STUDENT HANDBOOK

2013 – 2014

CHRISTOPHER NEWPORT
UNIVERSITY

Student Handbook
2013 - 2014

Volume 47, Number 1, August 2013

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 2 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

TABLE OF CONTENTS

ACADEMIC CALENDAR 1
SECTION I - THE HONOR SYSTEM 3
A. The Honor System 3
The Honor Code 3
B. Academic Integrity and the Honor System 3
C. Student Regulations 4
1. Infractions 5
2. Statement of Principles 5
a. Basic Policy 5
b. Factual Work 6
c. Laboratory Work and Assignments 6
d. Imaginative Work 6
e. Quizzes and Tests 6
f. Tampering with the Work of Others 6
3. Academic Misconduct and the Honor Code 7
Faculty Response to Academic Misconduct 7
University Response to Academic Misconduct 9
SECTION II - CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT 11
A. Philosophy of University Policies for Student Life 11
B. Basic Rights 11
1. Campus Expression 11
2. Pursuit of Goals 12
3. Equal Protection 12
C. Equal Opportunity 12
D. Student Records 12
PART I - Scope and Interpretation of University Policies for Student Affairs 12
PART II – Student Code of Conduct 13
A. Sexual Misconduct 13
B. Abusive, Disorderly or Obscene Conduct 13
1. Abusive Conduct 13

2. Disorderly Conduct/Conduct Infringing on the Rights of Others 13
3. Obscene Conduct 14
C. Drugs....14
D. Alcoholic Beverage Policy 14
E. Weapons/Fireworks/Explosives/Hazardous Chemicals 14
F. Hazing....15
G. Stalking 15
H. Failure to Comply with a University Official....15
I. Misuse of an Identification Card 15
J. Failure to Observe Rules and Regulations....15
K. Damage or Destruction 15
L. Misuse of Fire-Fighting Equipment/Arson/Disregard of Fire Alarm/Tampering 15
M. Tampering with University Property 16
N. Unauthorized Entry or Access....16
O. Involvement in a University Violation 16
PART III – The University Judicial System....16
A. Preamble 16
B. Jurisdiction....16
C. Student Honor Council 17
D. Student Code of Conduct/Non-Academic Honor Code Violations 17
E. Types of Panels....19
F. Panel Composition and Roles....20
G. Panel Procedures....21
H. Procedures Involving Allegations of Sexual Misconduct 23
I. Appeals Process for Panel Decisions 25
SECTION III – GLOSSARY OF TERMS....26
SECTION IV - UNIVERSITY SANCTIONS....28
A. University Sanctions....28
B. Interim Suspension/Immediate Restriction....30
C. University Judicial Records....30
SECTION V – CAMPUS LIFE 31
PART I – Student Group Recognition, Privileges and Guidelines 31
A. University Recognition of Student Organizations....31

B. Privileges Accorded Recognized Clubs....32
C. Guidelines to Maintain Recognized Status....32
D. University Recognition of Greek Organizations....33
E. Organizational Funding....34
PART II – Use of University Name....34
PART III – Social Events and Functions....34
A. Activity Regulations....34
B. Major Activities....35
C. Tailgating....36
PART IV – Catering Events....36
PART V – Advertising & Posting....36
PART VI – Alcoholic Beverages and Other Controlled Substances....37
A. Alcoholic Beverages....37
B. Summary of Virginia Alcohol Laws, Regulations & Penalties....37
C. Policy....37
D. Regulations....38
E. Accountability....38
F. Controlled Substances....39
G. Summary of Controlled Substance Laws, Regulations and Penalties....39
H. Policy....40
I. Education....40
J. Accountability....40
K. Intervention and Prevention....40
PART VII – Freedom of Expression....41
PART VIII – Harassment....42
PART IX – Hazing....42
PART X – Sexual Misconduct....43
A. Resources....43
B. Judicial Action....44
PART XI – Wheeled Transportation....44
PART XII – Movies and Television Copyrights....44
PART XIII – Medical Transportation....46

SECTION VI - ACADEMIC REGULATIONS PERTAINING TO STUDENTS WITH DISABILITIES 47
A. Introduction 47
B. Rights and Responsibilities of Christopher Newport University 48
C. Rights and Responsibilities of Students with Disabilities 49
SECTION VII – POLICIES REGARDING THE USE OF THE UNIVERSITY COMPUTING AND COMMUNICATIONS SYSTEMS 50
A. Statement of Polic 50
B. General Purpose 50
C. General Principles for Use of Information Systems at CNU 50
1. Access to Computer Systems and Networks 50
2. Specific Guidelines for Acceptable Use 50
3. Unacceptable Use 51
D. Protecting Electronic Access Privileges 52
1. General Policy Statement 52
2. The Password or PIN 52
E. Enforcement Regulations 52
1. User Responsibility 52
2. Minor Infractions 52
OPPORTUNITIES FOR UNIVERSITY INVOLVEMENT 54
RESOURCE OFFICES 55
Academic Advising 55
Admission Office 56
Athletic Department 58
Business Office 61
Captain's Locker (Bookstore) 62
Career Planning 63
Counseling Services 64
David Student Union 65
Equal Opportunity Office 67
Financial Aid 68
Freeman Center 69
Health & Wellness Services 73

Housing....75
Information Technology Services....77
Music Program and Events....78
Parking Administration....79
Paul and Rosemary Trible Library....79
Registrar....80
Family Educational Rights and Privacy Act (FERPA)....82
Student Affairs....86
Orientation and First Year Initiatives....87
Services for Students with Disabilities....87
Student Engagement....90
Center for Honor Enrichment & Community Standards....90
Residence Life....90
Student Activities....91
Diversity Initiatives....92
Campus Activities & Programming....92
Fraternity & Sorority Life....92

CAMPUS OFFICES DIRECTORY....93

CHRISTOPHER NEWPORT UNIVERSITY

Academic Calendar
Fall 2013 – Spring 2014

Fall 2013 **August – December**

August	23	F	Academic Convocation and Honor Code Induction Ceremony
	26	M	Classes Begin
	26-30	M-F	Add/Drop Period
	30	F	Last day to Add/Drop and Change to Audit Status – 5:00 pm
September	2	M	Labor Day – CLASSES MEET
	13	F	Deadline for Faculty to Submit Change of ”I” Grade or Extension of “I” for Undergraduate Students for Spring 2012 “I” Grades (5:00pm)
October	14	M	Mid-Term Grade Entry Begins - 8:00am
	18	F	Mid-Term Grades Due - 12:00noon Fall Recess (begins at 5:00pm)
	23	W	Classes Resume
	30	W	Last Day to Withdraw and Elect Pass/Fail Option – 5:00pm
November	26	T	Thanksgiving Recess (begins after last class meets)
December	2	M	Classes Resume
	6	F	Classes End
	7	S	University Reading/Study Day
	8	SU	University Reading/Study Day
	9	M	Final Examinations Begin / Entry of Final Grades Begin – 8:00 am
	10	T	Final Examinations Continue
	11	W	University Reading/Study Day
	12	Th	Final Examinations Continue
	13	F	Final Examinations Continue
	14	S	Final Examinations End
	18	W	Final Grades Due 12:00 NOON

Spring 2014 January – May

January	8	W	Classes Begin
	8-14	W-T	Add/Drop Period
	14	T	Last day to Add/Drop and Change to Audit Status – 5:00pm
	24	F	Deadline for Faculty to Submit Change of "I" Grade or Extension of "I" Grade for Undergraduate Students for Fall 2010 "I" Grades (5:00pm)
February	24	M	Mid-Term Grade Entry Begins - 8:00am
	28	F	Mid-Term Grades Due – 12:00 Noon
			Spring Recess Begins at 5:00pm
March	10	M	Classes Resume
	19	W	Last Day to Withdraw and Elect Pass/Fail Option – 5:00pm
April	22	T	Classes End
	23	W	University Reading/Study Day
	24	Th	Final Examinations Begin
			Final Grade Entry Begins – 8:00am
	25	F	Final Examinations Continue
	26	S	Final Examinations
	27	Su	University Reading/Study Day
	28	M	Final Examinations
	29	T	Final Examinations End
May	2	F	Final Grades Due – 10:00 am
	5-9	M-F	Commencement Week Activities
	10	S	Spring Commencement

SECTION I
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.

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.

* Plagiarism occurs 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.

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' 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 II
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 Equal Opportunity & Faculty Recruitment. The Director serves as the University's Title IX Coordinator.

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 II – 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 II – 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. Sexual Misconduct

Sexual contact without consent including intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, anus or buttocks; rape (sexual intercourse without consent, whether by an acquaintance or a stranger); attempted rape; sodomy (oral or anal intercourse) without consent; attempted forcible sodomy; or sexual penetration with an object without consent. To constitute a lack of consent, the act(s) must be committed either by force, intimidation, or through the use of the victim's mental incapacity or physical helplessness (to include the influence of alcohol or other incapacitating substances).

B. 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 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.

C. 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 bongs, 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.

D. 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.

Students found in the presence of alcohol are also subject to disciplinary actions.

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

E. 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.

F. 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 V-IX of the CNU Student Handbook.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. 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.

M. 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.

N. 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.

O. 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 II – 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 Assistant Dean of Students is responsible for the day-to-day oversight of student disciplinary matters involving potential violations of university policy. The Assistant Dean of Students 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 2011-12 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 2013-14 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 and to behavior involving potential Sexual Misconduct, please refer to the Academic Honor System (pg 7) and Sexual Misconduct Procedure (Section H, pg 23) of this handbook.

Any member of the university community may bring an alleged violation of university policies to the attention of the Assistant Dean of Students or a designated conduct officer in the Center for Honor Enrichment & Community Standards (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 Assistant Dean of Students or a designated conduct officer within ten (10) business days of the incident or the discovery of the alleged violation. Allegations involving sexual misconduct must be filed within one year of the incident or discovery of it. 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 Assistant Dean of Students up to one year after the date of discovery of the alleged incident.

Once a report has been filed, the accused student 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 Assistant Dean of Student within five (5) business days of the initial decision. The appeal to the Assistant Dean is a request to review the student's case. In order for the Assistant Dean 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.

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, Sexual Misconduct Review Panels (SMRP), Sexual Misconduct Hearing Panels (SMHP), and Recess Panels, as necessary. These panels are solely students with the exception of the sexual misconduct and recess panels. Students are represented on sexual misconduct and recess panels, although due to the nature of the incident and/or 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 Assistant Dean of Students (see Student Honor Council pg 17). Faculty and University administrators will be appointed by the Dean of Students to assist with Sexual Misconduct Review Panels, Sexual Misconduct Hearing Panels, and 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.

Sexual Misconduct Review Panels (SMRP) will be convened to determine if there is enough evidence to suggest a sexual misconduct hearing panel should be convened. The SMRP is comprised of one student selected from the Student Honor Council and two faculty and/or University Administrators. These individuals are trained in sexual misconduct issues and are appointed by the Dean of Students (refer to pgs. for more information regarding SMRP). The SMRP must reach a majority decision in order for further review of the alleged misconduct to occur.

Sexual Misconduct Hearing Panels (SMHP) will be convened at the recommendation of the SMRP. The SMHP determines if the accused student has violated the sexual misconduct policy and recommends appropriate sanctions. The SMHP is comprised of two students from the Student Honor Council and one faculty member or university administrator. The SMHP will be managed by a fourth person, a non-voting chair who is either a specially trained university administrator or a conduct officer from CHECS not previously involved in the investigation. All individuals are trained in sexual misconduct issues and appointed by the Dean of Students (refer to pgs. 23-25 for more information regarding SMHP). The SMHP must reach a majority decision in order for a student to be responsible for a violation of the sexual misconduct policies.

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

The composition of each panel will be at least 3 student panel members as listed in Section E, with the exceptions of the panels related to sexual misconduct and those occurring when the university is in recess.

During most panels, there are 4 key roles that exist. These roles are the panel chairperson, the Community Advocate, the Student Advocate, and the advisor. 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, except as noted for cases involving sexual misconduct allegations. 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 Assistant Dean of Students 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 advisor 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 Assistant Dean of Students.

The final role participating in panel proceedings is that of the advisor. An advisor to the Student Honor Council may be present during the proceedings and deliberations, but the advisor does not have voting privileges. The advisor 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 advisor is to ensure that the proceedings run smoothly and provide fundamental fairness for everyone involved. The advisor 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 accused student(s) 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 Assistant Dean of Students 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 advisor, so that the panel may begin deliberations.

When deliberations have ended and decisions 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 Assistant Dean of Students. The Assistant Dean will review the information, finalize sanctions, and communicate the decisions to the student within ten (10) business days of the hearing.

H. Procedures Involving Allegations of Sexual Misconduct

Due to the sensitive nature of issues surrounding alleged sexual misconduct, additional safeguards have been established to protect both the accused student and the student making the accusation. There are strong similarities between the judicial processes for most allegations and those involving sexual misconduct. The procedures specific to an investigation of sexual misconduct are as follows:

Allegations involving sexual misconduct must be filed within one year of the occurrence or discovery of the incident. A request for extension may be filed as outlined in Section D above.

Upon receipt of an incident report that alleges sexual misconduct, a university conduct officer from the Center for Honor Enrichment & Community Standards will begin a preliminary investigation and collect pertinent information. The investigation may include interviews with the accused student(s), the accusing student(s), and witnesses as well as reviewing physical evidence, if any. When the conduct officer has concluded the preliminary investigation, he/she will brief the university's Title IX coordinator on the allegations and the information collected to that point. The conduct officer will also ask for a Sexual Misconduct Review Panel (SMRP) to consider the information.

The SMRP consists of three members, two of whom are faculty members and/or university administrators and one of whom is a student from the Student Honor Council; the student will chair the SMRP. All review panel members are trained specifically for cases involving sexual

misconduct allegations.

The conduct officer will present information to the SMRP in an anonymous format. This means that any identifying information (e.g. names, organization membership, location etc…) for the accused student, the accusing student, and witnesses, will be removed. This step is taken to protect the privacy of all parties involved. The conduct officer's presentation is a recitation of information collected about the situation. The conduct officer does not offer opinions or make recommendations on the information. The SMRP does not interview witnesses.

The SMRP is responsible for determining, by majority vote, only if enough evidence exists to convene a Sexual Misconduct Hearing Panel. The SMRP does not determine if a student violated any policy nor does it recommend any sanctions. When the SMRP has reached its decision, it will make a written recommendation to the conduct officer to convene a Sexual Misconduct Hearing Panel or pursue other judicial action. If the SMRP recommends the convening of a Sexual Misconduct Hearing Panel, their recommendation may include a list of suggested witnesses for the Sexual Misconduct Hearing panel to interview. The conduct officer will notify the accused student(s) and the accusing student(s) of the decision of the SMRP.

In the event that the SMRP does not recommend a full hearing for the incident, the accusing student(s) may file a written appeal of the SMRP decision to the Assistant Dean of Students within five (5) business days. The appeal should include, at a minimum, any new information to be considered. Additionally, if the accusing student(s) believes a procedural error has occurred, this should be included in the appeal. The Assistant Dean of Students must make a decision about the merits of the appeal within five (5) business days of the receipt of the appeal.

At the conclusion of the SMRP role, the investigating officer will again brief the university's Title IX officer on the current status of the case. If the Title IX officer has any concerns, he/she will raise them with the Dean of Students.

If a Sexual Misconduct Hearing Panel is convened, the Dean of Students will select four (4) members for the panel. One member will be a faculty member or administrator and two members will be Student Honor Council representatives. The fourth member will be a specially trained university administrator or an Assistant Director from CHECS not involved in the case. The fourth member will manage the hearing procedures. No member of the SMRP may serve on the hearing panel for the case they reviewed.

Student Advocates will be appointed to assist both the accused and accusing students in preparation for the hearing. Advocates can help prepare their student for the panel, present information and opening/closing statements, develop and/or ask questions, and help shape responses.

The conduct officer who did the preliminary investigation will be present throughout the hearing. He/she will share the evidence presented at the SMRP, as well as any additional information discovered since the SMRP was convened. The conduct officer can respond to questions from any of the participants in the hearing.

The format for the Sexual Misconduct Hearing Panel will be similar to other hearing processes, with opening and closing statements, the questioning of witnesses and the accused student, and the

participation of panel members and advocates in the process.

The accusing student(s) may choose to be present throughout the hearing or any portion of it. He/she will have the option of presenting opening and closing statements and asking questions in addition to providing testimony. If the accusing student prefers to participate from behind a screen, through a phone call, or via some other electronic means, one of these options will be provided.

When the hearing process has concluded, the panel will move into deliberations. The fourth member of the panel, the manager, will serve as a resource to the other panelists but not will participate in the decisions for responsibility or recommendations for sanctions. Once the panel has completed their deliberations, they may review character reference letters and judicial history, if any. They will then make sanction recommendations. Their decisions and recommendations will be communicated in writing to the Assistant Dean of Students, who will notify both the accusing student and accused student of the results. Both the accusing student and accused student may appeal the decision of the Sexual Misconduct Hearing Panel to the Dean of Students.

I. 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 to the accused student 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 III
Glossary of Terms

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

Accused Student refers to a student who is accused of violating any University policy.

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 accused student's character.

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

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 an accused student with a conduct officer to respond to an allegation of misconduct.

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 accused student violated any University conduct policies and what sanctions, if any, are appropriate.

Notice of Incident refers to the document that is given to an accused student 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 an accused student about the date, time, and location a panel will convene to receive evidence about the alleged misconduct of the accused 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 accused student.

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

Sexual Misconduct Hearing Panel refers to a group of two members of the Student Honor Council and one faculty/staff member designated by the Assistant Dean of Students to hear and consider evidence and to determine whether a student has violated the Student Code of Conduct by engaging in sexual misconduct; this panel will also recommend appropriate sanctions, if necessary. The Sexual Misconduct Hearing Panel also includes a chairperson who is not involved in the decision regarding responsibility or recommendation of sanctions.

Sexual Misconduct Review Panel refers to a group of two faculty/staff members and one member of the Student Honor Council designated by the Assistant Dean of Students to conduct a “blind” review of the allegations of sexual misconduct to determine whether the facts alleged would constitute sexual misconduct and to recommend next steps towards resolution. The Sexual Misconduct Review Panel does not make any decisions of responsibility or recommend sanctions.

Recess Panel refers to a group of students and/or faculty/staff convened by the Assistant Dean of Students 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. This designation includes “outcry” witnesses in allegations of sexual misconduct.

SECTION IV
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.

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. *Delayed Housing Registration and Selection:* Students found in violation of University policy may have their housing registration and selection privilege restricted. Such a sanction means that the student will not be permitted to participate in the housing registration and selection process until all other returning residential students have made their selections.

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 readmission shall be specified. Disciplinary Suspension will be noted on the transcript. 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 the Dean of Enrollment Services/University Registrar.

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.

8. *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. *Loss of Privilege/Privilege Restrictions:* A student may lose or have restricted a privilege, where appropriate. Such privileges include, but are not limited to, parking, facilities access, and event participation.

15. *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.

16. *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.

17. *Restitution*: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

18. *Verbal Warning*: A verbal statement notifying the student that he or she has violated University policy.

B. Interim Suspension/Immediate Restriction

The University retains the authority to impose an interim (immediate) suspension, pending an Initial Conference meeting, investigation and/or panel hearing if such action is deemed necessary to preserve the safety of persons or property. During the period of interim suspension the student may be denied access to the campus and/or be excluded from a class or all classes and denied all other University activities or privileges for which the student might normally be eligible.

The University also retains the authority to impose an immediate restriction from campus pending medical review and report, should a student be deemed a threat to him/herself or if the student's behavior disrupts the health and welfare of those in the community. A return to the University community may be contingent upon a medical release. For specific policies related to medical interventions please contact the Dean of Students.

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. Cases involving suspension or dismissal shall permanently remain in a student's personal record and a permanent notation may be made on the student's academic record. Cases involving the imposition of all other sanctions may be expunged from the student's personal record three (3) years 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.

SECTION V
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 V – PART I
Student Group Recognition, Privileges and Guidelines

A. University Recognition of Student Organizations

Recognition of an organization implies neither University approval nor disapproval of the aims, objectives and policies of the organization. Membership in recognized student organizations shall be open to all qualified matriculated students. The University will not recognize 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 recognition process.

Requests for University recognition are accepted on a rolling basis throughout the academic year beginning on/after September 1. A group seeking recognition as an established student organization will submit the following to the Office of Student Activities:

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

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

Organizations requesting recognition 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 programs/sessions will result in

1 The membership interest number requirement is reviewable if special conditions are present.

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.

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

All changes and amendments to any organization's constitution or by-laws must 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.

An updated Club and Organization Registration Form should be submitted annually to the Office of Student Activities and anytime there is a change in officer(s) or advisor(s). For communication purposes, make sure a current form, with accurate officer contact information, is on file at the beginning of each semester.

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, 594-7260.

B. Privileges Accorded Recognized Clubs

Organizations granted recognition by the University, 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. Obtain the counsel and assistance of University faculty and administrative personnel;
5. Publicize events and distribute information on campus;
6. Apply for funding through the small grants process
7. Sponsor fund-raising activities on campus.
8. Receive a student organization mailbox.
9. Participate in campus-wide events.
10. Receive a campus account.
11. Apply for office/storage space.
12. Use campus vehicles.

Failure to adhere to the stated responsibilities for recognized 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 Maintain Recognized Status

Student groups wishing to maintain recognized status at Christopher Newport University and wishing to benefit from campus organization privileges must adhere to the following guidelines:

1. Submit a Club and Organization Registration Form to the Office of Student Activities within the first two weeks of the fall term and anytime there is a change in officers or advisors.
2. Adhere to the organization's approved constitution and bylaws.
3. Enlist the assistance of an on-campus advisor.
4. Submit the end of year status report.
5. 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 recognized 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 advisor to the Greek organizations that are recognized on campus. The Associate Director of Student Activities will serve as the advisor 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 advisors. Chapter advisors 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 Associate Director 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 V – 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 V – PART III
Social Events and Functions

A. Activity Guidelines

Recognized 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 must be approved by the Office of Student Activities. Students and student organization cannot enter into (sign) any contractual obligation on behalf of the University or a recognized student organization. Contracts must be reviewed and approved by University Counsel.

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

Officers of organizations are responsible for informing their advisors 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.)
- advisor 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 V – 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 V – 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 V – 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 statue with not more than one-half ounce of marijuana are 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 – 1st 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 V – PART VII

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 V – PART VIII
Harassment

Harassment of all kinds that is directed at an individual is reprehensible and will not be tolerated by the University. Such behavior subverts the mission of the University and threatens the careers, educational experiences, and well being of all members of the community. When, through fear of reprisal, a student, faculty member, or staff member tolerates such behaviors, the University's ability to carry out its mission is undermined. For more specific information, please see Section II, 15 of the University Handbook.

SECTION V – IX
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 V – PART X
Sexual Misconduct

Christopher Newport University is a community of trust and respect whose existence depends on strict adherence to standards of conduct set by and for its members. CNU recognizes its obligation to uphold the laws and standards of the community of which it is a part. Sexual misconduct is a serious violation of the standards of the CNU community and will not be tolerated. Punishable by both civil and criminal legal action, sexual misconduct is also a serious violation of University policy. The University Judicial System adjudicates, typically at the request of the complainant, all cases involving sexual misconduct where the accused is a Christopher Newport University student. CNU encourages all complainants to prosecute to the full extent of the law.

Sexual misconduct is: sexual contact without consent including intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, anus or buttocks; rape (sexual intercourse without consent, whether by an acquaintance or a stranger); attempted rape; sodomy (oral or anal intercourse) without consent; attempted forcible sodomy; or sexual penetration with an object without consent. To constitute a lack of consent, the act(s) must be committed either by force, intimidation, or through the use of the victim's mental incapacity or physical helplessness (to include the influence of alcohol or other incapacitating substances).

Depending on the circumstances of the case, students who are found in violation of the sexual misconduct policy shall be sanctioned by the University. Available sanctions include suspension or dismissal from the University.

A. Resources

The following are available to provide information and support to complainants:

1. University Health and Wellness Services
2. The Office of Counseling Services
3. The Center for Honor Enrichment & Community Standards
4. Director of Equal Opportunity and Faculty Recruitment (University Title IX Coordinator)
5. Dean of Students
6. University Police

Students who have been a victim of a sexual assault should seek appropriate medical attention as soon as possible. Physical and other medical evidence should be collected even if the student has not yet decided what, if any, course of action to pursue against the alleged assailant. Riverside Hospital, located on J. Clyde Morris Boulevard, is fully equipped and available to provide services to CNU students in these circumstances.

B. Judicial Action

Students who have been sexually assaulted within the University community are encouraged to complete an incident report. A complete review of the University judicial process can be found in Section II under the heading "The University Judicial System." Specific information can be found under the heading "Sexual Misconduct Hearing Panel."

Criminal charges may also be filed in the appropriate court system. Initiating criminal action against the accused can be in addition to pursuing the Sexual Misconduct process and is encouraged.

SECTION V – PART XI
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 V – PART XII
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 V – PART XIII
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 VI
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 3rd

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 VII
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 mainframe, midrange, minicomputer, workstation 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. 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 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:

- Installing, copying, distributing, sharing or otherwise making available or using software , files or content of any kind in violation of any local, state or federal law, copyright law and/or End User Licensing Agreement.
- Altering system software or hardware or disrupting or interfering with the delivery or administration of system resources.
- Accessing or attempting to access or facilitating access to another user's account, server, workstation, computing device, files, voice mail or e-mail without the owner's permission.
- Sharing personal information, including but not limited to account information, user credentials and/or access to university systems.
- Misrepresentation of identity in electronic communication.
- Engaging 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.
- 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 should be changed periodically (at least once every 3 months is required) 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.
    - 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 Student Activities website at http://www.cnu.edu/studentlife/current/organizations.asp

RESOURCE OFFICES

ACADEMIC ADVISING

NMCM 161A
Laura Deiulio, Vice Provost

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. Advisors 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 Advisors
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 advisor.
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 advisors 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 Advisor
First-year freshmen at Christopher Newport University work with a Faculty Core Advisor (FCA) who will remain a student's advisor 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 advisor 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 Advisor
In the second semester of their sophomore year, students will declare their major at Signing Day. After that, a major advisor from the department of the major will be assigned to the student. Major advisors 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 Advisors 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

OFFICE OF ADMISSION

Gosnold Hall 123
757/ 594-7015 [Toll Free: 800/ 333-4268]
Fax: 757/ 594-7333
Email: admit@cnu.edu
Web Site: 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, three units in the social sciences, four units in mathematics, three 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 3.4-3.9 GPA and a 1090-1230 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.

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 Transfer Affairs Unit of the Office of the Registrar at CNU.**

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 send an official copy of their secondary school record and SAT or ACT scores sent to Transfer Affairs in the Office of the Registrar. 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.

3. Applicants must also request that all colleges attended submit official transcripts to Transfer Affairs in the Office of the Registrar. 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.
4. Concealment of previous attendance at another college or university is cause for cancellation of the student's admission and registration. New or readmission applicants who have been suspended or placed on probation from Christopher Newport University or any college or university for non-academic, social or disciplinary reasons may be denied admission to the University.

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 Transfer Affairs Unit of the Office of the Registrar at CNU.**

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~~s~~ Ambassador. One Saturday session and tour begins at 11 a.m. each week, except on Open House dates. The office is closed for major holidays.

Freshman admission interviews are required for all merit scholarship applicants, and strongly recommended for all admission applicants to CNU. Transfer students may contact the Transfer Affairs at transfer@cnu.edu or 757-594-7155 with transfer admission questions and/or to schedule an interview.

If a prospective student wishes to meet with a professor in his/her particular area of interest they may request an appointment when they call for a tour time. CNU Admission may be reached at admit@cnul.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.

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 more than 500 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, five 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. Additionally, CNU has hosted three NCAA playoff games in football, eight in women's soccer, 11 in men's soccer, three in women's lacrosse, four in field hockey, as well as three Volleyball Regionals, two Softball Regionals and one Baseball Regional.

As a measure of the overall strength of the athletics program, the University has 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.

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 (Silver Storm)

Starting in the fall of 2013, the Captains will become members of the Capital Athletic Conference, while Football will remain with the USA South Athletic Conference until the 2015 season. 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 (O.A.R.). Intramural Sports and Sport Clubs have grown tremendously over the years with approximately 1700 students per semester engaging in various activities on campus. O.A.R. is the newest component of the department and has had several successful trips.

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

The Intramural program employs dozens of 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 27 (16 competitive and 11 recreational) sport clubs on campus. These include: crew, dressage, equestrian, croquet, cycling, field hockey, fishing, men's ice hockey, men's lacrosse, martial arts, quidditch, rock climbing, running, men's rugby, scuba diving, men's soccer, women's soccer, swimming, table tennis, co-ed tennis, women's volleyball, women's lacrosse, ultimate Frisbee, triathlon, hiking and men's volleyball. The competitive clubs aim to compete for CNU at the collegiate level against other sport clubs in the area. The recreational clubs are open to all skill levels and are more fun in nature; however, some may compete against local colleges and universities.

O.A.R. provides adventure trips for students, faculty and staff to attend. Additionally there is an O.A.R. club for students to join, which involves them in assisting with the planning and advertising for trips. O.A.R. aims to provide fun through physical and mental challenges; provide leadership and learning opportunities; and further the interest and passion of outdoor recreation and environmental awareness.

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 strive**s** 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 engagement 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 (full-time and/or part-time; volunteers not accepted), shall be eligible to participate in intramural sports. CNU alumni and spouses of CNU students, faculty or staff are not allowed to participate in intramural sports.

Participation in Sport Clubs
Sport clubs are open to all fully enrolled students. Faculty and staff may participate on a sport club during practices but not during competition. Previous experience is not a prerequisite for membership.

The competitive sport club teams may hold tryouts. Members will be required to attend practice, travel to competition against other colleges and universities and pay dues. Most of the recreational teams are open to everyone, may have to travel to take part in the activity, dues are minimal,

Unlike varsity sports, sport clubs are student lead organizations.

BUSINESS OFFICE

Gosnold Hall, 2nd Floor
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: Gosnold Hall room 218, 757-594-7195 or visit the Financial Section of the website http://www.cnu.edu/current_students/index.asp.

Fees - Tuition and fee rates are established each year by the Rector and the Board of Visitors at the April/May 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 http://www.cnu.edu/current_students/index.asp.

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 http://www.cnu.edu/current_students/index.asp.

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 initial billing, payment is due by the payment due date or no later than the first day of classes for that 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 in Gosnold Hall room 219 by 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:

- 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:

- 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

Student Union
757- 599-5170

The Captains Locker is operated through a contract with Follett. The Captains Locker offers a wide verity of CNU apparel and spirit items. The Captains Locker also handles graduation announcements and regalia and offers CNU class rings by Jostens

Online Follett 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 Captains Locker website: www.captainslocker.com to order your textbooks and general merchandise that will ship to you.

CENTER FOR CAREER PLANNING

3100 David Student Union
757/ 594-8887
Email: 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 (2nd Floor)
757/594-7047

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 provide outreach programming through a variety of Awareness Weeks such as National Collegiate Alcohol Awareness, Sexual Assault/Sexual Responsibility, Eating Disorders and Depression/Anxiety.

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, Academic Advising and Disability Services, Career Development, 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: Mrs. Candice Davis
- Housekeepers: Mr. Brian L. Howard, Ms. Sarah M. Long, Mr. Dennis Richardson, Mr. Gregory Stewart and Mr. Roger Williams.

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:
- Event Coordinators: Alan Hinton, Patricia Burgoon, Jennie Stoecker
- House Manager/Yoder Barn:

- Student Workers
- Community Service Workers

Captains Card Office

The Captains Card Office is responsible for maintaining students' Captans Card accounts; including Meal Plans, Dining Dollars, Captains Cash, and Print Funds. In addition to maintaining the contracts and budgets associated the 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, provides equipment for games, 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. Christine Mellish
- Assistant Catering Managers: Jason Correiro, Mark Mason
- 1st Cook: June LaRoche
- Catering Assistants: Tatiana Spinale

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: Hsin (Julie) Artis
- 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 students 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.

- Academic Advising – Suite 3100
- Admission Welcome Center – Street Level
- Career Planning – Suite 3100
- Residence Life – Suite 3125
- Student Services – Suite 3130
    - Vice President of Student Services
    - Dean of Students
    - Honor Enrichment & Community Standards
    - President's Leadership Program
- Student Activities – Suite 330

EQUAL OPPORTUNITY OFFICE

McMurran, Room 161
757/594-8819
Director: Michelle L. Moody

CNU is committed to access and opportunity for all persons. The University does not discriminate in admission, employment or to any other activity on the basis of race, gender, color, age, religion, veteran status, national origin, disability, genetics, sexual orientation or political affiliation. As such, the University complies with all applicable constitutional provisions, laws, and executive orders.

The University is fully committed to maintaining an environment free of discrimination and harassment by promoting awareness and prevention. Discrimination and harassment impair the effective function of the University, undermine the trust of students and employees, and compromise the integrity of the University. Faculty, staff, and students should demonstrate a standard of conduct consisting of mutual respect, civility, and common courtesy toward one another.

Any CNU student who believes that he/she has been unlawfully discriminated against or harassed may file a complaint with Equal Opportunity Office. For more information, please visit the office web site at http://www.cnu.edu/equal/index.asp

OFFICE OF FINANCIAL AID

Gosnold Hall, Room 114
757/ 594-7170
Director: Clara Johnson

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.ed.gov. We suggest you file your FAFSA no later than February 15th to ensure your results are received in the Office of Financial Aid no later than March 1st 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 15th. Returning students who have met the priority date should receive their Award Letters via email no later than June 1st. Applicants for financial aid will be notified of their status in writing by the Office of Financial Aid.

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 75 percent of all courses attempted.
- Demonstrate a minimum cumulative GPA of 1.00 at the conclusion of one academic semester (12 credit hours) **OR**
- 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, CSAP, 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 procedures for federal, state, and private programs, please consult the *CNU Financial Aid Guide*, available in the Office of Financial Aid or on the CNU Financial Aid website at http://financialaid.cnu.edu.

THE FREEMAN CENTER

757/ 594-7980

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 192,000 square foot athletic, convocation, fitness, meeting, and recreation facility and includes the $26,000,000 expansion and renovation, which opened in the fall of 2011. In addition to the new 400 seat Gaines Auditorium, The Freeman Center now houses the Dr. James C. Windsor Office of Health and Counseling Services and University Health and Wellness Services.

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. Athletics and Recreational Services departments are located in The Freeman Center.

It has hosted a wide variety of activities from intramural and athletic contests, to dinner galas and concerts. 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 has almost doubled in size and 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

General Policies and Services

Hours of Operation
Monday - Thursday: 6:30 a.m. - Midnight
Friday: 6:30 a.m. – 11:00 p.m.
Saturday: 9:00 a.m. – 11:00 p.m.
Sunday: Noon – 11:00 p.m.

Note: Operating hours may vary during academic breaks, football games, special events and fall/winter/summer breaks.

General Policies
Bicycles, skateboards, rollerblades, scooters, and other such objects may not be used or worn in The Freeman Center. Bicycles may be stored in the bike racks outside the building.

Gym bags, purses, bags or personal items of any kind must be placed in a locker prior to entering the gym or fitness areas. The Freeman Center is not responsible for lost or stolen items left unattended anywhere in the building. Bags are also a tripping hazard when left on the floor. Please do not request that items be stored behind the Welcome Desk. Your bag will be picked up if not properly stored in a locker and you will be charged a fee for its return.

Profanity will not be tolerated. A first offense will result in a warning and the second offense will result in expulsion for the day.

Food or drink is not permitted in activity areas (with the exception of clear, bottled water; colored beverages are NOT permitted).

Ask the Welcome Desk student staff if you need any assistance. They are here to help you make your visit to The Freeman Center enjoyable and safe. They can change television channels for you if needed. Please report any damaged or poorly functioning equipment to the staff.

Dress Code

Wear comfortable clothing that allows for movement. All participants/members must wear a shirt.

Attire that exposes the midriff, naval or ribcage is not permitted in The Freeman Center. This includes cut-off shirts and t-shirts that expose the ribcage or more than a normal tank top would expose.

Proper shoes must be worn at all times. Only athletic shoes with rubber soles are permitted in fitness and gymnasium spaces. However, bare feet (or open-toed/open-heeled shoes) are permitted in the multipurpose rooms for specific classes (i.e. yoga, Pilates). Violators will be asked to change immediately or refrain from participation in any activity.

Jeans or materials that have rivets, zippers, buttons or protruding metal pieces (including belts) in activity areas are prohibited. This is for your safety as well as the protection of the equipment and facilities.

Guests

You may bring guests for a $5 fee (per guest). Each guest will be given a receipt to serve as a building pass. The guest will need to sign a waiver form.

Accompany your guest at all times. The host may not leave any area of the building, or the building itself, without the guest.

Guests are expected to follow The Freeman Center's general policies and procedures.

The guest must be at least 18 years of age and must provide proof of age upon entrance (Driver's License, Military ID or Passport). Children may be admitted into the Field House under certain circumstances (i.e., rental groups, tours, lunch, etc.). In these cases, children must be kept within arm's length at all times while in activity areas and may not get on or around the equipment. Please do not let children run, jump, or play in the Field House unless they are with a rental group or attending camp at The Freeman Center. Children may not "hang-out" while you work out.

Trieshmann Health and Fitness Pavilion
Observe circuit-training etiquette. Allow others to work in with you when doing sets or limit your exercise to only one set per machine during peak hours (3 p.m. - 8 p.m., Monday - Friday).

Replace all weight plates, dumbbells and equipment to their original storage places. Do not drop or bang the weights. Please do not place weights on tops of benches.

Personal training is permitted ONLY through The Freeman Center Trieshmann Health and Fitness Pavilion personal training program. CNU students, faculty, and staff and members of The Freeman Center are NOT permitted to work with personal trainers outside the scope of this program.

Lockers
If you would like to use a locker, you must bring your ID (CNU ID or driver's license) to the Welcome Desk in The Trieshmann Health and Fitness Pavilion. In exchange, you will receive a key to a locker. When you are finished or at the end of your workout, return the key to the Welcome Desk Attendant, and they will give you back your CNU ID. This service is FREE.

Lockers are for day use only. Items left in lockers will be turned in to lost and found. After 30 days, unclaimed items will be donated to a charity organization.

Items left unattended in the locker rooms or anywhere in the building are not the responsibility of The Freeman Center.

All members may rent lockers. Rates are $30 plus tax for 6 months and $55 plus tax for one year. To rent a locker, please contact the Welcome Desk, at (757) 594-7980.

Hand Scanners
All valid members of The Trieshmann Health and Fitness Pavilion will use the hand scan system. The system takes a "snap-shot" of the shape of your hand and will recognize this in combination with your code each time you enter. Fingerprints are not used. If you choose not to be entered into the hand scan system, you will be required to have your ID and information checked each time you enter.

Field House /Auxiliary Gym
Please refrain from dunking, touching and/or hanging on any basketball rim, backboard or net. Shooting from behind the backboard is not permitted.
Equipment (basketballs, volleyballs, etc.) may be checked out from the Welcome Desk. Equipment may not be taken out of The Freeman Center and must be turned in by the end of the day.

President's Reception Room/Conference Wing/Meeting Rooms
The Office of Student Activities must officially recognize student groups as a club or organization in order to schedule these spaces.

All reservations must be made at least 72 hours prior to the event and must be scheduled through University Scheduling and Events at 594-7018. The set-up needs for the event must also be communicated at this time. Your set-up needs should include details on how you want us to rearrange any furniture, table and chair needs, audio needs, etc. Only event staff may move furniture.

From time to time there may be a need to reschedule or relocate events in these rooms due to other events and obligations.

Any and all catering needs must be handled by CNU's Catering staff. Outside food and drink are not permitted without express written consent from CNU Catering. Contact the Catering Department at 594-7007 to make food arrangements.

Use of candles or any other open flame item is not permitted.

The group responsible for the event also accepts responsibility for any and all damages incurred in the room during the event. Group accounts will be charged if there are damages.
All items related to the event (including trash) are to be removed by the group at the completion of the event. Contact the Building Supervisor (red shirt) to obtain trash bags and to arrange for proper disposal of the filled trash bags.

Music needs to be kept at a moderate level.

Our Staff
Mike Honeycutt
Building Manager
757-594-8243
mike.honeycutt@cnu.edu

Lisa Wingfield
Trieshmann Health and Fitness Pavilion Director
757-594-7882
lwing@cnu.edu

Bobby Jordan
Maintenance Supervisor
757-594-8784
bjordan@cnu.edu

Brenda Giles
Administrative Assistant
757-594-8823
bgiles@cnu.edu

HEALTH & WELLNESS SERVICES

The Freeman Center – First Floor
(757) 594-7661 Fax: (757) 594-8853
Web Address: studentclinic.cnu.edu
Email: 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.

UNIVERISTY HOUSING

GOSNOLD 205
757.594.7756
Janine Kennell, Assistant Director Housing Administration
Andrew Koernert, Housing Coordinator
Helen Fuselier, 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: The City of Hampton; The City of Newport News; The City of Poquoson; York County; Seaford; and Grafton.

Policies and procedures for the residence hall 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 Office of University Housing for additional information on the following:

- Housing deposits
- Payment deadlines
- Meal plan options
- Housing contract cancellation
- Housing Deposit/Refund policy

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, at a Captains Cash Kiosk machine located in the Trible 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 or 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 $205 Dining Dollars) + 2 guest meals per semester
  - 5 Meal Plan (includes $120 Dining Dollars)*

  *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; $10.00 Lunch; $11.00 Dinner.

- **Commuter Meal Plan -** This plan was developed with the commuter student in mind. The cost of this plan is $930.00 per term and includes 5 meals per week in either residential dining center and includes $120 in dining dollars.

- **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, and 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 Trible Library, this upscale breakfast option, featuring Starbucks coffee also caters to dessert lovers with specialty desserts, milkshakes, and phosphate drinks.

INFORMATION TECHNOLOGY SERVICES

TRIBLE 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 (Multiple Areas)
- Forbes (Multiple Areas)
- Trible Library 24/7
- David Student Union (2nd 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, Trible 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 Trible 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) 594-7074; reimer@cnu.edu
Chair: Dr. Mark U. 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, Guitar Orchestra, Chamber Choir, Women's Chorus, Men's Chorus, Opera CNU, Percussion Ensemble, Trumpet Ensemble, Flute Choir, Clarinet Quartet, Saxophone Quartets, 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 Masterworks Series presents two concerts featuring the choirs and the orchestra, the Chamber Ensemble Series presents recitals by the small ensembles, the In Concert Series presents five recitals for the LifeLong Learning Society, the Vianne Webb Memorial Lectures in Musicology Series presents 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 the CNU Honors Wind Ensemble Invitational presents three outstanding high school bands in addition to numerous student and faculty recitals and concerts by the large ensembles. 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 reimer@cnu.edu or simply visit their website at 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 visible.**

Visitors/Vendors must obtain a Visitor's Pass. Visitors and vendors using these permits may park in the any lot or in spaces marked "Visitor." Visitors' passes may be obtained at the Parking & Transportation Services Office (594-7129) or the University Police Department (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 through our Interlibrary Loan Service. And students can find course reserve materials from their professors here in the library.

In addition, small group study rooms are available by reservation, two large quiet study areas are available on the 2nd floor, and additional seating and study space is available on the 1st 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. The 24-hour study room provides the perfect place for you to work after hours (http://cnu.libguides.com/libraryhours). Please see all we have to offer: http://cnu.libguides.com/studentservices.

OFFICE OF THE UNIVERSITY REGISTRAR
113 Gosnold Hall
757/ 594-7155
Dean of Enrollment Services: Lisa Duncan Raines, Ph.D.
Associate University Registrar: Donna M. Shelton
Assistant 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:

- Maintains permanent student academic records;
- Issues academic transcripts;
- Serves as custodian of the student education record and is responsible for compliance with the Family Educational Rights and Privacy Act (FERPA);
- Provides on-line web-based unofficial transcripts;
- Coordinates with University departments to build, publish, and maintain a schedule of classes;
- Facilitates on-line web-based registration;
- Coordinates and processes course schedule adjustments, including but not limited to drops, adds, exceptions and withdrawals;
- Processes and approves requests for medical withdrawals and/or administrative withdrawals;
- Certifies student enrollment and academic information to authorized requesting agencies;
- Admits non-freshmen undergraduate students;
- Evaluates and awards transfer, dual enrollment, advanced placement, CLEP and International Baccalaureate credit;
- Provides on-line web-based access to mid-term (for freshmen) and final grades;
- Certifies that graduation requirements are satisfied;
- Provides analysis of students' progress toward degree requirements;
- Serves as responsible official for international student exchange and visitor programs as required by the Department of Homeland Security;
- Maintains students' certificates of immunization;
- Serves as University official regarding state domicile issues and provides relevant training;
- Reviews and updates residency appeals for currently enrolled students.
- Coordinates and processes documentation required by Veterans Affairs for educational benefits;

Coordinates and processes Requests to Take Courses Elsewhere for consortium and study abroad students;

- Facilitates meetings of the Undergraduate Degrees Committee and Academic Status Committee; and
- Processes ad hoc report requests for academic offices and departments.

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 on-line 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 degree audit, 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 as a candidate for graduation. Diplomas for August graduates will be available on the first business day after the end of the last summer term. Diplomas for December graduates will be available approximately 21 calendar days after the semester ends. For August and December graduates who do not pick up their diplomas as designated, 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 pending completion' (see Policy on 'Walking' on the Office of the Registrar website). 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 Lisa Duncan Raines, Dean of Enrollment Services, duncanl@cnu.edu. Students who wish to 'opt out' and request that all of their education record be classified as confidential should contact Lisa Duncan Raines 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 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 Dean of Enrollment Services.

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 Lisa Duncan Raines, Dean of Enrollment Services, 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 officials 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 Litle

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.

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 Equal Employment Officer / Title IX Coordinator (EEO) 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 Equal Employment Officer / Title IX Coordinator (EEO) 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 Director: Christopher Inzirillo

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
Assistant Dean of Students: Kathryn Litle
Assistant Director: Alyssa Stoner
Assistant Director: Natalie Morton

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: Julie Kittelson
Assistant Director of Residence Life, Educational Development: Vacant
Assistant Director of Residence Life, Residential Development: 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.

The Residence Life staff includes the Director of Residence Life, two Assistant Directors, Area Coordinator, Hall Directors, Resident Assistants, and 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. Area Coordinator and Hall Directors work closely with the student staff to promote a positive residential community.

Resident Assistants (RAs) are community builders who live on each floor wing of the residence hall. They are full-time upper-class students trained to help with most situations that may arise in the halls.

During the year, RAs plan programs and activities to provide students with social and educational opportunities outside the classroom.

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
Director: Frank Council
Associate Director: Katie Winstead Reichner
Assistant Director – Greek Life: Jenni Jones
Assistant Director– Diversity Initiatives: Vacant (7/31)
Assistant Director– Programming: Vacant (7/31)
Business Manager: Michelle Reed
Office Manager: Chris Bata

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
The mission of Diversity Initiatives is to serve as an advocate for students from diverse backgrounds by promoting an environment that creates cultural understanding and an inclusive campus community. The Office is committed to providing educational, cultural and social opportunities for diverse interaction and cultural education that enhance student awareness, understanding, and appreciation for diversity and the skills necessary for personal development and success.

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 compliment 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.

CAMPUS OFFICES DIRECTORY

Building Abbreviations:

ADMN	*Administration Building*	*MCM*	*McMurran Hall*
BTC	*Business Technology Center*	*PRH*	*Potomac River Hall*
CWH	*Commonwealth Hall*	*RATC*	*Ratcliff Hall*
DSU	*David Student Union*	*SH*	*Santoro Hall*
EC	*East Campus*	*SCIB*	*Science Building Operations*
FC	*Freeman Center*	*SERV*	*Service Building/Plant*
FCA	*Ferguson Center for the Arts*	*WING*	*Wingfield Hall*
FH	*Forbes Hall*	*WRH*	*Warwick River Hall*
GOSN	*Gosnold Hall*	*YRH*	*York River Hall*
JRH	*James River Hall*	*VILL*	*CNU Village*
LIB	*Trible Library*		

FUNCTION AND DEPARTMENTS	LOCATION	PHONE #
Academic Success Center	LIB 240	594-7684
Accounting	Luter	594-7068
Add/Drop (Registrar)	GOSN 115	594-7155
Address Change (Registrar/Fin. Aid if applicable)	GOSN 115	594-7155/7170
Admission	DSU 178	594-7015
Alumni Relations	ADMN 363	594-7712
Arts & Sciences (Dean's Office)	RATC 230	594-7052
Athletics	FC 206	594-7025
Business Office	GOSN 215	594-7354
Business Program (Dean's Office)	Luter 122	594-7184
Captain's Locker	DSU 1st	599-5170
Captain's Log Newspaper	DSU 393	594-7196
Career & Academic Planning	DSU 3125	594-8887
Cashier's Office	GOSN 144	594-7042
Center for Community Engagement	Luter 144	594-7233
Club Information	DSU 330	594-7260
Communication Studies	MCM 261	594-8732
Counseling Services	FC - H230	594-7047
Dean of Students	DSU 3127	594-7160
Deferred Payment Plan (Student Accounts)	GOSN	594-7354
Economic & Finance Department	BTC 438	594-7215
Employment (Student)	SU 3100	594-8887
English Department	MCM 205	594-7024
Equal Opportunity Office	MCM 161	594-8819
Executive Vice-President	LIB	594-7040
Ferguson Center For The Arts	FCA 110	594-7448
Ferguson Ticket Office	FCA T159	594-8752
Financial Aid	GOSN 114	594-7170

Fine Art & Art History	FCA A118	594-7930
Food Service: Albert Einstein's Café	LIB	594-7873
Captain's	FC	594-7979
The Commons	SH Annex	594-7624
Student Union Residential Dining	DSU	594-7257
Government	MCM 361	594-7682
Grades (Registrar)	GOSN 115	594-7155
Graduate Studies	MCM 159B	594-7297
Graduation (Registrar)	GOSN 115	594-7155
Greek Life	DSU 343	594-8187
Health & Wellness Services	FC – 1st Floor	594-7661
History	MCM 206	594-7567
Honor Enrichment & Community Standards	DSU 3142	594-7190
Honors Program	MCM 102	594-7072
Housing Operations	GOSN 205	594-7756
Human Resources	BTC 101	594-7145
I.D. Cards	DSU 386	594-8834
IT Service Department	RATC 121	594-7180
Media Center Office	RATC	594-7136
Information	DSU 1st Floor Lobby	594-7100
Library: Information	LIB	594-7133
Periodicals Department	LIB	594-7494
Reference Desk	LIB	594-7132
Reference Librarian	LIB 162	594-7046
Mail Room	72 Shoe Lane	594-7935
Management & Marketing Department	BTC 4th Floor	594-7215
Mathematics Department	Luter 360	594-7194
Military Science/ROTC	57 North Moore's Lane	594-7169
Modern & Classical Language Department	MCM 305	594-7020
Molecular Biology & Chemistry	FH 3022	594-8253
Music	FCA 133	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	GOSN	594-7145
Philosophy & Religious Studies	MCM 105	594-8827
Physics & Computer Science	Luter 313	594-7065
Plant Operations/Housekeeping	SERV	594-7035
President's Leadership Program	DSU 3127	594-7207
President of the University	LIB 251	594-7002
Provost	MCM 261	594-7050
Psychology	FH 2022	594-7094

Purchasing	BTC 309	594-7553
Registrar	GOSN 115	594-7155
Residence Life	DSU 3125	594-7125
James River Hall	JRH	643-7400
Santoro Hall	SH	643-7000
Potomac River Hall North	PRHN	534-9301
Potomac River Hall South	PRHS	534-9300
Rappahannock Hall	RAPP	643-7005
Warwick River Hall	WRH	594-0358 or 0278
York River Hall East	YRHE	643-7008
York River Hall West	YRHW	643-7009
East Campus	EC	643-7019
Social Sciences (Dean's Office)	MCM 303	594-0723
Sociology, Social Work & Anthropology	Luter 151	594-7110
Student Accounts	GOSN	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
Student Services	DSU 3127	594-7160
Teacher Preparation Office	MCM 253	594-7388
TRANSCRIPTS (Registrar)	GOSN 115	594-7155
University Advancement	BTC 405	594-7179
University Police	12270 Warwick Blvd	594-7053
University Relations	BTC 4th Floor	594-7974
Veterans Affairs	GOSN	594-7175
Warehouse	SERV	594-7255