA.

### **Application Requirements**

To be eligible for most financial aid programs, a student must:

- be enrolled as a classified student;
- be enrolled on at least a half-time basis; (some programs require full-time enrollment)
- be in good academic standing;
- not be in default on a federal student loan or owe a refund to a federal program;
- be making satisfactory academic progress; and
- be a U.S. citizen or permanent resident.

Financial aid is awarded for one academic year only but may be renewed for subsequent years through reapplication and continued eligibility. The priority filing date for applying for financial aid administered by CNU is March 1 for consideration for the following academic year. You may file your FAFSA on line at [www.fafsa.gov](http://www.fafsa.gov). We suggest you file your FAFSA no later than February 15<sup>th</sup> to ensure your results are received in the Office of Financial Aid no later than March 1<sup>st</sup> for priority consideration.

Entering students must be admitted to the University before receiving a decision letter regarding financial aid. Award Letters for new freshmen who meet the priority filing date will be mailed no later than April 15<sup>th</sup>. Returning students who have met the priority date should receive their Award Letters via email no later than June 1<sup>st</sup>.

**Satisfactory Academic Progress (SAP):** Students must be making Satisfactory Academic Progress in order to continue receiving financial aid, including student loans.

In order to be considered as making SAP, students must:

- Complete 67 percent of all courses attempted.
- Demonstrate a minimum cumulative GPA of 1.61 at the conclusion of two academic semesters (24 credit hours) **OR**
- Demonstrate a minimum cumulative GPA of 2.00 at the conclusion of four academic semesters (48 credit hours) and from that point forward.
- Attempt no more than 180 credits, including transfer credits.

Transfer credits are used in the determination of academic semesters, i.e., a student with 16 transfer credits and 32 hours earned at CNU will be expected to have a minimum GPA of 2.00.

Attempted credit hours include all credit hours for which a student is registered at the end of the add/drop period, including credit hours earned/attempted when a student is not a financial aid recipient.

This is a synopsis of the complete policy that is on file in the Office of Financial Aid.

**Return of Title IV Funds:** When the Higher Education Act was reauthorized in 1998, Congress provided for a new provision commonly referred to as the Return of Title IV Funds. Under this provision, students who **completely** withdraw from the University **for any reason**, including medical and administrative withdrawals, may be required to return part or all of their Title IV funding to the Department of Education. Funds which fall into this category are:

- Federal Pell Grant
- Federal Direct Student Loan (Subsidized or Unsubsidized)
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Direct Parent Loans (PLUS)
- Federal TEACH Grant
- State Grants (VGAP, Commonwealth)

Please check with the Office of Financial Aid before withdrawing from classes.

Students who **unofficially withdraw** (i.e., earn grades of “UI”) are also subject to this policy.

### **Financial Aid Available at Christopher Newport University**

For specific information concerning application procedures and eligibility guidelines for federal, state, and private programs, please consult the Office of Financial Aid or visit us on the CNU Financial Aid website at <http://cnu.edu/financialaid/>.

## **THE FREEMAN CENTER**

**757/ 594-7980**

**[www.cnu.edu/freemancenter](http://www.cnu.edu/freemancenter)**

Welcome to The Freeman Center! We offer facilities and services to promote your personal development and engage you in campus life. You can watch our indoor Captains athletic teams compete, exercise in our stellar workout facilities, watch movies in our state-of-the-art theater, visit health and wellness and counseling services, “chill out” in the student lounge, and more!

The Freeman Center, named for the Robert L. Freeman Sr. family in honor of their business endeavors on the peninsula over the years, and their generous support and contributions to Christopher Newport University, is a state-of-the-art 214,000 square foot athletic, convocation, fitness, meeting, and recreation facility and includes the 400 seat Gaines Auditorium. The Freeman Center houses the Dr. James C. Windsor Office of Health and Counseling Services, University Health and Wellness Services, Recreational Services, and the senior Administration staff for the Athletic Department.

It is home to a 200-meter indoor competition track, five basketball courts (which can also be used for volleyball and 2 for tennis), the Trieshmann Health and Fitness Pavilion (17,000 square feet of fitness space), the President’s Suite (meeting space) and 4 additional meeting rooms. The Freeman Center accommodates up to 6,000 people for concerts and 5,000 for convocations.

It has hosted a wide variety of activities from intramural and athletic contests, to dinner galas and concerts. In 2014, The Freeman Center hosted the DIII Women’s Volleyball Championship. The Freeman Center was built for the growing student population of one of the fastest growing University’s in the Commonwealth of Virginia. This building is a true multi-purpose facility.

The Trieshmann Health and Fitness Pavilion offers the following:

- Fitness Classes
- Fitness Assessments
- Fitness/Wellness Programs and Events
- Personal Training
- Over 8500 lbs of Free Weights and Dumbbells
- 15+ pieces of Circuit Training Equipment
- 35+ Cardiovascular machines
- 2 Multipurpose Rooms

**Like us on Facebook: CNU Fitness**

**Follow us on Twitter: @CNUFitness #GetFitCNU**

**HEALTH & WELLNESS SERVICES****The Freeman Center – First Floor****(757) 594-7661    Fax: (757) 594-8853****Web Address: [studentclinic.cnu.edu](http://studentclinic.cnu.edu)****Email: [uhws@cnu.edu](mailto:uhws@cnu.edu)**

Health and Wellness Services is provided through a health-care partnership between CNU and Riverside Health System, one of the largest health-care systems in the region. Through this contractual agreement, professional college health staff provides respectful, compassionate and confidential sick and well care services to all CNU students.

**Our Staff:**

Family nurse practitioners (FNP), and medical assistants (MA) and, Riverside family practice resident physicians (MD), are available by appointment to assist students with wellness and sick care needs. The nurse practitioners and physicians are able to diagnose and treat illnesses and injuries, and perform physical examinations including various preventive health screenings such as men's and women's health exams. They can order x-rays and various laboratory tests and when necessary, refer students to off campus physicians and specialists. The nurse practitioners and physicians can also write prescriptions which students can take to be filled at one of several local pharmacies.

**Clinic Hours, Services and Fees:**

For a full list of services, clinic hours and fees, please visit the Health & Wellness Services web site.

The clinic does not accept or file for insurance and payment is due at the time of service. Cash, credit card, check and Captain's Card are accepted forms of payment. Most of the fees associated with UHWS visits are generally not more than the usual co-pay and will not be reimbursed by most insurance companies. However, students will be given the forms necessary should they wish to file for reimbursement themselves.

**Scheduling:**

To avoid an extended wait time, appointments are required and given priority. However, walk-ins are welcomed and same day appointments are usually available. Students can fill out the paperwork required for appointments prior to visiting UHWS by downloading the forms from the UHWS website.

**myHealth eLink:**

Students have the opportunity to use Riverside's highly secure, web-based information system that helps students and the UHWS team communicate 24 hours a day, 7 days a week. This free internet resource allows students to use the internet to request non-emergency services including appointments, prescription refills, and to have access to their electronic medical record. Information about myHealth eLink is available on the UHWS website and students may enroll when they are seen in UHWS.

**Laboratory Tests:**

Some laboratory tests are performed in the clinic. If a student's insurance will be used to pay for off campus lab work, it is helpful for students to know what laboratories participate with their insurance company.

**Insurance Cards:**

Students should have an insurance card or copy of the front and back of their card. Without it, the student may be required to pay for services rendered completely out of pocket when seen at off campus medical facilities and laboratories. Insurance information is also required when UHWS sends specimens to Quest and Lab Corp laboratories.

**Required Health Forms and Immunizations:**

The code of Virginia requires that all first time, full time students provide a completed CNU Certificate of Immunization signed by a health care professional.

The completed CNU Certificate of Immunization should be sent to the *Office of the Registrar*. UHWS staff can assist with questions or concerns regarding this form. Additionally, TB screenings, PPD skin testing; Gardasil and meningococcal vaccines are all available in the clinic.

Unless students are participating in a class or sport that requires a pre participation physical, no general health physical is required for freshmen, transfer and graduate students.

**Health Education Opportunities:**

UHWS staff participates in and support various health and wellness education opportunities through presentations in the classroom and residence halls. They also participate in campus wide screenings such as eating disorders, depression, anxiety, and alcohol use. Students are also welcomed to the wide array of free educational materials in UHWS both for individual use and presentations on such topics as nutrition, fitness, stress resistance, tobacco and substance abuse and sleep.

**The Riverside Nurse – 24 Hour Medical Resource**

This service is provided by Riverside Health System. If students have a medical question or concern, or need help finding medical resources in the community, they can call The Riverside Nurse 24 hours a day, to speak to a registered nurse. Call 757- 594-2000 and request to speak to The Riverside Nurse.

**HOUSING ADMINISTRATION****CHRISTOPHER NEWPORT HALL 300****757.594.7756****Andrew Koernert, Assistant Director****Megan Gamiz, Housing Coordinator****Kathy Fleck, Housing Coordinator**

Effective with the Fall 2010 freshman class, first, second, and third year students are required to live on campus unless they live with a parent or legal guardian in one of the following exempt areas: Grafton, Hampton, Newport News, Poquoson, Seaford, Tabb or Yorktown.

Policies and procedures for the residence halls are contained in the University Catalog and the Housing & Dining Services Contract available on the Housing website under Resources and Forms: <http://cnu.edu/housing/> . Please contact the Housing Administration office for additional information on the following:

Room Changes	Housing Lottery
Room Assignment	Housing deposits
Housing contract cancellation	Payment deadlines
Housing Deposit/Refund policy	Meal plan options

### Captains Cash

Captains Cash is available to the entire CNU community. It is a convenient, cashless way to pay for your purchases on and off campus. It is an individualized spending account that can be used at the following locations:

- Athletic Ticket Office
- Captains Locker
- Copy Machines
- Dining Services
- Freeman Center Fitness Pavilion
- Health and Wellness Center
- Laundry machines
- Parking and Transportation
- Print stations
- Vending Machines
- Select Off Campus Merchants

As a debit account, each purchase will automatically be deducted from your account balance. Deposits can be made online at [captainscard.cnu.edu](http://captainscard.cnu.edu), at a Captains Cash Kiosk machine located in the Tribble Library or DSU, or at the Cashier's Office. There is not an annual limit to the amount you can deposit. You can also track your purchases, balances, report your card lost and gain more information through the Captains Card link inside CNU Connect. Captains Cash funds will roll over semester to semester and over the summer. Refunds can be requested at the Captains Card Office or DSU Welcome Desk. Questions regarding Captains Cash should be sent to Tracy Leota, Captains Card Program Manager located in DSU Suite 380, at [757-594-8834](tel:757-594-8834) or [captainscard@cnu.edu](mailto:captainscard@cnu.edu).

### Food Services

Each of our meal plans come with complimentary Dining Dollars based on the plan the student chooses. Dining Dollars are encoded onto the student's Captain's Card which is then used like a debit card for food purchases. These Dining Dollars can be used at Einstein's, Discovery Pizzeria, Grille, Bistro and Chic-fil-A.

➤ **Dining Plans\*** - Dining for residents is available in Commons and Regattas. Meal plan options currently available include:

- 19 Meal Plan (includes \$50 Dining Dollars) + 2 guest meals per semester
- 14 Meal Plan (includes \$100 Dining Dollars) + 2 guest meals per semester
- 10 Meal Plan (includes \$200 Dining Dollars) + 2 guest meals per semester
- 5 Meal Plan (includes \$175 Dining Dollars)\*\*

\*Commuter students are eligible to select any of the four meal plan options.

\*\*Available only to upperclassmen with kitchens and commuter students



- **Residential Dining Centers** – At either of the conveniently located residential dining centers, choices include an expansive selection of entrees arranged in a food court layout; special entrees and self-service bars are offered on a regular basis. Unlimited seconds are available on most items. A salad bar and a wide assortment of desserts and beverages are featured during lunch and dinner. Meals are also available for purchase on an individual basis for non-resident students. \$9.00 Breakfast; \$11.00 Lunch; \$13.00 Dinner.
- **The David Student Union** – Dining options are: Chic-fil-A and The Discovery Pizzeria. You can find hearth baked bread and a wonderful array of twenty first century tastes at the Bistro, including fresh sushi and Panini sandwiches. Don't forget the Discovery Grille. Your destination for Philly cheesesteaks, burgers, fries, onion rings, cheese sticks and much, much more! Of course Captain's Cash, cash and Dining Dollars may be utilized at these venues.
- **Albert Einstein's Café** – When you need a great cup of coffee or are craving croissants, Albert Einstein's Café is the place for you. Located in the Paul and Rose Mary Tribble Library, this upscale breakfast option, featuring Starbucks coffee also caters to dessert lovers with specialty desserts, milkshakes, and phosphate drinks.

## INFORMATION TECHNOLOGY SERVICES

### TRIBBLE LIBRARY, 24/7 Room

757/ 594-7079

**Chief Information Officer/Information Security Officer: Stephen Campbell**

#### CNU Connect Accounts for Students and Faculty

CNU Connect accounts are generated for all faculty, staff and students of CNU. This account ties you to the major mode of communication at the University and should be checked. CNU Connect offers access to email, calendar, class management systems and announcements. It is also the path to academic activities such as registration to classes and to information about your Captains Card. *See Information Technology Services Department Web page for more details on accounts and setup <http://support.cnu.edu>.*

#### Computer Facilities

There are over 350 personal computers available for general student use. All of these computers are directly connected to the campus' network and to the Internet. These machines are in Computer Labs in the following locations:

- Luter Hall (Multiple Areas)
- Forbes Hall (Multiple Areas)
- Tribble Library 24/7
- David Student Union (2<sup>nd</sup> Floor)
- Ferguson Center

#### Special Purpose Computer-Based Labs

- Hunter Creech / Mathematics, Physics Lab; Luter
- Theater Design Lab, Ferguson Center Rm. 223
- Art Lab, Ferguson Center Rm. A184

- Music Lab, Ferguson Center Rm. A213
- Writing Center, Tribble Library Rm. 240

These PCs are running Windows 7 (except for the iMacs) and have the following software installed: Microsoft Office Professional (including Word, Publisher, Access, Excel, and PowerPoint), Internet Explorer, Adobe Acrobat Reader, SPSS and ESET.

### **Help Desk**

The Help Desk in the Tribble Library's 24/7 room is staffed by full-time staff and students who can assist students with general questions regarding printing, passwords and other common problems. *Anyone interested in becoming an ITS student worker, please contact Career Planning @ 594-8887.*

## **UNIVERSITY DEPARTMENT OF MUSIC**

### **Ferguson Center for the Arts**

**(757) 594-7089; [music@cnu.edu](mailto:music@cnu.edu)**

**Chair: Dr. Rachel Holland; Director: Dr. Mark Reimer**

Accredited by the National Association of Schools of Music, the Department of Music offers a rich variety of concerts, recitals, productions, lectures, masterclasses, conferences, and guest artists throughout the year. CNU music students are outstanding musicians who were leaders in their high school ensembles and continue to draw attention as soloists, scholars, and members of the highly acclaimed ensembles and productions. The department offers the Bachelor of Music degree with concentrations in instrumental music education, choral music education, jazz studies, performance, and composition; the Bachelor of Arts degree with a concentration in music; and the Master of Arts in Teaching degree with concentrations in instrumental music education and choral music education.

Student ensembles are open through audition to all students and include the Marching Captains, Wind Ensemble, University Band, Jazz Ensemble, Jazz Combos, University Orchestra, Chamber Choir, Women's Chorus, Men's Chorus, Opera CNU, Percussion Ensemble, Trombone Choir, Flute Choir, Clarinet Quartet, Saxophone Quartet, and String Quartet. Auditions are held on the first day of each semester. Applied music lessons are offered on all instruments and in voice, conducting, and jazz improvisation to music majors. Student music organizations include the social fraternities Phi Mu Alpha Sinfonia for men and Sigma Alpha Iota for women, the professional organizations NAFME (The National Association for Music Education), ACDA (the American Choral Directors Association) and SCI (Society of Composers, Incorporated), the national music honorary society Pi Kappa Lambda, and the band fraternity Kappa Kappa Psi.

Each year, the department presents the Family Weekend Music Showcase, Oktoberfest, Opera CNU, Holiday Happening, and the Martin Luther King, Jr. concert in addition to numerous ensemble concerts and student and faculty recitals throughout the year. The In Concert Series presents five recitals for the LifeLong Learning Society, the Vianne Webb Memorial Lectures in Musicology Series presents a public lecture by a music scholar of international renown, the Graduate School Initiative presents an artist-scholar from a prestigious graduate institution, the Conversations With a Composer Series presents a composer of international acclaim and a concert that features his or her works, the CNU Band Day and Honors Wind Ensemble Invitational that presents outstanding high school wind

and percussion students, and the CNU Choral Festival hosts high school choral students and directors who spend a day working with a professional choir. The CNU Jazz Festival that includes outstanding high school jazz bands and the CNU Jazz 4 Justice concert. And for students wishing to broaden their academic experience, the department travels often to Europe for study and performance.

For additional information, contact the Department of Music by telephone at (757) 594-7089 or by e-mail at [elise.rose@cnu.edu](mailto:elise.rose@cnu.edu) or simply visit the website at [www.music.cnu.edu](http://www.music.cnu.edu).

## **PARKING ADMINISTRATION**

### **Ferguson Center Parking Garage**

**Monday – Friday 8am – 5pm**  
**757-594-7129**

Regulations have been prepared for the safety and convenience of those who operate vehicles on campus, in compliance with §46.2-1228 of the Code of Virginia. The University cannot guarantee a parking space nor does it assume responsibility for the care or protection of private motor vehicles or their contents. Personal belongings should not be left in the vehicle.

Decals are required at all times for students, faculty and staff and are available in the Parking and Transportation Services Office. A valid permit must be displayed from the driver's side left rear window or bumper or in view on the left front fork of motorcycles. **It is the responsibility of the operator to ensure that the decal is properly displayed.**

**Visitors/Vendors must obtain a Visitor's Pass.** Visitors and vendors using these permits may park in any lot or in spaces marked "Visitor." Visitors' passes may be obtained at the Parking & Transportation Services Office (757-594-7129) during normal business hours or the University Police Department (757-594-7053) after business hours. CNUPD is now located at 12270 Warwick Boulevard, Newport News, VA 23606.

**Handicapped Parking** - Designated handicapped spaces are restricted to the exclusive use of vehicles displaying valid handicapped identification or state-issued handicapped license plates. Handicapped faculty, staff and students parking in these spaces must also display a valid University parking permit. Vehicles bearing a valid University decal and handicapped identification/plates may use parking spaces in any lot.

Parking is prohibited in or at yellow-curbed areas, against the flow of traffic, along or on service roads, on the grass and sidewalk areas unless otherwise indicated by Parking Services or as posted by signs. Any overflow parking will be clearly identified by signs or by a University Police Officer. **Reserved, Visitor and handicapped parking is restricted every day, 24 hours per day.**

**Open Parking** – All main campus lots are open from 5:30 p.m. to 7:30 a.m. for all vehicles with a valid CNU decal. East campus lots remain reserved 24 hours a day.

## **PAUL and ROSEMARY TRIBLE LIBRARY**

**<http://cnu.edu/library>**

The library staff is available to help students with all of their research needs. We provide access to books, e-books, journal articles, cds, dvds and so much more! Hundreds of online LibGuides have been developed to provide easy access to our resources (<http://cnu.libguides.com/>). If we don't have what you need here, we will try to get access to it for you through our Interlibrary Loan Service. And students can find course reserve materials from their professors here in the library, as well.

In addition, small group study rooms are available by reservation, two large quiet study areas are available on the 2<sup>nd</sup> floor, and additional seating and study space is available on the 1<sup>st</sup> floor. Our Media Center staff is ready to help with your projects that require digital resources. Computers, printers, copiers, and scanners are available throughout the building. While the library is open 24/5, you may find that the 24-hour study room provides the perfect place for you to work after hours (<http://cnu.libguides.com/libraryhours>). Please see all the services we have to offer: <http://cnu.libguides.com/student-services>.

## **OFFICE OF THE UNIVERSITY REGISTRAR**

**Christopher Newport Hall, First Floor**

**757/ 594-7155**

**Vice Provost for Enrollment and Student Success: Lisa Duncan Raines, Ph.D.**

**University Registrar: Donna M. Shelton**

**Associate University Registrar: Julianna M. Wait**

The Office of the Registrar implements and facilitates academic regulations and policies of the University. The office provides the following services:

- Provides analysis of students' progress toward degree requirements and certifies that graduation requirements are satisfied for degree conferral;
- Maintains permanent student academic records and issues transcripts;
- Evaluates and awards transfer, dual enrollment, advanced placement, CLEP and International Baccalaureate credit;
- Coordinates and collaborates with university departments to build, publish, and maintain a schedule of classes;
- Coordinates and publishes the final exam schedule;
- Facilitates online web-based course registration;
- Coordinates and processes course enrollment schedule adjustments, including drops, adds, exceptions, and all types of withdrawals;
- Provides online web-based access to faculty entry of grades and student viewing of third-week, mid-term and final grades and degree progress evaluations;
- Provides access to and training for online access of student records for faculty advisers;
- Provides online web-based unofficial transcripts;
- Facilitates meetings of the Undergraduate Degrees Committee and the Academic Status Committee;

- Provides academic accommodations to students with disabilities;
- Facilitates international student services and maintains associated records;
- Certifies student enrollment and academic information to authorized requesting agencies;
- Maintains students' certificates of immunization;
- Reviews and acts on applications for undergraduate transfer admission, non-degree admission, and readmission to the University;
- Serves as university official regarding the Family Educational Rights and Privacy Act (FERPA) and provides relevant training;
- Coordinates and processes documentation required by Veterans Affairs for educational benefits; and
- Coordinates and processes requests for students to take courses elsewhere, or through the Virginia Tidewater Consortium system, and Study Abroad

### **Students' Web-based Access to their Unofficial Academic Record:**

Christopher Newport University offers students the ability to manage their enrollment and academic information through web-based access called CNU Live. When students visit CNU for new student orientation, they will receive their login credentials for CNU Connect, the single sign-on site for access to CNU Live. CNU Live provides access to web-based functions such as online registration, viewing of mid-term and final grades, major/minor, request of official transcripts, submission of *Intent to Graduate* form, viewing of the unofficial transcript, viewing of the unofficial evaluation, information regarding holds, and address and telephone information.

### **Policy Regarding Immunizations**

The Commonwealth of Virginia requires, per Section 23-7.5 of the Code of Virginia, that all first-time, full-time, students must provide documented evidence, provided by a licensed health professional or health facility, of the diseases for which the student has been immunized, the number of doses given, the dates when administered and any further immunizations indicated. Students shall be immunized by vaccine against tetanus-diphtheria, poliomyelitis, measles (rubella), German measles (rubella), and mumps, hepatitis B according to guidelines of the American College Health Association. This is known as a pre-matriculation immunization requirement (PIR). Students shall also be screened for Tuberculosis (PPD). In addition to the above, CNU requires a meningococcal vaccine for all new students. Because some students choose not to receive the meningococcal vaccine, a Meningococcal Vaccine Waiver Form is available to accommodate the wishes of these students. The Code further requires that any student who fails to provide this information will not be eligible for registration for the second semester.

Any student shall be exempt from the immunization requirements who (a) objects on the grounds that administration of immunizing agents conflicts with the student's religious tenets or practices, unless an emergency or epidemic disease has been declared by the Board of Health, or (b) presents a signed statement from a licensed physician which states that the student's physical condition is such that administration of one or more of the required immunizing agents would be detrimental to the student's health. Certificate of Immunization and Certificate of Religious Exemption forms can be obtained from the Office of the Registrar.

### **Policy Regarding Graduation and Participation in Commencement**

Commencement exercises are held once each year in May. Students who complete degree requirements in August and December are eligible to participate in the *following* Spring Commencement ceremony. Once degrees are conferred, diplomas will be available in the Office of the

Registrar for student pick up, otherwise, diplomas will be mailed to the student's address on file with the Office of the Registrar. After a degree has been conferred, students will be changed to non-degree seeking to facilitate possible future registration unless the student has filed *Intent to Graduate* form for an additional degree.

All prospective graduates will be contacted before the Spring Commencement ceremony by the Office of the Registrar and/or University Events concerning rehearsal and attendance. Those students planning to attend Commencement must notify the University by the announced deadline so that seating arrangements can be finalized for all who plan to participate. Because graduation and commencement information is time-sensitive, students who plan to attend Commencement must keep the Office of the Registrar informed of any address and/or phone number changes so that they can receive important information concerning graduation, as well as submit an 'Intent to Graduate' form upon completion of 75 credit hours. Students can update mailing and permanent addresses and phone numbers via CNU Live.

Degrees will not be conferred for students unless all graduation requirements, including courses, degree requirements, GPAs, credits, and financial obligations have been satisfied. Degrees will not be conferred for students with a missing grade (-) or grade(s) of Incomplete, I, on his/her academic record. In the case of a missing or incomplete grade, the student's anticipated semester of graduation will be moved to the following term. Students must be enrolled the semester/term of graduation.

To participate in the Commencement ceremony, undergraduate candidates for graduation must have completed all remaining degree requirements (degree, financial, and social) or be enrolled in spring semester courses that complete all degree requirements no later than the beginning of finals week, to be eligible to participate. If after spring semester final grades have been submitted, and due to extenuating circumstances, a spring semester candidate does not successfully complete one spring semester course of three or less credits (as a result of failing a spring semester course or earning a less than minimum required grade in a spring semester course), and has earned a minimum GPA of 2.00 (overall and in the major), he/she *may* be eligible to participate as a 'candidate'. In such cases, once final grades have been received and students are being certified for degree conferral, the Office of the Registrar will contact students who are eligible to participate as candidates pending completion. Candidates pending completion may fully participate in the commencement ceremony, but will be announced as a candidate for graduation at the ceremony.

To be eligible to participate, all degree candidates must be on track to complete all degree requirements as of the second week of spring semester and continue to be on track to complete all degree requirements as of the beginning of final exams.

Spring semester degree candidates must be enrolled for courses and successfully complete all University and major requirements no later than the spring conferral date in order to participate in the ceremony. **Students who have remaining degree or University requirements going into spring semester, or intending to finish their requirements in the summer or fall semester, are not eligible to participate in the Spring Commencement ceremony. Please note that May term, or any of the summer terms are not part of the regular spring semester; therefore, enrollment in the summer terms cannot be considered for students to be reviewed as a spring degree candidate, or to participate in the Spring Commencement ceremony.** Students who plan to complete degree

requirements after the spring semester conferral date will have their anticipated semester/term of graduation deferred to August or December.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (Annual Notification to Students)**

The Family Educational Rights and Privacy Act of 1974 (U.S. Public Law 93-579), FERPA, provides clarification and guidance on the administration of student records. Further, FERPA guarantees individuals' rights to the access of his/her educational records, provides guidelines regarding third party access to the record(s), and addresses the appropriate security of the education record.

Student Rights: Students have the right to 1) inspect and review their education records, 2) control disclosure and/or designate confidentiality, and 3) request amendment to the education record.

Education Record: Christopher Newport University defines the education record as any portion of the academic record (paper or electronic) maintained by the University for the purpose of sharing (or potential sharing) by other educational officials. An example is the academic folder maintained in a department or university administrative office.

Sole Possession Records: Notes and/or records maintained only by the faculty member regarding his/her students and not shared with any other educational official is a sole possession record. Notes retained in the 'sole possession record' are not subject to the guarantees of FERPA.

Educational Officials: Persons employed by Christopher Newport University in an administrative, supervisory, academic, or support capacity with a legitimate educational need to view student records to perform his or her job are classified as educational officials.

Educational Interest: Before an individual is granted access to a student record, FERPA requires that educational officials have an educational interest. Instructors have an educational right to know directory information regardless of the confidentiality of the record. Examples of directory information include name, address, and telephone number. (A full list of directory information is detailed in the next section.)

Email Addresses: CNU addresses are considered directory information. If a student does not wish his/her CNU email address to be released, s/he may 'opt out' and request that his/her information be classified as confidential.

Student Reference Request: Students may waive their rights under FERPA to request letters of recommendation or professional references from a faculty member(s). Students should complete and return an original signed *Student Reference Request and FERPA Release* form, available online or from the Office of the Registrar, to the faculty member prior to obtaining the reference.

Grade Posting: Faculty may not post grades in a listing format that includes any portion of the student identification number, Social Security Number, or student name. It is critical that instructors maintain the nondisclosure of these numbers.

If you have questions about student records and privacy restrictions, please contact Donna Shelton,

University Registrar, [dshelton@cnu.edu](mailto:dshelton@cnu.edu). Students who wish to ‘opt out’ and request that all of their education record be classified as confidential should contact Donna Shelton for more information. Directory information is provided for all students unless s/he officially requests to ‘opt out.’

Listed below is the notification of the Family Educational Rights and Privacy Act of 1974 (FERPA). The University is required to inform enrolled students annually of their rights under the terms of FERPA. The act does not apply to students admitted to the University who have not officially enrolled. Note: Access [www.cnu.edu](http://www.cnu.edu) for the latest changes to the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **A. Policy Intent**

1. The University student record policy is intended to conform with all state and federal statutes dealing with access to information held by an educational institution on present and former students.
2. The CNU student record policy is formulated to protect the privacy of student information that is maintained and yet provide access to student records for those having a legitimate educational interest in viewing such records. Regulations and procedures to ensure adequate protection of the student are provided in this policy.

### **B. Student Rights under FERPA:**

1. Enrolled students have the right to inspect their education record within 45 days of the request for inspection and are entitled to an explanation of any information therein. “Record” refers to those files and their contents that are maintained by official units of the University. Generally, students have the right to review any official record that the University maintains on that student. When access is permitted, documents will be examined only under conditions that will prevent unauthorized removal, alteration, or mutilation. Students must submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. A University official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the University official to whom the request was submitted does not maintain the requested record(s), that official shall advise the student of the correct official to whom the request should be addressed.
2. Information to which the student does not have access is limited to the following:
  - a) Confidential letters and recommendations placed in the student’s files before January 1, 1975, and those letters for which the student has signed a waiver of his or her right of access.
  - b) Parents’ confidential financial statements.
  - c) Personal files and records of members of faculty or administrative personnel, which are in sole possession of the maker thereof.
  - d) Education records, which contain information about more than one student; in such cases, CNU will allow the inquiring student access to the part of the record, which pertains only to the inquiring student.
  - e) Records of the Admissions Office concerning students admitted but not yet enrolled at the University.
  - f) Medical/psychological records used in connection with treatment of the student. A



physician or psychologist of the student's choice may view such records.

- g) University Police Department records, when utilized for internal purposes by this office in its official capacities.
3. Documents submitted to the University by or for the student will not be returned to the student. Normally, academic records received from other institutions will not be sent to third parties external to the University, nor will copies of such documents be given to the student. The student should request such records from the originating institution.
  4. Students have the right to request an amendment of the education record that the student believes is inaccurate or misleading. Should a student believe his or her record is incorrect, s/he should write the University official responsible for the record, clearly identify the part of the record s/he wants changed, and specify the information s/he feels is inaccurate or misleading. The official will respond within a reasonable period concerning his or her action. Should the student not be satisfied, a hearing may be requested of the University Registrar.
  5. Students have the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent (see C3 below).
  6. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by CNU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

#### C. Access to Student Records by Others:

1. Disclosure of General Directory Information: Certain information may be released by the University without prior consent of the student if considered appropriate by designated school officials. Such information is defined as the following:
  - a) Student's name, address (including the student's CNU email address), telephone number (permanent and local)
  - b) Date of birth
  - c) Dates of attendance at the University, field of concentration, degrees, honors and awards
  - d) Enrollment status – full-time or part-time
  - e) Height and weight of members of athletic teams
  - f) Participation in officially recognized activities

Directory information is provided for all students unless s/he officially requests to 'opt out.' Students who wish to 'opt out' and request that all of their education record be classified as confidential should contact Donna Shelton, University Registrar, for more information.

2. Directory information will not be released for commercial purposes by administrative offices of

the University under any circumstances. Students may request that directory information not be released by written request to the Office of the Registrar. Students should complete and return an original signed *Request for Privacy Restriction* form, available online or from the Office of the Registrar. All other student information will be released only upon written request of the student, excepting those instances cited below.

3. Disclosure to members of the University community:

- a) "School Official" is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including university law enforcement personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); or a person serving on the Board of Visitors.
- b) A school official must have a legitimate educational interest in order to review an education record. A legitimate educational interest is the demonstrated 'need to know' and is further defined in the following manner: the information requested must be within the context of the responsibilities assigned to the School Official; the information sought must be used within the context of official University business and not for purposes extraneous to the official's area of responsibility or the University; information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of University employment. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- c) Information requested by student organizations of any kind will be provided only when authorized by the Dean of Students.

4. Disclosure to parents and organizations providing financial support to a student: It is the University's policy to release the academic transcript to parents and/or organizations only upon the student's written request or authorization. Parents may also provide documentation showing the student as a financial dependent according to the definition provided in section 152 of the IRS Code. Otherwise, the academic transcript will be sent only to the student or at the student's written instruction, a policy consistent with the University's interpretation of FERPA.

5. Disclosure to other educational agencies and organizations: Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons, provided that any data shall be protected in a manner that will not permit the personal identification of the student by a third party.

6. Disclosure to local, state, and federal governmental agencies: Government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement, and/or evaluative purposes.

## **STUDENT AFFAIRS**

**Student Union Room 3127**

**757/ 594-7160**

**Dean of Students: Kevin Hughes, Ph.D.**

**Assistant Dean of Students: Kathryn Wellbrock**

Student Affairs is comprised of professionals working in the areas of Orientation, Student Engagement, the Center for Honor Enrichment & Community Standards, Health & Counseling Services, the President's Leadership Program, Residence Life, Student Activities (which includes Greek Life and Diversity Initiatives), and Disability Support Services. These areas work collaboratively to provide enrichment, excitement, and the opportunity to interact socially in several hundred activities offered annually. These co-curricular opportunities connect classroom learning to out of classroom experiences, promote growth and development, and facilitate greater involvement with the community at large.

### **Orientation and First Year Programming**

Student Affairs is responsible for planning and implementing orientation programs for all first year and transfer students. These programs take place in the summer and/or fall and are designed to assist students in their transition to college life. The programs include information and educational sessions to help student make a successful transition to university life.

In addition, Student Affairs cosponsors educational and social programs throughout the year designed to assist first year students in the transition to University life.

### **Services for Students with Disabilities**

CNU provides reasonable accommodations to make education accessible to students with disabilities. The Dean of Students assists students with disabilities by connecting them to appropriate resources to help the student achieve academic goals. Our aim is to provide students with disabilities equal access to the programs, opportunities and benefits of the University. Students with disabilities may consult with the Dean of Students before enrolling or during their academic career at CNU. New students will want to contact the Dean well before the start of their first semester if special services will be required. Students who request accommodation by the University must formally declare their disability by completing a *Request for Services and Accommodations Form* found at: <http://cnu.edu/studentlife/disability/>

In order to determine needs and provide appropriate services, students must submit recent (within the last 3 years) documentation concerning their disability. Such documentation should include evaluation information (explanation of test and assessment instruments utilized to determine disability), a diagnosis of the disability and suggestions for possible accommodations to enhance student access and/or success in the programs and activities of the University.

This documentation should be provided in writing from a qualified professional source and mailed to:  
**Dean of Students, Christopher Newport University, 1 Avenue of the Arts, Newport News, VA 23606-2998.**

Evaluative information concerning a student's disability is private. Such information will be provided to instructional or staff members only when they have a legitimate "need to know." Questions concerning reasonable accommodation of a student's disability should be directed to the Dean by calling (757) 594-7160 or by e-mailing [dosa@cnu.edu](mailto:dosa@cnu.edu).

### **Getting Started: How to Request Services & Determine Needs**

#### **A. Admissions Information & Resources**

Applicants with special needs are strongly encouraged to visit campus early in the year in which admission is sought. The Admissions Office and the Dean of Students are available for appointments with prospective applicants.

All applicants, including applicants with disabilities, follow regular University admission procedures. Please refer to the [CNU Catalog](#) or contact the Admissions Office (757) 594-7015 for more information on admissions procedures.

#### **B. Requesting Services/Accommodations**

Currently enrolled students with disabilities may request services through the Dean of Students by doing the following:

1. Complete a *Request for Services/Accommodations* Form.
2. Provide appropriate documentation. Appropriate documentation of a disability is required before services can be rendered. CNU **does not** provide testing or documentation.

**NOTE:** The University will take appropriate steps to provide necessary accommodations to students with disabilities. The University does not waive the essential degree requirements of a liberal arts education.

### **Documentation Guidelines**

Appropriate documentation will assist the student and the University in determining reasonable accommodations as stipulated under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other pertinent state and federal regulations. For individuals who have recently been receiving services from a public school system, the information requested would most likely be contained in the Psycho-Educational Evaluation from your most recent Triennial Review. Some of the information may also be contained in an IEP, 504 Plan, or Transition Plan. **However, IEPs, 504 Plans, and Transition Plans alone are insufficient documentation.**

The provision of all reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on his or her academic performance at a given time in the student's life. Therefore the University requires, and it is in the student's best interest to provide, recent (within 3 years) and appropriate documentation relevant to the student's learning environment. As appropriate to the disability, documentation should include:

- A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis;
- A description of the diagnostic criteria and or diagnostic test used;
- A description of the current functional impact of the disability;
- Treatments, medications, assistive devices/services currently prescribed or in use;

- Detailed and specific recommendations to be considered for university-level academic accommodations and;
- The credentials of the diagnosing professional(s).

In some instances, documentation may be outdated or inadequate in scope or content. It may not address the student's current level of functioning or need for accommodations because observed changes may have occurred in the student's performance since the previous assessment was conducted. In such cases, it is appropriate to update the evaluation report. Since the purpose of the update is to determine the student's current need for accommodations, the update, conducted by a qualified professional, should include a rationale for ongoing services and accommodations.

**NOTE:** It is recommended that you request accommodation at least 4 weeks prior to the time accommodations are desired to avoid unfortunate delays. Certain accommodations, such as those requiring special equipment, tapes, etc., may require even more time to arrange and implement.

### **Appeal Process**

Christopher Newport University recognizes both the wide variation in the needs of students with disabilities and the variation in course contexts as students' progress through their programs. When needs arise, the Dean of Students will review the process by which the current modifications were determined and seek to revise the modifications. Students, faculty or staff can make the request.

### **Procedure for Resolution of Differences Regarding Academic Accommodations:**

- STEP 1:** The student may discuss the difference with the professor in an attempt to establish a satisfactory resolution.
- STEP 2:** If Step 1 fails, the student has the responsibility of making an appointment with the Dean of Students to discuss the matter.
- STEP 3:** After discussing the issue with the student, if the Dean feels it is appropriate, the Dean will, at the student's request, contact the professor to set up an appointment for the student, the professor and the Dean to meet.
- STEP 4:** If Step 3 fails to establish mutually acceptable modifications an appeal may be filed as described below:

### **Internal Appeals**

Students wishing to appeal must file a petition in writing with the Director of Title IX and Equal Opportunity within ten working days of failing to establish mutually acceptable modifications. Petitioners may, at their own expense, submit additional documentation, evidence, or expert opinion to support their appeals. Such evidence may be in the form of oral testimony or written or taped reports.

Petitioners should include the following in their appeal:

- The modifications that have been refused or required that are being appealed;
- The rationale for the appeal and;
- Documentation that supports the appeal.

**Basis for Appeal**

Students may appeal on one of these bases:

- A. The accommodation letter does not represent a reasonable accommodation for their disability. The basis for such an appeal should be that their disability, in the absence of the requested alternative or additional modifications, limits their full participation or their accurate evaluation in a specific activity, service, program or course. The appeal must include a rationale for the requested additions or alternatives.
- B. A particular course or requirement is not essential to the integrity of the program of instruction being pursued. The basis for such an appeal should be that their disability, in the absence of the requested substitution, limits their full participation in the academic program. The appeal must include a rationale for the requested waiver or substitution.

Following the filing of a petition, the Director of Title IX and Equal Opportunity will conduct a thorough investigation to determine if the complaint is justified. A written determination of the validity of the complaint and the resolution, if any, shall be issued by the EEO and forwarded to the complainant no later than (30) thirty working days after the filing date.

While individuals have the right to pursue appeals through external channels, they are first encouraged to use internal mechanisms to resolve issues.

**Student Engagement**

**Assistant Dean of Students: Kathryn Wellbrock**

**Assistant Director: Natalie Morton**

**University Fellows for Student Engagement: Laura Koepsell, Ben Johnson**

Christopher Newport University is committed to student success. Student Engagement initiatives; programming, mentoring, and leadership opportunities, support students with their involvement both in and out of the classroom for a more meaningful and connected college experience. Partnerships with academic affairs, student affairs, athletics, Center for Career Planning, and Office of Community Engagement, assist students in connecting to University programs and resources.

**Center for Honor Enrichment & Community Standards**

**Student Union Room 3142**

**757/594-7190**

**Director: Melissa Scott**

**Assistant Director: Adam Obstein**

**Assistant Director: Elizabeth Scott**

**Graduate Assistant: Sarah Smith**

Christopher Newport University is a community of honor and as such members of this community are expected to live honorably at all times. The Center for Honor Enrichment & Community Standards (CHECS) promotes honorable living in the lives of CNU students. On those occasions when honor has not been maintained, the Center for Honor Enrichment & Community Standards seeks to educate

students with regard to the standards of Christopher Newport University. Reinforcing these standards is the responsibility of all students, faculty and staff, but certain members of the community have elected to serve as a member of the Student Honor Council. With an emphasis on corrective and educative actions, the Center for Honor Enrichment & Community Standards and the Student Honor Council help ensure an honorable and meaningful collegiate experience for all CNU students.

## **Residence Life**

**Student Union Suite 3125**

**757- 594-7527**

**Director of Residence Life:**

**Assistant Director of Residence Life: Matt Kelly**

**Assistant Director of Residence Life: Ada Badgley**

Residence Life is dedicated to developing a safe and inclusive living-learning community in the residence halls that supports the academic mission of the University. The Residence Life staff seeks to enhance the co-curricular experience, facilitate the holistic growth of students and to prepare them to pursue lives with meaning and purpose.

Residence Life cultivates an environment for students to develop an orientation toward the common good. We will provide opportunities for students to gain personal identity awareness, build positive relationships with others, and define their role within the community. In so doing, students will begin to take action towards success and contribute to make a difference.

The Residence Life staff includes the Director of Residence Life, two Assistant Directors, Area Coordinator, Hall Directors, Resident Assistants, and both Day and Night Shift Front Desk Assistants. The Director, with assistance from the Assistant Directors, oversees all functions of the Office of Residence Life and is responsible for the direction and leadership of the Residence Life program including development and implementation of the Residence Life philosophy, policies and procedures.

Area Coordinator and Hall Directors are full-time, live-in master's degree professionals with significant leadership experience and specific training in residence hall management. The Area Coordinator and Hall Directors supervise the student staff to promote a positive residential community and contribute to the mission and educational priority of the department.

Resident Assistants (RAs) are community builders who live on each floor, every wing of the residence hall. They are full-time upper-class students trained to help with most situations that may arise in the halls. The RAs main goal is to build relationships with residents and assist residents in making connections with one another and University resources. Resident Assistants will also plan programs and activities to provide students with social and educational opportunities outside the classroom.

Day and Night Shift Front Desk Assistants (FDAs) are full-time students who work at the front desks of the residence halls. They answer questions, sign-out equipment and keys, and help maintain security of the building.

The residence halls are a home-away-from-home. Residents are encouraged to get involved in their residence hall community and make the most of their residential experience.

**Student Activities****David Student Union Room 330****757/594-7260****<http://studentactivities.cnu.edu>****[osa@cnu.edu](mailto:osa@cnu.edu)****<http://thecompass.cnu.edu>****Director: Frank Council****Associate Director: Katie Winstead Reichner****Assistant Director – Greek Life: Vacant (7/2015)****Assistant Director – Programming: Lauren Gyurisin****Assistant Director – Diversity Initiatives: Ben Cowman****Office Manager: Chris Bata****Fiscal Technician: Sally Jackson**

The Office of Student Activities (OSA) is your link to student happenings at CNU. We want students to be involved in everything the campus has to offer. The OSA is the place to go if you are seeking information about campus events and student organizations or need advice on how to get involved on campus. We support students in their efforts to enhance their college experience. We encourage students to try new things, empower them to learn about themselves and others, and promote the idea of making meaning of experiences, making an impact on the community and leaving a legacy.

**Diversity Initiatives**

Our efforts focus on (1) learning about human difference and connectedness, (2) strengthening co-curricular experiences for diversity, and (3) fostering an inclusive campus climate. We believe you need to understand yourself before you can adequately understand others. We will challenge students to share their stories and experiences with each other, and to reflect on who they are as individuals and a community. By being introspective, students are able to uncover personal values, beliefs, and bias which enable an open and spirited conversation to evolve around human difference and equality.

**Campus Activities and Programming**

The Office of Student Activities, in partnership with other offices and student groups on campus, assists with the planning of events like The Captain's Ball, Fall Fest and Homecoming. A full complement of educational, social and recreational activities are planned and implemented in cooperation with student groups throughout the academic year.

**Fraternity and Sorority Life**

The Office of Student Activities works closely with nationally recognized Greek letter organizations. These socially based fraternities and sororities are dedicated to providing service, friendship, scholastic achievement and leadership development opportunities to CNU students and the campus community. The Office of Student Activities and Greek students are active participants in homecoming, campus celebrations, and athletic endeavors.



**TITLE IX and EQUAL OPPORTUNITY OFFICE****Christopher Newport Hall, Room 401****757/594-8819****TITLEIX-EO.CNU.EDU****Director: Michelle L. Moody**

Christopher Newport University (CNU) is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law.

Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among everyone on campus. In pursuit of this goal, any question of impermissible discrimination and/or harassment will be addressed with efficiency and energy. This also includes any complaints or reports of retaliation against individuals who have filed complaints or reports, have testified or otherwise participated in investigations or proceedings, or have intervened to prevent a policy violation.

CNU is committed to access and opportunity for all persons. CNU's *Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy and Procedures* prohibits discrimination in admission, employment, or any other activity on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law.

This prohibition includes all forms of sex discrimination, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking which are also prohibited by Title IX of the Education Amendments of 1972 which states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

For more information on what constitutes sex discrimination, resources and guidance for those affected by sex discrimination, complaint options and procedures, and steps that can be taken by the University for safety of student and employees, please visit the office web site at <http://cnu.edu/titleix-eo/>.

Any CNU student who believes that he/she has been unlawfully discriminated against or harassed in violation of the *Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy and Procedures* may file a complaint with Office of Title IX and Equal Opportunity.

## CAMPUS OFFICES DIRECTORY

### Building Abbreviations:

**ADMN** Administration Building  
**BTC** Business Technology Center  
**CNH** Christopher Newport Hall  
**DSU** David Student Union  
**EC** East Campus  
**FC** Freeman Center  
**FCA** Ferguson Center for the Arts  
**FH** Forbes Hall  
**JRH** James River Hall  
**LIB** Tribble Library  
**LIB** Tribble Library

**LUTR** Luter Hall  
**MCM** McMurrin Hall  
**PRH** Potomac River Hall  
**RAPP** Rappahannock Hall  
**RATC** Ratcliff Hall  
**SH** Santoro Hall  
**SERV** Service Building Plant  
**WRH** Warwick River Hall  
**YRH** York River Hall  
**VILL** CNU Village

FUNCTION AND DEPARTMENTS	LOCATION	PHONE #
Academic Advising .....	MCM 365 .....	594-
Academic Success / Alice F. Randall Writing Center .....	CNH 123& 124 .....	594-7684
Accounting Discipline Coordinator .....	Luter .....	594-7184
Add/Drop (Registrar) .....	CNH – 1 <sup>st</sup> Floor .....	594-7155
Address Change (Registrar/Fin. Aid if applicable) .....	CNH – 1 <sup>st</sup> Floor .....	594-7155/7170
Admission .....	CNH 200 .....	594-7015
Alumni Relations .....	CNH 306 .....	594-7712
Arts & Humanities (Dean's Office) .....	MCM 303 .....	594-7052
Athletics .....	FC 206 .....	594-7025
Business Office .....	NH 342 .....	594-7354
Captain's Locker .....	DSU 1 <sup>st</sup> .....	599-5170
Captain's Log Newspaper .....	DSU 393 .....	594-7196
Career & Academic Planning .....	CNH 304 .....	594-8887
Cashier's Office .....	CNH 106 .....	594-7042
Center for Community Engagement .....	Luter 144 .....	594-7233
Club Information .....	DSU 330 .....	594-7260
Communication Studies .....	LUTR 255 .....	594-8732
Counseling Services .....	FC - H230 .....	594-7047
Dean of Students .....	DSU 3127 .....	594-7160
Deferred Payment Plan (Student Accounts) .....	CNH -1 <sup>st</sup> floor .....	594-7354
Economics .....	UTR 227r .....	594-7068
Employment (Student) .....	CNH - 304 .....	594-8887
English Department .....	MCM 205 .....	594-7024
Executive Vice-President .....	CNH – 4 <sup>th</sup> Floor .....	594-7040
Ferguson Center For The Arts .....	FCA 110 .....	594-7448
Ferguson Ticket Office .....	FCA T159 .....	594-8752
Finance Discipline Coordinator .....	LUTR 119 .....	594-7727
Financial Aid .....	CNH 107 .....	594-7170

Fine Art & Art History .....	FCA A118.....	594-7930
Food Service: Albert Einstein's Café .....	LIB.....	594-7873
The Commons .....	SH Annex.....	594-7624
Student Union Residential Dining .....	DSU .....	594-7257
Government .....	MCM 361.....	594-7469
Grades (Registrar) .....	CNH – 1 <sup>st</sup> Floor .....	594-7155
Graduate Studies .....	MCM 159B.....	594-7297
Graduation (Registrar).....	CNH – 1 <sup>st</sup> Floor.....	594-7155
Greek Life .....	DSU 330 .....	594-8187
Health & Wellness Services .....	FC – 1 <sup>st</sup> Floor .....	594-7661
History.....	MCM 305.....	594-7567
Honor Enrichment & Community Standards .....	DSU 3142 .....	594-7190
Honors Program .....	LIB – 2 <sup>nd</sup> Floor.....	594-7072
Housing Administration .....	CNH 300.....	594-7756
Human Resources.....	BTC 101.....	594-7145
I.D. Cards .....	DSU 386 .....	594-8834
IT Services Help Desk.....	LIB 24/7 Room .....	594-7079
Department .....	RATC 121.....	594-7180
Media Center Office .....	LIB – 2 <sup>nd</sup> Floor.....	594-7136
Information.....	DSU 1 <sup>st</sup> Floor Lobby.....	594-7100
Leadership & American Studies.....	LUTR 213 .....	594-8907
Library: Information.....	LIB.....	594-7133
Periodicals Department .....	LIB.....	594-7494
Reference Desk.....	LIB.....	594-7132
Reference Librarian .....	LIB 162.....	594-7046
Luter School of Business.....	LUTR 114 .....	594-7184
Luter School Department Chair.....	LUTR 125 .....	594-7075
Mail Room .....	SERV .....	594-7935
Management Discipline Coordinator .....	LUTR.....	594-7265
Marketing Discipline Coordinator.....	LUTR 116.....	594-7099
Mathematics Department .....	LUTR 360.....	594-7194
Military Science/ROTC.....	LUTR 126.....	594-7851
Modern & Classical Language Department .....	MCM 105.....	594-7020
Molecular Biology & Chemistry .....	FH 3022 .....	594-7056
Music .....	FCA A133.....	594-7089
Natural & Behavioral Sciences (Dean's Office) .....	FH 3035 .....	594-8069
Notary Public (Human Resources).....	BTC 101.....	594-7145
Organismal & Environmental Biology.....	FH 1021 .....	594-7126
Parking Decals and Fines .....	Ferguson Parking Deck.....	594-7129
Payroll .....	CNH – 3 <sup>rd</sup> Floor .....	594-7145
Philosophy & Religious Studies.....	MCM 261.....	594-8827
Physics & Computer Science .....	LUTR 313 .....	594-7065
Plant Operations/Housekeeping .....	SERV .....	594-7035
President's Leadership Program .....	DSU 3127 .....	594-7207

President of the University .....	CNH – 4 <sup>th</sup> Floor .....	594-7002
Provost.....	CNH – 4 <sup>th</sup> Floor .....	594-7050
Psychology .....	FH 2022 .....	594-7094
Purchasing .....	BTC 309.....	594-7553
Registrar .....	CNH – 1 <sup>st</sup> Floor.....	594-7155
Residence Life.....	DSU 3125 .....	594-7125
James River Hall.....	JRH .....	594-7841
Santoro Hall.....	SH .....	594-8692
Potomac River Hall North .....	PRHN.....	594-8689
Potomac River Hall South .....	PRHS .....	594-8690
Rappahannock Hall.....	RAPP .....	594-8169
Warwick River Hall East .....	WRH.....	594-0358
Warwick River Hall West.....	WRH.....	594- 0278
York River Hall East .....	YRHE .....	594-8686
York River Hall West .....	YRHW .....	594-8688
East Campus .....	EC .....	594-8693
Social Sciences (Dean’s Office).....	LUTR 224 .....	594-0723
Sociology, Social Work & Anthropology .....	LUTR 151 .....	594-7110
Student Accounts.....	CNH – 1 <sup>st</sup> Floor.....	594-7330
Student Affairs .....	DSU 3127 .....	594-7160
Student Activities .....	DSU 330 .....	594-7260
Greek Affairs .....	DSU 330 .....	594-8437
Diversity Initiatives .....	DSU 330 .....	594-8805
Student Union Scheduling.....	DSU 380 .....	594-7018
Student Assembly.....	DSU 367 .....	594-7197
Student Organizations .....	DSU 330 .....	594-7260
Theater & Dance .....	FCA A134.....	594-7475
Title IX and Equal Opportunity.....	CNH 401 .....	594-8819
Teacher Preparation Office .....	MCM 253.....	594-7388
Transfer Enrollment .....	CNH – 1 <sup>st</sup> Floor.....	594-7296
TRANSCRIPTS (Registrar).....	CNH – 1 <sup>st</sup> Floor.....	594-7155
University Advancement .....	BTC 405.....	594-7179
University Police .....	12270 Warwick Blvd .....	594-7053
University Relations .....	BTC 4 <sup>th</sup> Floor.....	594-7974
Veterans Affairs .....	CNH – 1 <sup>st</sup> Floor.....	594-7175
Warehouse .....	SERV .....	594-7255