

# STUDENT HANDBOOK

2017 – 2018



CHRISTOPHER NEWPORT  

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UNIVERSITY

# Student Handbook

## 2017 - 2018

Volume 51, Number 1, August 2017

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.

## *Vice President of Student Affairs/Dean of Students*

August 2017

Dear Captains:

Welcome, and welcome back, to Christopher Newport. We are excited to have you as a member of our family and look forward to being a part of your collegiate journey.

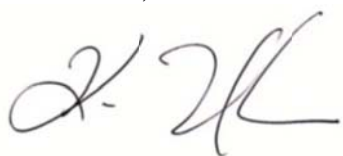
Christopher Newport is a dedicated community of scholars; we provide a unique and purposeful education. Here you will be challenged to be exceptional in the classroom while also contributing to the life of our campus and the greater Newport News area. We set high expectations knowing that when you reach them, you will become a civic-minded citizen able to make a difference through your future efforts.

In this handbook you will find information about our energetic campus and the meaningful community life we celebrate at the university. This handbook also provides you with an outline of university policies and an overview of the standards we expect of students. It further identifies the numerous faculty members, staff and institutional resources ready to assist you in achieving success and ultimately your degree from Christopher Newport University.

The table of contents outlines how our services are organized and directs you to the offices where you should go for more detailed information. In those offices as well as with your individual faculty members, you will find a number of people committed to helping you while also challenging you. Please familiarize yourself with this handbook, especially the section articulating our University Honor Code. Use our Honor Code and the expectation of leading an honorable life to guide you throughout the academic year.

There are a number of activities available to you that help you get involved in our community. Certainly choosing from one of the 200+ organizations we have is a great start. Participating in the campus life events found through the Office of Student Activities is another way to get involved. Doing research with a faculty member, serving others through the Center for Community Engagement, participating in athletics, taking your talents to the stage or holding a job on campus are all valuable ways for you to give back to Christopher Newport. Find a way to be involved. Work hard and take advantage of your surroundings. Make a difference at Christopher Newport University and become a Captain for Life!

Best wishes,

A handwritten signature in black ink, appearing to read 'K. Hughes', written in a cursive style.

Kevin Hughes, Ph.D.  
Vice President of Student Affairs/  
Dean of Student

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# CHRISTOPHER NEWPORT UNIVERSITY

## Academic Calendar Fall 2017 – Spring 2018

### Fall 2017

### August – December

August	23-01	W-F	Add/Drop Period
	25	F	Academic Convocation and Honor Code Induction Ceremony
	28	M	Classes Begin
September	01	F	Last day to Add/Drop and Change to Audit Status – 5:00 pm
	4	M	Labor Day – CLASSES WILL MEET
	18	M	Three week Grade Entry Begins - 8:00 am
	22	F	Three Week Grades Due - 12:00 Noon
October			Mid-Term Grade Entry Begins – 8:00 am
	13	F	Mid-Term Grades Due – 12:00 Noon Fall Recess (begins at 5:00 pm)
	18	W	Classes Resume
	20	F	Last Day to Withdraw and Elect Pass/Fail Option – 5:00pm
November	21	T	Thanksgiving Recess (begins after last class meets)
	27	M	Classes Resume
December	8	F	Classes End
	9	S	University Reading/Study Day
	10	SU	University Reading/Study Day
	11	M	Final Examinations Begin / Entry of Final Grades Begin – 8:00 am
	12	T	Final Examinations Continue
	13	W	University Reading/Study Day
	14	Th	Final Examinations Continue
	15	F	Final Examinations Continue
	16	S	Final Examinations End
	20	W	Final Grades Due 12:00 Noon

## **Spring 2018**

## **January – May**

January	8	M	Classes Begin
	8-12	M-F	Add/Drop Period
	12	F	Last day to Add/Drop and Change to Audit Status – 5:00pm
February	19	M	Mid-Term Grade Entry Begins - 8:00am
	23	F	Mid-Term Grades Due – 12:00 Noon
March	2	F	Spring Recess Begins at 5:00pm
	12	M	Classes Resume
	21	W	Last Day to Withdraw and Elect Pass/Fail Option – 5:00pm
April	20	F	Classes End
	21	S	University Reading/Study Day
	22	SU	University Reading/Study Day
	23	M	Final Examinations Begin
			Final Grade Entry Begins – 8:00am
	24	T	Final Examinations
	25	W	University Reading/Study Day
	26	Th	Final Examinations
	27	F	Final Examinations
	28	S	Final Examinations End
May	3	Th	Final Grades Due – 10:00 am
	7-11	M-F	Commencement Week Activities
	12	S	Spring Commencement

## **SECTION I**

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

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

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

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

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

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

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

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

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

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

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

This policy and related procedures apply to **on-campus** conduct involving all students, employees, volunteers, visitors to campus (including, but not limited to, students

participating in camp programs, non-degree-seeking students, exchange students, and other individuals taking courses or participating in programs at CNU), and contractors working on campus who are not CNU employees.

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

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

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

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

This policy applies to all reports and complaints of Prohibited Conduct received on or after the effective date of this policy. Where the date of the alleged incident precedes the effective date of this policy, the definitions used in the policy in existence at the time of the alleged incident(s) will be used. However, the procedures established under this policy will be used to address, investigate, and/or resolve all reports of Prohibited Conduct made on or after the effective date of this policy, regardless of when the incident(s) occurred.

**Prohibited Conduct** includes the following behavior as defined in Section D: Discrimination, Harassment, Sexual Misconduct (Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking), Complicity, and Retaliation.

#### D. **Definitions**

1. **Discrimination** is inequitable treatment based on an individual's protected characteristics or statuses (race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law) that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment, or participation in an educational program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
2. **Harassment** is a form of discrimination in which unwelcome verbal, written, or physical conduct is directed toward an individual on the basis of his or her protected characteristics or statuses (race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other

status protected by law), by any member of the campus community. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

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

3. **Sexual Harassment** is a form of discrimination based on sex. It is defined as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature including: verbal (e.g., specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats); non-verbal (e.g., sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures); or physical (e.g., touching, pinching, brushing the body, any unwelcome or coerced sexual activity, including sexual assault). Sexual harassment, including sexual assault, can involve persons of the same or different sexes.

This policy prohibits the following types of sexual harassment:

- a. **Term or condition of employment or education:** This type of sexual harassment (often referred to as "quid pro quo" harassment) occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a CNU activity are conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a CNU program or activity.
  - b. **Hostile environment:** Acts that create a hostile environment, as defined below.
4. **Hostile Environment** may be conduct in any medium (e.g., oral, written, graphic, or physical) that is sufficiently severe, persistent or pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness is not enough to create a hostile environment. In determining whether conduct is severe, persistent or pervasive, and thus creates a hostile environment, the following factors will be considered:
    - a. The degree to which the conduct affected one or more individuals' education or employment;
    - b. The nature, scope, frequency, duration, and location of the incident(s);
    - c. The identity, number, and relationships of persons involved;
    - d. The perspective of a "reasonable person" in the same situation as the person subjected to the conduct; and
    - e. The nature of higher education.
  5. **Sexual Misconduct** includes Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking.

- a. **Sexual Assault** is engaging or attempting to engage in non-consensual bodily contact of a sexual nature. It includes sexual contact or sexual intercourse or penetration achieved by the use of physical force, threats, intimidating behavior, or coercion or when an individual is incapacitated. Sexual Assault is:
- i. **Non-Consensual Sexual Contact** is any touching or attempted touching of a sexual nature. Non-consensual sexual contact includes, but is not limited to: any touching or attempted touching of a person's genitalia, groin, breast, or buttocks, or the clothing covering any of these areas without consent; any intentional or attempted touching of another with any of these body parts without consent; making another person touch you or themselves with or on any of these body parts without consent; or any intentional or attempted bodily contact of a sexual nature, though not involving contact with/of/by a person's genitalia, groin, breast, or buttocks without consent.
  - ii. **Non-Consensual Sexual Intercourse or Penetration** is any penetration (anal, oral, or vaginal) or attempted penetration (anal, oral, or vaginal), however slight, with any object (finger, tongue, penis, inanimate object, etc.) without consent or forcing someone to penetrate himself or herself with any object, however slight, without consent.
- b. **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes, but is not limited to: prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or an STD to another, causing the incapacitation of another person for a sexual purpose, or exposing one's genitals to another in non-consensual circumstances.
- c. **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. A social relationship of a romantic or intimate nature means a relationship that is characterized by the expectation of affection or sexual involvement between the parties. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical assault or abuse or the threat of such assault or abuse. Dating Violence can include physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Dating violence does not include acts covered under the definition of domestic violence.



- d. **Domestic Violence** is a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the law of the Commonwealth of Virginia; or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the Commonwealth of Virginia. Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse. Domestic Violence can include physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
  - e. **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress, meaning significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. A "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
6. **Sexual Violence** refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent including the criminal acts of rape, sexual assault, sexual battery, sexual abuse, and sexual coercion as found under Virginia Law (Article 4 of Chapter 4 of Title 18.2).
7. **Consent** is given by voluntary words or actions that communicate a willingness to engage in a specific sexual activity. The existence of consent will be inferred from all of the facts and circumstances. Consent may be withdrawn at any time. Silence, in and of itself, is not consent. Lack of protest or resistance is not consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. A previous or current relationship does not imply consent to sexual activity. Past consent does not imply future consent. Consent cannot be obtained by the use of force to include physical violence, threats, intimidating behavior, and/or coercion.
- a. **Physical Violence** means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, strangulation, and brandishing or using any object as a weapon.
  - b. **Threats** are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.

- c. **Intimidation** is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person can use their size or physical power in a manner that constitutes intimidation (i.e., by blocking access to an exit.)
- d. **Coercion** is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual activity. When a person makes clear that they do not want to participate in a particular form of sexual contact or sexual intercourse, that they want to stop or that they do not want to go beyond a certain sexual activity, continued pressure can be coercive. In evaluating whether coercion was used, the frequency of the application of pressure, the intensity of the pressure, the degree of isolation of the person being pressured, and the duration of the pressure are all relevant factors.

Consent cannot be given by the following individuals:

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

If an individual knows or reasonably should know someone is incapable of giving consent, it is a violation of this policy to engage in sexual activity with that person.

Incapacitation: An incapacitated person is incapable of giving consent. Incapacitation means that a person lacks the ability to make informed, reasonable judgments about whether or not to engage in sexual activity. An incapacitated person lacks the ability to understand the who, what, when, where, why, and/or how of the sexual interaction. A person is not necessarily incapacitated merely as a result of consuming alcohol, drugs, medications, and/or other substances. The impact of alcohol, drugs, medications, and/or other substances varies from person to person.

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

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

independent of the sanctions or interim measures imposed in response to the underlying allegations of Prohibited Conduct.

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

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

The Director is charged with coordinating CNU's compliance with federal civil rights laws. The Director does not serve as an advocate for either the Reporting Party or the Responding Party.

The Director will explain to all identified parties the procedures outlined below, including confidentiality. As appropriate, the Director will provide all identified parties with information about obtaining medical and counseling services, making a criminal report, information about receiving advocacy services off-campus, and guidance on other CNU and community resources. The Director will offer to coordinate with other CNU leadership, when appropriate, to implement interim measures as described below. The Director will explain to all involved parties the process of a prompt, adequate, reliable, and impartial investigation, including the opportunity for both Reporting Party and Responding Party to identify witnesses and provide other evidence. The Director will explain to all identified parties the right to have a personal advisor present and to review and respond to the allegations and evidence. The Director will also explain to the parties and witnesses that retaliation for reporting alleged Prohibited Conduct, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be reported immediately and will be promptly addressed.

Allegations of Prohibited Conduct against the Director should be made to the President.

**F. Expectations**

Under this policy, all parties can expect:

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

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

**G. Privacy and Confidentiality**

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

Privacy and confidentiality have distinct meanings under this policy.

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

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

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

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

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

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

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

i. **On-Campus Confidential Resource**

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

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

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

**i. On-Campus Confidential Resource**

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

<p><u>The Center for Sexual Assault Survivors (The Center)</u></p>	<ul style="list-style-type: none"> <li>• (757) 599-9844</li> <li>• Crisis Hotline (757) 236-5260</li> <li>• Provides individual and group counseling, outreach, and information for survivors, family, and friends</li> <li>• <a href="http://visitthecenter.org/">http://visitthecenter.org/</a></li> </ul>
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<p><u>Transitions</u></p>	<ul style="list-style-type: none"> <li>• 24-Hour HOTLINE (757) 723-7774</li> <li>• Sole provider of comprehensive family violence services for the cities of Hampton, Newport News, and Poquoson, and a co-provider of services for York County</li> <li>• <a href="http://www.transitionsfvs.org/">http://www.transitionsfvs.org/</a></li> </ul>
<p><u>Newport News Victim Services Unit</u></p>	<ul style="list-style-type: none"> <li>• (757) 926-7443</li> <li>• 2501 Washington Avenue, 6<sup>th</sup> Floor, Newport News, VA 23607</li> <li>• Victim advocate</li> <li>• <a href="http://www.nngov.com/477/Victim-Witness-Assistance-Program">http://www.nngov.com/477/Victim-Witness-Assistance-Program</a></li> </ul>
<p><u>Virginia Family Violence and Sexual Assault Hotline</u></p>	<ul style="list-style-type: none"> <li>• 1-800-838-8238 (available 24 hours)</li> </ul>
<p><u>Planned Parenthood</u></p>	<ul style="list-style-type: none"> <li>• (757) 826-2079</li> <li>• Hampton Health Center, 403 Yale Drive, Hampton, VA 23666</li> <li>• Provider of reproductive health care and education</li> <li>• <a href="http://www.plannedparenthood.org/">http://www.plannedparenthood.org/</a></li> </ul>
<p><u>AVALON</u></p>	<ul style="list-style-type: none"> <li>• (757) 258-5022</li> <li>• 24-hour Helpline (757) 258-5051</li> <li>• Center for women and children that is located in Williamsburg, VA</li> <li>• Promotes non-violence and supports survivors of domestic violence and sexual assault</li> <li>• <a href="http://www.avaloncenter.org/">http://www.avaloncenter.org/</a></li> </ul>

<p><u>Employee Assistant Program (EAP)</u></p>	<ul style="list-style-type: none"> <li>• Counseling provided by all health plans offered to Commonwealth of Virginia employees and their dependents</li> <li>• COVA CARE and HDHP (855) 223-9277</li> <li>• COVA HealthAware (855) 414-1901</li> <li>• <a href="http://www.dhrm.virginia.gov/employeeprograms/employeeassistance">http://www.dhrm.virginia.gov/employeeprograms/employeeassistance</a></li> </ul>
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- d. Contact a trusted friend or family member.
- e. Preservation of Evidence: It is your right to have evidence collected and retained anonymously by law enforcement while you consider whether to pursue criminal charges. Pending a decision to report, it is strongly encouraged that you take immediate steps to preserve all evidence that might support a future report. Evidence preservation is enhanced in the following ways:
  - i. Do not wash your hands, bathe, or douche. Do not urinate, if possible.
  - ii. Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
  - iii. Keep the clothing worn when the assault took place. If you change clothing, place the worn clothing in a paper bag (evidence deteriorates in plastic).
  - iv. Obtain a forensic sexual assault examination by a Sexual Assault Nurse Examiner (SANE Nurse) within 120 hours of the assault.
  - iv. Do not destroy any physical evidence that may be found in the vicinity of the assault. The victim should not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
  - v. Tell someone all the details you remember and/or write them down as soon as possible.
  - vi. Maintain text messages, voice mails, pictures, online postings, video and other documentary or electronic evidence that may corroborate a report.
3. There is no time limit for filing a complaint or report of Sexual Misconduct. However, Reporting Parties should report as soon as possible to maximize CNU's ability to respond. Failure to report promptly may result in the loss of evidence and limit the investigation.
4. The Reporting Party shall have the right to file a report with law enforcement and the option to be assisted by the Director's Office and other University authorities in notifying the proper law enforcement authorities of the alleged Sexual Misconduct.



5. CNU officials (excluding University Police) receiving complaints or reports of a possible Sexual Misconduct will follow the procedures listed in this policy. University Police will follow departmental procedures in accordance with standard law enforcement policies.
6. Resources for Anyone who has experienced Sexual Misconduct
  - a. Anyone who reports Sexual Misconduct to the Director's Office, the Office of Counseling Services, or University Police shall receive information outlining resources on and off campus and options.
  - b. Students and employees will be assisted with available options such as changing academic, transportation, parking, work, and living arrangements, after alleged Sexual Misconduct. Safety arrangements like no-contact orders may be made available as deemed necessary and reasonable.

I. **Reporting to the Police**

In an emergency, contact 911 or contact the University Police on campus at extension 4-7777 or from outside the CNU telephone system at (757) 594-7777. Someone may also walk into the University Police Headquarters at 12270 Warwick Boulevard (across from the Ferguson Center for the Arts) and speak directly to a CNU police officer.

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

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

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

J. **Reporting to CNU**

1. The Director and Deputy Title IX Coordinators are trained to help individuals find the resources they might need, explain all reporting options, and respond appropriately to conduct of concern, including retaliation.

2. There is no time limit for filing a complaint or report under this policy. However, Reporting Parties should report as soon as possible to maximize CNU's ability to respond. Failure to report promptly may result in the loss of evidence and/or jurisdiction over the Responding Party if he/she is no longer affiliated with CNU and therefore limit the investigation.
3. Any complaints or reports of Prohibited Conduct can be made to the Director or a Deputy Title IX Coordinator.

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

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

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

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

Matt Kelly  
Deputy Title IX Coordinator / Title IX Investigator  
3<sup>rd</sup> Floor David Student Union Room #3125  
(757) 594-8245 (Office)  
[matt.kelly@cnu.edu](mailto:matt.kelly@cnu.edu)

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

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

4. **Responsible Employee (Mandatory Employee Reporting of Sexual Misconduct)**: All CNU employees, including full-time, part-time, and students, are Responsible Employees for purposes of reporting Sexual Misconduct as defined in Section D. Student employees are Responsible Employees when they receive information while acting in their capacity as a CNU employee.

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

The report from the Responsible Employee should include all relevant details about the name of the alleged perpetrator (if known), the name of the person who experienced the alleged conduct, the name of others involved in the incident, and the date, time and location of the incident. The Responsible Employee may directly contact the Director's Office or submit a report online by completing the [\*Sexual Misconduct Responsible Employee Reporting Form\*](#).

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

When a Responsible Employee fails to make a required report to the Director's Office, CNU is unable to acquire the information necessary to stop, remedy, and prevent Sexual Misconduct. As a result, the employee may face disciplinary consequences up to and including termination of employment.

5. **Online Reporting**: Any complaints or reports of Prohibited Conduct can be submitted through CNU's website for online reporting by completing the [\*Title IX and EO Community Reporting Form\*](#). This form also allows for anonymous reporting.
6. **Reports of Other Discrimination/Harassment Not Sexual Misconduct**: CNU administrators, supervisors, faculty, coaches, and assistant coaches should report other conduct in violation of this policy without undue delay after the incident. Any such report may be made orally or in writing, including electronic mail to the Director or completing the [\*Title IX and EO Community Reporting Form\*](#) online.

**K. Reporting to External Agencies**

Inquiries or complaints concerning discrimination/harassment on the basis of race, color, national origin, sex including Sexual Misconduct, age, disability, or retaliation may be directed to the United States Department of Education's Office for Civil Rights (OCR).

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

Inquiries or complaints concerning discrimination and harassment of **employees** may also be directed to the following:

<p><u>EEOC National Headquarters</u></p>	<p>U.S. Equal Employment Opportunity Commission  131 Main Street NE  Washington, D.C. 20507  (202) 663-4900  Email: <a href="mailto:info@eeoc.gov">info@eeoc.gov</a>  <a href="http://www.eeoc.gov/">http://www.eeoc.gov/</a></p>
<p><u>EEOC Local Office</u></p>	<p>U.S. Equal Employment Opportunity Commission  200 Granby Street  Suite 739  Norfolk, VA 23510  (800) 669-4000  <a href="http://www.eeoc.gov/field/norfolk/">http://www.eeoc.gov/field/norfolk/</a></p>

<p><u>Commonwealth of Virginia EEO Services</u></p>	<p>Department of Human Resource Management  Office of Equal Employment Services  101 North 14<sup>th</sup> Street, 12<sup>th</sup> Floor  Richmond, VA 23219  (800) 533-1414  <a href="http://www.dhrm.virginia.gov/equal-employment-opportunity">http://www.dhrm.virginia.gov/equal-employment-opportunity</a></p>
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**L. Timely Warning**

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

**M. Initial Assessment**

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

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

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

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

For alleged violations of this policy when the Responding Party is a CNU student, the Director upon the initiation of a Formal Investigation shall immediately notify the University Registrar who

shall immediately place a “hold” on the student’s academic record to prevent registration or release of an academic transcript.

If the student requests an academic transcript while under a Formal Investigation for an alleged violation of this policy, the University Registrar shall place a prominent notation on the student’s academic transcript reading “*Under Investigation - Sexual Misconduct*” and/or “*Under Investigation – Discrimination/Harassment*” depending on the charge(s) being investigated. It shall also be noted on the academic transcript that the inclusion of this language is not intended to indicate a finding of responsibility for the pending charge, but is included to comply with Va. Code §23.1-900.

If the student leaves while a Formal Investigation is pending, the investigation may be suspended or may proceed at the direction of the Director, and a finding of responsibility and imposition of sanctions may occur without the participation of the student. If the Formal Investigation is suspended, the “hold” on the student’s academic record to prevent registration and the prominent notation on the student’s academic transcript reading “*Under Investigation – Sexual Misconduct*” and/or “*Under Investigation – Discrimination/Harassment*” will remain.

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

If a Formal Investigation is pending at the time of anticipated degree conferral, the conferral of a student’s degree may be deferred until the completion of the investigation, applicable appeals, and associated requirements pursuant to University Policy 9055 (Conduct Violation, Degree Conferral and Graduation Policy). Any such student may not participate in graduation-related activities or ceremonies.

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

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

1. Request for Confidentiality or No Formal Action Be Taken: If the Reporting Party requests confidentiality or that the report not be pursued, CNU may be limited in the actions it is able to take and its ability to respond while respecting the request. The Director will seek confirmation from the Reporting Party regarding the desire for confidentiality or that an investigation not be pursued, and the Director will take all reasonable steps to respond to the report consistent with the request. The Director will consider the reasons for the request, including concerns about continued safety of the Reporting Party and the members of the CNU community, but the ability to maintain or respect the request is expressly limited by the threat assessment required in Section P for reports of Sexual Violence. The Director may initiate consultation with appropriate CNU leadership concerning the request for confidentiality or no formal action be taken. The Director shall make the ultimate decision on whether to conduct an informal or a formal investigation or to respond in another manner, including use of interim measures as stated in Section Q. If it is determined that an investigation must proceed, the Director will

inform the Reporting Party prior to notifying the Responding Party about the investigation, but in no event will the Reporting Party be required to participate in the investigation

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

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

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

P. **Threat Assessment for Sexual Violence**: In addition to the steps taken during the initial assessment as stated in Section M, CNU shall submit every allegation of Sexual Violence that is alleged to have occurred (i) against any CNU student; or (ii) on campus, in or on a CNU building or property, or on public property that is within the campus or immediately adjacent to and accessible from campus to the Review Committee pursuant to Va. Code §23.1-806.

1. Review Committee: The Review Committee may include any and all members of CNU's Threat Assessment Team established under Va. Code §23.1-805 and shall include, at a minimum: (1) the Director or designee, (2) a representative of the University Police, and (3) a representative from the Office of Student Affairs. The Review Committee may also include a representative from the Office of Human Resources or the Office of the Provost or others as needed, depending on the status of the Responding Party and the circumstances of the complaint or report.

The Review Committee operates pursuant to Va. Code §23.1-805 and has access, under Virginia law, to certain otherwise confidential information, including law enforcement records and criminal history information, as provided in Va. Code §19.2-389 and §19.2-389.1; health records, as provided in Va. Code §32.1-127.1:03; University disciplinary, academic and/or personnel records; and prior reports of misconduct maintained by the Title IX Coordinator. The Review Committee shall have access to all available facts and circumstances, including personally identifiable information, and may seek additional information about the reported incident through any other legally permissible means.

2. Risk Factors: The Review Committee shall consider the following factors to determine whether there is an increased risk of the Responding Party committing additional acts of Sexual Misconduct or other violence, including, but not limited to:
  - a. Whether the Responding Party has prior arrests, reports and/or complaints related to any form of conduct in violation of this policy or any history of violent behavior;

- b. Whether the Responding Party has a history of failing to comply with any CNU No-Contact Order, other CNU protective measures, and/or any legal Protective Order;
  - c. Whether the Responding Party has threatened to commit violence or any form of Sexual Misconduct;
  - d. Whether the alleged conduct involved multiple Responding Parties;
  - e. Whether the alleged conduct involved physical violence;
  - f. Whether the allegation reveals a pattern of conduct in violation of this policy (i.e., by the Responding Party, by a particular group or organization, around a particular recurring event or activity, or at a particular location);
  - g. Whether the alleged conduct was facilitated through the possible use of “date-rape” or similar drugs or intoxicants;
  - h. Whether the alleged conduct occurred while the Reporting Party was unconscious, physically helpless or unaware that the conduct in question was occurring;
  - i. Whether the Reporting Party is (or was at the time of the alleged incident) under the age of 18; and/or
  - j. Whether any other aggravating circumstances or signs or predatory behavior are present.
3. Review Committee Procedures and Determinations: Upon the Director’s receipt of information of an alleged act of Sexual Violence, the Review Committee shall meet, either in person or via telephone, within seventy-two (72) hours to review the information and shall meet again as necessary as new information becomes available.

If the Review Committee determines that there is a significant and articulable threat to the health or safety of the Reporting Party or to any other member of the campus community and that disclosure of personally identifiable information is necessary in order to protect the health or safety of the Reporting Party or other members of the campus, the representative of University Police on the Review Committee shall immediately disclose such information to the law enforcement agency that would be responsible for investigating the alleged act of Sexual Violence. This determination will be based on the Risk Factors listed above in Section P.2. If the Review Committee cannot reach a consensus, the representative of the University Police on the Review Committee shall make the determination. This disclosure shall be for the purposes of investigation and other actions by law enforcement. The Director shall immediately notify the Reporting Party if such a disclosure is made. The provisions of this paragraph shall not apply if the law enforcement agency responsible for investigating the alleged incident is located outside of the United States.

In cases in which the alleged act of Sexual Violence would constitute a felony violation under Virginia law (Article 7 of Chapter 4 of Title 18.2), the representative of the University Police on the Review Committee shall inform the other members and shall within twenty-four (24) hours consult with the appropriate Commonwealth Attorney and provide to him or her the information received by the Review Committee without disclosing personally identifiable information, unless such information was disclosed to a law enforcement agency pursuant to the paragraph above. If such consultation does not occur and any other Review Committee member individually concludes that the alleged act of Sexual Violence would constitute a felony violation under Virginia law, that member shall within twenty-four (24) hours consult



the appropriate Commonwealth Attorney and provide to him or her the information received by the Review Committee without disclosing personally identifiable information, unless such information was already disclosed to the University Police as allowed above.

The Review Committee shall also consider and recommend other appropriate or necessary actions beyond any already in place.

4. Actions Following Threat Assessment: At the conclusion of the Threat Assessment, the Director and representative of the University Police shall each retain (i) the authority to proceed with any further investigation or adjudication allowed under state or federal law and (ii) independent records of the review committee's determination considerations, which shall be maintained under applicable state and federal law.

**Q. Interim Measures**

CNU will offer and take reasonable and appropriate interim measures to assist and protect the Reporting Party or a member of the campus community and facilitate the Reporting Party's continued access to campus employment or education programs and activities during the initiation, investigation, and resolution of complaints or reports under this policy. If, in the judgment of the Director and other CNU leadership, the safety or well-being of any member of the campus community may be jeopardized by the presence on campus of the Responding Party, interim remedies may be provided to address the short-term effects of harassment, discrimination and/or retaliation and to prevent further violations. These measures may be remedial (designed to address a Reporting Party's safety and well-being and continued access to educational opportunities), protective (involving action against a Responding Party), or both. Remedial measures are available regardless of whether a Reporting Party pursues an investigation under this policy.

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

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

Interim measures may include, but are not limited to:

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

11. Any other measures that may be arranged by CNU (to the extent reasonably available) to ensure the safety and well-being of the parties.

R. **Investigation and Resolution**

There are two possible methods for investigation and resolution of a complaint or report alleging violations of this policy: 1) Informal and 2) Formal. Reporting Party and Responding Party have the option to proceed under the Informal Investigation procedure, when deemed permissible by the Director. **However, forms of Informal Investigation and Resolution that involve face-to-face meetings between the Reporting Party and Responding Party, such as mediation, are not available in cases involving Sexual Assault.** The Director shall explain the Informal and Formal Investigation procedures to both the Reporting Party and Responding Party, if known.

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

1. **Informal Investigation and Resolution**

- a. If the Reporting Party, Responding Party, and the Director all agree that an Informal Investigation and Resolution should be pursued, the Director shall attempt to facilitate a resolution that is agreeable to the parties. Under this procedure, the Director will conduct a preliminary investigation only to the extent fact-finding is needed to resolve the conflict and to protect the interests of the parties, CNU, and the campus community. Both parties will be permitted to request witnesses to be interviewed by the Director and other evidence to be considered in the preliminary investigation. Typically, a preliminary investigation will be completed within thirty (30) calendar days of receipt of notice. If extension of the preliminary investigation beyond thirty (30) calendar days is necessary, all parties will be notified of the expected resolution time frame. If at any point during the Informal Investigation and Resolution procedure, the Reporting Party, Responding Party, or the Director wish to proceed through the Formal Investigation procedure instead such request shall be granted and every effort will be made to investigate and issue a finding and sanctions, if any, within 60 calendar days of that decision.

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

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

Informal Investigation resolution remedies might include the following:

- i. Training;
- ii. Adjustments to work, academic, or housing arrangements;
- iii. Informal counseling with a Responding Party whose conduct, if not ceased, could rise to the level of discrimination or harassment;

- iv. Advisory discussion with the Responding Party’s supervisor, professor, coach, etc.;
- v. No-contact order;
- vi. Written notice or written warning; and
- vii. Other actions as deemed appropriate.

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

- c. There shall be no right of appeal afforded to the Reporting Party or the Responding Party following an Informal Investigation and Resolution.

## 2. **Formal Investigation and Resolution**

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

If the student requests an academic transcript while under a Formal Investigation, the University Registrar shall place a prominent notation on the student’s academic transcript reading “*Under Investigation - Sexual Misconduct*” and/or “*Under Investigation – Discrimination/Harassment*” depending on the charges being investigated. It shall also be noted on the academic transcript that the inclusion of this language is not intended to indicate a finding of responsibility for the pending charge but is included to comply with Va. Code §23.1-900.

- d. **Investigation Timeframe:** Every effort will be made to issue a finding and sanctions, if any, within sixty (60) calendar days of receipt of a complaint or report. If an extension

beyond sixty (60) calendar days is necessary, all parties will be notified in writing of the expected revised time frame.

- e. Overview of Investigation: The Director's Office shall conduct a prompt, thorough, reliable, and impartial investigation of the complaint. The Director's Office shall discuss the complaint or report with the Reporting Party and Responding Party as appropriate and provide information about the Formal Investigation procedures and available resources. The Director's Office shall explain to the parties that each has the opportunity to provide evidence and to suggest witnesses to be interviewed during the course of the investigation. The Director's Office will notify and seek to meet separately with the Reporting Party, Responding Party, and witnesses, and will gather other relevant evidence and information.

Both the Reporting Party and Responding Party shall have the same opportunity to review and respond to evidence obtained during a Formal Investigation. The Reporting Party and Responding Party shall be presented with all of the evidence gathered during the Formal Investigation in separate meetings. During these meetings, the parties will be allowed to respond at that time and shall have five (5) calendar days after the meeting to provide any further comments and/or information for consideration during the Formal Investigation.

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

- f. Participation by the Parties: Neither the Reporting Party or Responding Party is required to participate in the Formal Investigation. However, the investigation may proceed and a finding of responsibility and imposition of sanctions may occur without the participation of the Reporting Party and/or the Responding Party.
- g. Acceptance of Responsibility: The Responding Party may accept responsibly for the Prohibited Conduct.
- h. Advisor: For complaints and reports involving Sexual Misconduct, the Reporting Party and Responding Party may be accompanied by an advisor or support person of their choice at meetings and interviews at which he or she is present. The advisor or support person may not speak on behalf of the individual during, or participate directly in, meetings or interviews. The advisor may be excluded if he or she fails to respect this limitation.
- i. Prior or Subsequent Conduct: Prior or subsequent conduct of the Responding Party may be considered in determining pattern, knowledge, intent, motive, or absence of

mistake. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar conduct. Evidence of a pattern of conduct by the Responding Party, regardless of whether there has been a prior finding of a policy violation, may be deemed relevant to the determination of the Prohibited Conduct under investigation.

- j. Prior Sexual History: The sexual history or sexual character of a Reporting Party or Responding Party will not be used to prove character or reputation. Where there is a current or ongoing relationship between the Reporting Party and Responding Party, and the Responding Party alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of the communications between the parties. However, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent.
- k. Standard of Review: At the conclusion of the Formal Investigation, the Director shall determine whether a preponderance of the evidence substantiates that a violation of this policy took place. A Responding Party will not be found in violation of this policy absent a finding by a preponderance of the evidence that the violation occurred.

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

In determining whether alleged conduct has created a hostile environment that interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits, or opportunities, the Director shall consider not only whether the conduct was unwelcome to the Reporting Party, but also whether the conduct was severe or pervasive and whether a reasonable person similarly situated to the Reporting Party would have perceived the conduct to be offensive.

- l. Notification of Outcome and Sanctions: The Director shall issue a written investigation report, which shall be provided to both the Reporting Party and the Responding Party separately but concurrently with the sanctions, if any, and notification of the right to appeal as stated in Section T. In most cases the written investigation report shall be provided to both parties within sixty (60) calendar days of notice of the allegation. If extension of the time frame for the Director to finalize the investigation report beyond sixty (60) calendar days is necessary, all parties shall be notified in writing of the expected time frame for completion of the investigation report.
- m. Finding of No Policy Violation: If the Director does not find by a preponderance of the evidence that a violation of this policy occurred, the matter will be documented as closed for purposes of this policy, unless the Reporting Party or the Responding Party submits an appeal as stated in Section T.

- n. Finding of Policy Violation: If the Director finds by a preponderance of the evidence that a violation of this policy did occur, the Director's investigation report shall contain recommendations for steps that should be taken to prevent recurrence of any such violation and, as appropriate, remedies for the Reporting Party and the campus community. The investigation report shall include a recommendation on sanctions. If interim measures as stated in Section Q are in place, the Director shall include a recommendation regarding continuation, suspension, or modification of any such interim measures. The Director shall provide the investigation report to both the Reporting Party and Responding Party including the steps the Director has recommended to eliminate a hostile environment, if one was found to exist, and to prevent its recurrence.

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

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

## S. Sanctions

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

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

Transcript Notation: If the sanction is suspension or dismissal from CNU for a violation(s) of this policy, the Director shall notify the University Registrar who shall place a prominent notation on the Responding Party's academic transcript reading "*Suspended – Sexual Misconduct,*" "*Dismissed – Sexual Misconduct,*" "*Suspended – Discrimination/Harassment,*" and/or "*Dismissed – Discrimination/Harassment*" depending on the violation.

- a. Such notation for a suspension or a dismissal shall be removed if the Responding Party is subsequently found not to have committed the offense.
- b. Such notation will be removed for a suspension pursuant to University Policy 9045 (Transcript Notation Policy).

2. Administrative/Professional Faculty and Hourly Employees: Sanctions for Administrative/Professional Faculty shall be determined by the appropriate Vice President or designee, in consultation with the Director. Possible sanctions include, but are not limited to, counseling, training, reassignment, admonition, written warning, suspension, or dismissal/termination of employment.
3. Classified Employees: Sanctions for classified employees shall be determined by the appropriate Director in consultation with the Director of Human Resources and Director in accordance with the Commonwealth's Standards of Conduct Policy and applicable Commonwealth personnel procedures. Sanctions that may be imposed by CNU include, but are not limited to, counseling, training, issuance of a written notice, suspension, or termination of employment.
4. Hourly Employees: Sanctions for hourly employees shall be determined by the appropriate Director or designee, in consultation with the Director. Possible sanctions include, but are not limited to, counseling, training, reassignment, suspension, or termination of employment.
5. Instructional Faculty: Sanctions for Instructional Faculty or referral to a Faculty Dismissal Hearing Panel shall be determined by the Provost in consultation with the Director. Possible sanctions include, but are not limited to, counseling, training, admonition, written warning, suspension, or initiation of termination proceedings according to procedures in the University Handbook.
6. Contractors: Contractors shall assign for duty only employees acceptable to CNU. CNU reserves the right to require the Contractor to remove from campus any employee who violates this policy.
7. Visitors: Visitors who violate this policy will be directed to immediately leave campus and may be subject to a permanent bar from campus.
8. Multiple Capacities: If the Responding Party serves in multiple capacities at CNU (i.e., student and employee), the Responding Party may be sanctioned by more than one CNU authority.

The Responding Party shall be informed in writing of any sanctions imposed for a violation of this policy at the same time the Responding Party receives the investigation report and notice of the right to appeal. The Director shall be provided a copy of such written notification by the person imposing the sanctions. The Director shall disclose to the Reporting Party separately but concurrently to the notification provided to the Responding Party, any sanctions that directly affect the Reporting Party as permitted by state and federal law including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act along with the investigation report and notice of the right to appeal. The Director also will disclose in writing to the Reporting Party separately but concurrently to the notification provided to the Responding Party, the findings of any investigation involving Sexual Misconduct, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act.

T. **Appeal**

Once written notification of the outcome of the investigation and sanctions has been provided, the Reporting Party and the Responding Party have seven (7) business days from the date notice is hand-delivered to the party or received into the party's email account to file an appeal. All appeals will be reviewed and decided by at least one CNU senior administrator.

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

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

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

A request for an appeal must be submitted in writing to the Director and must set forth the grounds upon which the appeal is based. The Director shall confirm that the appeal is timely and shall forward it within three (3) business days of receipt to the Chief of Staff or designee who shall assign the appeal to an appropriate CNU senior administrator within three (3) business days of receipt. The Director will notify both parties in writing of the date the appeal was assigned for review.

If adequate grounds for appeal have been stated, the senior administrator will consider the merits of the appeal. In considering the merits of the appeal, he/she may review any pertinent materials in the record and meet with the parties and witnesses as needed. Any information included in the appeal that does not support one of the above two reasons for filing an appeal shall not be considered in the appeal process.

Disciplinary actions, sanctions, and/or remedial and preventative measures, if any, taken as a result of the original complaint may be implemented and enforced even while an appeal is pending. Upon the request of the appealing party, the CNU senior administrator may temporarily suspend the imposition of the sanction(s) while the appeal is pending.

The decision of the CNU senior administrator shall be final. It shall be provided in writing to the party who filed the appeal and to the Director within ten (10) business days from the CNU senior administrator receiving the appeal. If an extension beyond ten (10) business days is necessary, all parties will be notified in writing of the expected time frame. The non-appealing party shall be notified separately but concurrently of the decision.

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

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



U. **Amnesty**

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

V. **False Information**

CNU is a community grounded in honor; our Honor Code serves as a guide to our university experience. It provides clarity on behavior expected of all members of the community. Engaging in Prohibited Conduct is a serious offense against an individual and the community. It requires every person's efforts in order to address this unacceptable behavior. Those efforts are undermined by the presentation of false information.

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

W. **Violations of Law**

Behavior that violates this policy also may constitute a crime under the laws of the jurisdiction in which the incident occurred. For example, the Commonwealth of Virginia criminalizes and punishes sexual assault, dating/domestic violence, sexual exploitation, stalking, and physical assault. The criminal statutes that may apply in cases of Physical Assault and Dating/Domestic Violence are found in various sections of Chapter 4, Articles 1 (Homicide) and 4 (Assaults and Bodily Woundings), of Title 18.2 of the Code of Virginia. The criminal statutes relating to Sexual Assault are found in Sections 18.2-61 to 18.2-67.10 of the Code of Virginia. Section 18.2-60.3 of the Code of Virginia defines and identifies the penalty for criminal stalking. Finally, Sections 18.2-386.1 and 18.2-386.2 of the Code of Virginia provide for criminal penalties in some cases of Sexual Exploitation.

This compilation of criminal statutes is not exhaustive but is offered to notify the CNU community that, in some cases, the alleged conduct may also constitute a crime under Virginia law, which may subject a person to criminal prosecution and punishment in addition to any sanctions under this policy.

X. **Education and Awareness**

1. For information about Prohibited Conduct including Sexual Misconduct and resources available on and off-campus, please visit the CNU Title IX and Equal Opportunity website at

<http://cnu.edu/titleixeo/> and the CNU Sexual Assault and Violence Education (S.A.V.E.) website at <http://cnu.edu/save/>.

2. The Director together with other institutional leaders oversees education, training, and awareness programs on Prohibited Conduct for students and employees, including training on primary prevention, bystander intervention, risk reduction, consent, and other pertinent topics.
  - a. Incoming students and new employees shall participate in primary prevention and awareness programming as part of their orientation.
  - b. Returning students and employees shall have ongoing opportunities for additional training and education.
3. This policy shall be disseminated widely to the CNU community through electronic mail, publications, websites, new employee orientation, student orientation, and other appropriate channels of communication.

**Y. Academic Freedom and Free Speech**

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

**Z. Documentation and Record Keeping**

The Director shall maintain, in a confidential manner, for at least ten (10) years, paper or electronic files of all complaints and reports, witness statements, documentary evidence, written investigation reports, resolutions, and appeals and associated documents.

This policy is maintained by the Office of Title IX and Equal Opportunity. The Director shall review it on an annual basis to capture evolving legal requirements, evaluate resources available to the parties, and assess the effectiveness of the investigation and resolution process. Any suggestions and comments shall be sent to the Director through the year for consideration. Any proposed amendments shall be submitted to the appropriate administrative body for further review and approval. This policy shall be amended in any manner deemed necessary without the need for further approval from the CNU Board of Visitors.

**Approval and Revisions:**

**Approved By:** CNU Board of Visitors, June 19, 2015.

**Revision 1:** July 1, 2016

**Revision 2:** July 1, 2017

## **SECTION II**

### **The Honor System**

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

#### **A. The Honor System**

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

##### The Honor Code

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

Under the Honor Code of Christopher Newport University, it is expected that all members of the University community will demonstrate honesty and integrity in their conduct. Intentional acts of lying, cheating, or stealing are violations of the 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 but distinct roles in resolving the issue. Faculty members are experienced educators who have demonstrated proficiency in the academic standards of their chosen disciplines. 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 this 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 and obligation of the faculty member to grade any assignment received. That duty is a time honored practice in higher education generally and at 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.

### 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 principles 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 of false identification, and the omission of truthful statements.

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

Plagiarism 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.

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

Students are responsible for learning proper scholarly procedure. Proper scholarly procedures require that, at a minimum, all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. While any amount of improperly attributed or unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly attributed or

unattributed material is presented as if it were the student's own work. The faculty member is responsible for drawing a conclusion regarding whether the amount of improperly attributed or unattributed material is so significant that intent may be presumed. When a faculty member has sufficient reason to believe that academic misconduct has occurred, an Honor Council may be convened to determine an appropriate university response to the student's actions. The university response will be in addition to the academic remedy determined by the faculty member.

## 2. Statement of Principles

### a) Basic Policy

A student's name on any assignment is regarded as assurance that it is the result of the student's own thought and study, stated in the student's own words, and produced without assistance, except when quotation marks, references and footnotes acknowledge the use of other sources. In particular, the use of purchased term papers or research for submission as one's own work is expressly forbidden. Utilizing purchased work as one's own work will be considered an indicator of the student's intent to deceive his/her faculty member. In some instances, an instructor or department may authorize students to work jointly in completing assignments, but such efforts must be indicated as joint work on the assignment submitted. Unless permission is obtained in advance from the instructors of the courses involved, a student may not submit academic work for completion of assignments in more than one course. Students who perceive the possibility for an overlapping assignment in courses should consult with the instructors involved before presuming that a single effort will meet the requirements of both assignments.

### b) Factual Work

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

### c) Laboratory Work and Assignments

Notebooks, homework and reports of investigations or experiments must meet the same standard as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgement of this fact must be made in the report submitted. It is dishonest for a student to falsify or invent data; 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 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.

4. 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 dishonesty. The process undertaken for resolving an alleged academic misconduct issue will be as follows: A faculty member who suspects that the Honor System has been violated is responsible for investigating the suspected violation in such a manner as to preserve the integrity of the Honor System and not unduly harm the reputation of the suspected violator. Therefore members will determine if academic misconduct has occurred. 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; this meeting is held typically within five (5) business days.

Using available evidence and 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 a grade of *F* for the course to the student with a notation to the confidential University file of that student that the grade of *F* was for academic misconduct of the Honor Code. 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 grade of *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 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 sent typically within five (5) business days of determination of responsibility.

Should a student be found responsible for academic misconduct by a faculty member and choose not to accept responsibility for the academic misconduct, the student's recourse for the academic remedy is to challenge the course grade at the end of the semester following the standard grade appeal process. For specific information regarding the grade appeal process, please refer to Section VI.13 of the University Handbook at [www.cnu.edu/public/handbooks/](http://www.cnu.edu/public/handbooks/). In a parallel process, the Center for Honor Enrichment & Community Standards will initiate a university review of the incident.



In the event no university sanctions are applied, the faculty member's determination of an academic violation and his/her subsequent academic remedy will be the final step in the process. The student may pursue the grade appeal process only when his/her final grade has been impacted. The decision of the grade appeal review will be the final step in the process.

#### 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 determine if a violation of the Honor Code occurred and if so, what, if any University sanctions will apply.

The student has the option of accepting the sanction or having the Honor Council review the decision. When the Honor Council reviews the case, it will be responsible for determining if a violation of the Honor Code has occurred, and if so, they will recommend appropriate University remedies, in addition to the academic remedy issued by the faculty member. In addition to determining the student's continued enrollment status, educational and reflective sanctions may be applied in an effort to ensure that future violations of the Honor Code do not occur.

In order for a student to be found responsible for a University Honor Code violation, by the Honor Council, the panel must reach a unanimous conclusion. In the event a panel does not reach a unanimous decision, no university violation will exist and no university sanctions will apply.

Students may only appeal the Honor Council's decision to the Vice President of Student Affairs/Dean of Students in the event a due process violation occurred or new information exists that may have influenced the Honor Council's decision.

## SECTION III

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

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

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

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

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

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

#### B. Basic Rights

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

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

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

C. Equal Opportunity

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

All student requests for disability accommodations and assistance should be directed to the Vice President of Student Affairs/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 Vice President of Student Affairs/Dean of Students.

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

D. Student Records

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

## **SECTION III – PART I**

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

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

The University Catalog

The Residence Hall Handbook

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

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

## **SECTION III – PART II Student Code of Conduct**

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

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

### A. Abusive, Disorderly or Obscene Conduct

1. Abusive Conduct is defined as actions against one's self or others that cause physical injury, intimidate, harass, threaten, or otherwise interfere 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.

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.

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

Harassment 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.

2. Disorderly Conduct/Conduct Infringing on the Rights of Others is defined as 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 is defined as conduct or expression that is lewd or indecent that is not constitutionally protected speech.

## B. Drugs

The term “drugs” refers to the use, possession, or distribution of narcotic or other controlled substances by Virginia law (<http://law.lis.virginia.gov/vacode/title54.1/chapter34/section54.1-3401/>) except when taken under and pursuant to a physician’s prescription in accordance with law.

The term “drugs” also refers to being in the presence of or under the influence of illicitly obtained or illegal controlled substances. Similarly, the term “Drugs” refers to the inappropriate or abusive use of prescription, over-the-counter medication, or other items in order to produce a drug-like effect.

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

## C. Alcoholic Beverage Policy

Alcoholic Beverage Policy refers to the use, possession, consumption, or distribution of alcoholic beverages by students, except as expressly permitted by Virginia law (<http://law.lis.virginia.gov/vacode/title4.1/chapter3/>) and University regulations.

The Alcoholic Beverage Policy also refers to public intoxication that results in disorderly behavior that negatively impacts the University community and community at large.

## D. Weapons/Fireworks/Explosives/Hazardous Chemicals

Weapons/Fireworks/Explosives/Hazardous Chemicals refers to the unauthorized possession or use of weapons, fireworks, or explosives.

Unauthorized possession, storage, or control of weapons and firearms on University property is a violation of this policy. 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 utilized for the purpose of inflicting or threatening bodily injury. Examples include, but are not limited to, knives with fixed blades or pocket knives with blades longer than four inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nunchakas, foils, or explosives and incendiary devices.

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

## E. Hazing

Hazing is defined as any act that causes humiliation, physical discomfort, bodily injury, or ridicule. For a more detailed explanation of this policy and a more comprehensive definition of

hazing, please see SECTION VI PART VII of the CNU Student Handbook.

F. Stalking

Stalking is defined as 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. Stalking that is based in discrimination or harassing behavior of a legally protected class will be handled through the Discrimination, Harassment and Sexual Misconduct Policy. Please see SECTION I.D.5.e.

G. Failure to Comply with a University Official

Failure to Comply with a University Official is defined as the failure to comply with a request of an authorized University official, including, but not limited to, failure of a student to present his/her University identification card when requested by an authorized University official

H. Misuse of Identification Cards

Misuse of Identification Cards refers to the improper use of any identification card, including knowingly altering or mutilating a University identification card. As well as using or inappropriately possessing the identification of another or allowing one's own card to be used by another. These actions may also be considered and Honor Code violation.

I. Failure to Observe Rules and Regulations

Failure to Observe Rules and Regulations refers to a failure to observe rules and regulations issued by the University, including all publications and notices pertaining to student life and student services.

J. Damage or Destruction

Damage or Destruction refers to the attempted or actual damage to or destruction of University property or property of a member of the University community or other public or private properties. Attempts to damage, or actions that could damage property will also not be tolerated.

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

Misuse of Fire-Fighting Equipment/Arson/Disregard of Fire Alarm/Tampering refers to the 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.

It also refers to the unauthorized burning of any material in any University building or on University property.

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. Unauthorized use of an emergency exit door also will not be tolerated

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

L. Tampering with University Property

Tampering with University Property refers to tampering with any elevator, wiring, plumbing, or other University equipment/property without prior authority from the appropriate University official.

M. Unauthorized Entry or Access

Unauthorized Entry or Access refers to the unauthorized possession or use of keys to any University door or facility, or unauthorized entry to or use of those facilities is prohibited. This includes, but is not limited to, all roofs, balconies, porches, window ledges, and mechanical equipment areas. Unauthorized use of an emergency exit door also will not be tolerated.

N. Involvement in a University Violation

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

## **SECTION III – PART III**

### **The University Judicial System**

A. Preamble

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

B. Jurisdiction

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

involving potential violations of university policy. The Director of CHECS serves as the Chief Judicial Officer of the university.

Generally, the University Judicial System oversees student behavior that occurs on campus. However, when the actions of a student occur off-campus and administrators determine that university interests are involved, the student may be subject to the judicial system. Thus, students (and student organizations) are expected to represent their status as members of the CNU community at all times and must adhere to our community standards regardless of their location.

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

#### C. Student Honor Council

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

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 Student Honor Council 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, Student Honor Council members must complete various trainings. Trainings are also necessary for any Student Honor Council member who is chosen by the executives to be a Community Advocate or Student Advocate (see Glossary of Terms).

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

The majority of student violations fall under the Student Code of Conduct. Some also fall under the Honor System but do not involve behavior directly related to academic issues. The following steps are taken in response to behavior in these categories. For student actions related to academic integrity under the Honor System, please refer to the Academic Honor System (page 33) of this handbook.

Any member of the university community may bring an alleged violation of university policies to the attention of the Director of CHECS or a designated conduct officer in CHECS. These



violations typically fall under the Honor System, the Student Code of Conduct, other sections of this Student Handbook (e.g. the Computer Usage Policy), and policies guiding residential living in university housing. In order to proceed with the resolution of the situation, the referring community member should provide evidence, information, and/or testimony regarding the allegation.

Generally, alleged policy violations must be filed in writing with the Director of CHECS or a designated conduct officer within ten (10) business days of the incident or the discovery of the alleged violation. Business days do not include weekends, official university holidays, school closings, and Winter and Spring Breaks. The written allegations should contain a clear, concise statement of the alleged violation(s). Students may report an incident online at [www.cnu.edu/checs](http://www.cnu.edu/checs). Extensions of the filing period may be granted for cases that cite physical abuse, conduct that threatens or endangers members of the community, harassment, intimidation, or hazing. Students seeking an extension must file a written request with the Director of CHECS up to one year after the date of discovery of the alleged incident.

Once a report has been filed, the responding party will be notified in writing of the allegation and the potential policy violations resulting from the behavior. This notification 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 may be considered true and appropriate sanctions will apply. Additionally, a charge of failure to comply may be added.

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

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

In a situation where the student has been suspended or dismissed from university housing or from enrollment at the university as a result of misconduct, the student has the option of accepting the sanction or having a panel of students or designated individuals review the entire situation. When a panel reviews the case, it will be responsible for determining if a violation of any university policy has occurred and if so, they will recommend an appropriate sanction.

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

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

#### E. Types of Panels

The University Judicial System is supported by a network of student representatives, drawn from the Student Honor Council, who hear the most serious cases of student behavior. There are a number of different panels that can be called together in order to review a student's involvement in alleged violations of university conduct policies. These panels are known as Hearing Panels, Honor Panels, Combined Panels, and Recess Panels, as necessary. These panels are solely students with the exception of recess panels. Students are represented on recess panels, although due to the timing of the hearing, administrators and faculty may be used in these circumstances. All panel members have been trained in judicial procedures and are knowledgeable about university policies and judicial system precedent. Student representatives will be selected by the Student Honor Council executives and the Director of CHECS (see Student Honor Council page 47). Faculty and University administrators will be appointed by the Vice President of Student Affairs/Dean of Students to assist with Recess Panels.

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

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

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

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

F. Panel Composition and Roles

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

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

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

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

Since the Community Advocate will present information to a panel, he/she will have access to relevant university judicial files for the particular case they are presenting.

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

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

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

#### G. Panel Procedures

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

Panels are typically scheduled within two weeks of the date of the request for a panel review. Panels will not be scheduled less than five (5) business days from the date of notification unless both the conduct officer and the responding party agree to this time frame. Students are notified of the date, time, and location of the hearing as well as the composition of the panel and the specific charges that the panel will consider. This notification comes in the form of a document referred to as the Panel Notification Form. Students are also provided with any documents the panel members will receive prior to the hearing.

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

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

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

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

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

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

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

Once all witnesses have been called, the student will be asked questions. These questions will first come from the panel members, but questions may also be asked by the Community Advocate and the Student Advocate. The student should be prepared to answer all questions

and should utilize their Student Advocate to help anticipate what may be asked so that he/she can be prepared to respond.

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

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

When deliberations have ended and decisions, using the preponderance of evidence standard, have been made regarding student misconduct, the advisor will present any previous violations of the student and character reference letters on behalf of the student. Once this information has been reviewed, the panel will deliberate on sanction recommendations.

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

#### H. Appeals Process for Panel Decisions

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

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

The Vice President of Student Affairs/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 Vice President of Student Affairs/Dean of Students is final.

## **SECTION IV**

### **Glossary of Terms**

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

Appeal refers to requesting another review of the case decision.

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

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

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

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

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

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

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

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

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

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

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

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

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

Types of Panels:

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

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

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

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

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



## SECTION V University Sanctions

### A. University Sanctions

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

Possible sanctions for misconduct include:

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

permission. Academic credits for courses taken at other institutions while on disciplinary suspension are not transferrable to Christopher Newport University without prior permission of the Vice President of Student Affairs/Dean of Students and must meet the academic requirements as outlined by the University Registrar. Disciplinary Suspension will be noted on the transcript. Upon completion of all University degree requirements and degree conferral, and if a student is found to be in good standing, he or she may request a removal of the transcript notation.

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

14. *Parental Notification:* A parent/guardian may be notified of the student's infraction, when appropriate. Notification may occur for any violation of the University's Drug Policy and for violations of the University's Alcohol Policy or for other policies when there is a health or safety concern.
15. *Removal from University Housing:* A student may be removed from University owned or operated housing. The removal may be for a defined period of time or may be permanent. If the former, conditions for potential readmission to University housing may be specified but are not a guarantee of future access to university housing.
16. *Restitution:* Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
17. *Verbal Warning:* A verbal statement notifying the student that he or she has violated University policy.

B. Interim Measures

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

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

C. University Judicial Records

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

## **SECTION VI Life at CNU**

Campus life is an integral part of the college experience. Students can get involved throughout the campus in numerous activities that allow them to pursue their interests and develop relationships with their classmates, faculty, staff, and others in 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. For more information on Life at CNU visit the following website <http://cnu.edu/life/>

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

#### **A. 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 (RSOs) shall be open to all qualified matriculated students. 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. The University will not register organizations that deny membership on the basis of race, color, age, religion, national origin, veteran status, handicap, sexual orientation or gender except as permitted by law (e.g. social fraternities and sororities).

Select student organizations granted recognition by the Christopher Newport University may be categorized as Anchor Organizations. Categorization is determined by careful assessment of the student organization's relationship to the University and the purpose, scope, and complexity of its activities. This determination is made by the Office of Student Activities at the time of establishment, with consultation from the Vice President of Student Affairs/Dean of Students as appropriate. Information on the selection of Anchor Organizations can be found in the Student Organization Resource Guide. Anchor Organizations have the same privileges and requirements as any other recognized student organization.

Organizations classified as Anchor Organizations (as of 7.1.17)

Campus Activities Board	Interfraternity Council	Residence Hall Association
Captain's Log	National Pan-Hellenic Council	Student Assembly
Class Council	Panhellenic Association	Student Diversity & Equity Council
Student Honor Council		

#### **B. New Student Organization Recognition Process**

Organization recognitions are accepted monthly during the academic year beginning in September. A group seeking to become an RSO will submit the following items to the Office of Student Activities:

1. a registration application (submitted online through The Compass ([www.thecompass.cnu.edu](http://www.thecompass.cnu.edu)))
2. an organization constitution meeting University standards, and
3. an roster of ten CNU students interested in membership.

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 Associate Director of Student Activities or designee.

Organizations completing the registration process must attend 1) a New Student Organization interest meeting and 2) a New Student Organization orientation program. The program schedule is available in the Office of Student Activities. Failure to attend the recognition programs/sessions will result in the request being removed from consideration. Requests may be re-submitted the following month under the same requirements. Information and forms about the student organization recognition process can be found online at [www.cnu.edu/life/clubs/](http://www.cnu.edu/life/clubs/).

All recognized organizations are strongly encouraged to have a full-time member of the faculty or administrative staff serve as an advisor. An organization may also choose to secure an advisor from outside the University. The Associate Director is available to, and a valuable resource for, any recognized organization at Christopher Newport University.

All changes and amendments to any organization's constitution or by-laws should be submitted to the Office of Student Activities online through The Compass ([thecompass.cnu.edu](http://thecompass.cnu.edu)). 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 locally generated documents.

Recognized organizations will keep their membership information up to date. Organizations will update their membership information through their organization profile on The Compass. For communication purposes, groups are required to maintain a Primary Contact that is a full time enrolled student at CNU in good standing.

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 [www.cnu.edu/life/clubs/](http://www.cnu.edu/life/clubs/)

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

C. Privileges Afforded Recognized Student Organizations (RSOs)

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

1. Use University facilities;
2. Hold meetings and host social events on campus;
3. Publicize events and distribute information on campus in accordance with Flyer Posting Guidelines (available on posting boards, and in the Office of Student Activities) or through approved electronic means from the Office of Student Activities;

4. Apply for student fee funding through the small grants process;
5. Sponsor fund-raising activities on campus;
6. Receive a student organization mailbox;
7. Participate in campus-wide events;
8. Apply for office/storage space;
9. Use campus vehicles.

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

D. Guidelines to Remain a Recognized Student Organization

Student groups wishing to remain an RSO and wishing to benefit from campus organization privileges are expected to comply with the following procedures:

1. Update the club/organization profile on The Compass, with specific attention to officer and membership information, within the first two weeks of the fall term and within a week anytime there is a change in officers or advisors;
2. Adhere to the organization's approved constitution and bylaws;
3. Complete the operational expectations as established by the Office of Student Activities;
4. Submit the end of year status report (available on the Compass);
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 Resource Manual* available in the Office of Student Activities.

E. University Recognition of Fraternities and Sororities

Christopher Newport University is committed to the holistic development of its students and recognizes that membership in Fraternities and Sororities provides broad and meaningful developmental opportunities for members of our campus community. The following guidelines are established to help ensure meaningful experiences for members of the CNU Fraternity and Sorority community as well as the entire campus population. These policies and guidelines apply to the Fraternities and Sororities as defined below. **NOTE:** All registered student organizations, including Fraternities and Sororities, 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. In order to be eligible for recognition by the University as a Fraternity or Sorority the organization must:
  - a. Be (inter)national, as distinct from local, in character, meaning that it shall
    - i. consist of no fewer than five undergraduate chapters, each of which has a current undergraduate membership of at least ten members
    - ii. include not less than three undergraduate chapters, which have been part of the fraternity or sorority for at least five years, and
    - iii. have constitutional provisions for national conventions or equivalent with interim authority in trustees, directors or other officers who supervise the affairs of the fraternity or sorority.

- b. Be mutually exclusive of and in competition with other fraternities and sororities, meaning that no member organization shall initiate a member of another fraternity or sorority until such time as the second organization shall have been formally notified in writing by the national office of the first fraternity or sorority that a candidate for membership in the second organization is no longer regarded as a member of the fraternity or sorority.
- c. Be affiliated with a national organization that is exempt from taxation under the Internal Revenue Code. 20 U.S.C. § 1681(a)(6)(A); 34 C.F.R. § 106.14(a),
- d. Carry at least \$1,000,000 annually in liability insurance, and
- e. Be granted membership in one of the local governing councils (IFC, NPHC, PHA).

Campus recognition as a Fraternity or Sorority generally will first require a review process that includes the CNU governing bodies of Fraternities and Sororities (e.g. IFC, Panhellenic, NPHC). Once the relevant council has considered provisional membership to the interest group, the Office of Student Activities will make a recommendation on approval (pending compliance with university policies and procedures) to the Vice President for Student Affairs. If recommended, final approval rests with the Vice President of Student Affairs. Once approved by the Vice President of Student Affairs, the group will be eligible to pursue full membership status in their governing council. Any recognized group must adhere to the policies governing student organizations established by the respective governing bodies and the Office of Student Activities, in addition to those standards followed by all Recognized Student Organizations.

The University provides an advisor to all Fraternity and Sorority honorary organizations, governing bodies for Fraternities and Sororities, and chapters that are recognized on campus. The Assistant Director of Student Activities for Greek Life and the Coordinator for Greek Life will serve as primary advisors to the Fraternity and Sorority chapters, governing councils, and Greek honorary organizations 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 Fraternity and Sorority life staff to assist in the growth and development of the Fraternity and Sorority community.

Students interested in establishing a new Fraternity or Sorority should contact the Office of Student Activities. Recognition as fraternities and sororities will only be granted to new groups that follow the prescribed expansion process as outlined by the governing bodies and the Office Student Activities.

#### F. 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 under the supervision of administrators who work directly with clubs and organizations to foster vibrant student life on campus. Funding decisions are made in an effort to positively impact the entire campus community in a viewpoint neutral manner. 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 Resource Manual*.

## **SECTION VI – PART II Use of University Name**

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

## **SECTION VI – PART III Social Events and Functions**

### **A. Activity Guidelines**

Recognized student organizations (RSOs) 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 as listed in the Student Organization Resource Manual. Use of an on-campus space is reserved through and approved by the Office of Scheduling, Events and Conferences. Student organizations use the online Virtual Event Management System (VEMS) to request space for an on-campus event. The Office of Student Activities is available to advise and assist student organizations in planning and conducting events

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

The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal acts either engaged in or knowingly permitted by the organization. The sponsoring organization shall be responsible for any damage to its assigned facility, area and any University equipment used during the event (ex: tents, sound equipment, staging, etc.). Officers of the organization shall have primary responsibility for activities of the organization and for its



compliance with University regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.

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

The sponsoring organization(s) may require a valid ID cards for admission to an event. Officers of organizations are responsible for informing their 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 inconsistent with the values of the institution, and will not be approved as a form of fundraising.

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

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 twelve (12) 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 include 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 encouraged to schedule and attend a meeting with a representative from the Office of Student Activities during the early planning stages of their event. At this meeting the following items will be discussed:

- campus safety
- financial obligations and paperwork
- physical plant needs
- staffing
- advertising & publicity
- set-up and clean-up

- catering or food service needs
- equipment needs (tables, chairs, etc.)
- advisor awareness and involvement
- small grant funding

A follow up meeting may be requested with the Director of Student Activities, at least ten business days prior to the event, to go over any last minute concerns or questions.

### 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 Tailgating policy posted on the University Website.

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

CNU Catering is the sole source for catered events on campus. If you wish to provide food and/or beverages for a group without using CNU Catering you must submit a Catering Waiver Request Form. No Catering Waivers will be granted for Independent Catering Companies. Catering waivers are for student organizations only. With rare exceptions for departmental events reviewed on a case by case basis and approved by Catering. Waivers are granted for chips and cookies, and non-perishable items that are not temperature sensitive. All items should come from a license source (Example: Food Lion). Any beverages purchased with a waiver must be Pepsi products due to the universities' contractual agreement with Pepsi on campus.

Food waivers for hot or cold prepared foods must come from a licensed source. Examples are Costco, Olive Garden and Panera. If you are using an independent restaurant (Example: YO YO Sushi) a copy of their health certificate must be provided and attached to the catering waiver request form when it is submitted to the Catering Office.

All foods must be served in a timely manner, with the appropriate equipment to adhere to safe food handling. Hot food must have chaffers and Sternos to keep the food hot for the duration of your event. With advance notice chaffers and Sterno may also be rented from CNU catering.

Waivers are not granted for Pot Luck Dinners or Covered Dish Events (Examples: casseroles or crock pot meals). Cook Outs on the grill (Burgers, Dogs, etc...) where food is being cooked and served immediately requires obtaining a one day health permit from the health department, which must be submitted with the catering request form.

Bake Sales: Waivers are granted on the provision that the organization submit a list of the items that will be sold with the catering request form. All items must be individually wrapped. Anyone working the event must know what items contain potentially hazards ingredients such as peanuts, tree nuts, dairy, eggs and gluten. It is the organization's responsibility to make and keep a list of contact information of the individuals preparing food for the event and what items they prepared. This list must be saved by the organization for 30 day in case there is an issue.

Upon completion of the catering waiver students must come to the Catering Office 3rd floor DSU Suite 380. A review of the request for waiver will occur.

No food waivers will be issued for any areas that are in direct conflict with food service areas.

It is the responsibility of the individual or Organization to follow safe food handling practices and clean up after themselves. Once a food waiver is granted CNU Catering has no more responsibility for the event; this includes set up, clean up or linen.

Catering menus, guidelines and contact information can be found at [www.cnu.edu/catering](http://www.cnu.edu/catering)

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

Advertising and posting guidelines are established to aid in the distribution of information throughout campus. They are coordinated by the Office of Student Activities in conjunction with the Office of Scheduling, Events and Conferences and occur at 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 others in mind when it comes to privacy and property.

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

- 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. To request to post a banner please visit: [www.cnu.edu/scheduling/policies/](http://www.cnu.edu/scheduling/policies/).
- 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 594-7527.
- Posting in the Freeman Center is coordinated through the Information Center located near the Trieshmann Health and Fitness Pavilion.
- Advertising on the television screens and through email announcements is coordinated by the Office of Communications and Public Relations. More information on how to post can be found at the following link: <https://interweb.cnu.edu/ocpr/cvs/index.aspx>

## **SECTION VI – PART VI**

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

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

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

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

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

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

#### **C. Policy**

Christopher Newport University fully complies with the alcohol regulations of the Commonwealth of Virginia. All state laws apply to CNU students, faculty and staff. These laws prohibit possession and consumption of all alcoholic beverages by persons less than 21 years of age on all University grounds and in all University buildings except as expressly

permitted within this policy. CNU Dining Services maintains a liquor license in accordance with state ABC board regulations for the purposes of conducting catered events.

#### D. Regulations

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

1. The sale or service of alcohol may be permitted on campus where not restricted by law or University policy. Alcohol sold or provided at events on campus will be governed by the following guidelines.
  - a. Permission for alcohol sale or service at events sponsored by CNU faculty, staff or students will be granted by the appropriate dean or administrative vice president or by the university president.
  - b. When alcohol is being served, food and sufficient non-alcoholic beverages must be offered.
  - c. Catering Services, to include bar service, will be provided through CNU Catering.
  - d. When the event is sponsored by a student organization, student leaders from the sponsoring organization are required to attend or have previously attended the risk management workshop sponsored by the Office of Student Activities. When the event is sponsored by an academic or administrative department, the leadership of the sponsoring department must have attended the risk management training or must attend a risk management workshop.
  - e. Appropriate safety and security staffing will be determined by the University Chief of Police in consultation with the appropriate dean, vice president, or director. Costs will be charged to the sponsoring organization for services necessary, which may include door security and personnel needed to verify identification.
2. Alcohol is not permitted in University housing; this policy applies to all students and their guests regardless of age.
  - a. Alcoholic beverages and alcoholic beverage container displays are prohibited.
3. On campus alcohol consumption associated with athletic competitions may be permitted under special circumstances and must follow specific guidelines as outlined by the tailgate policy. This policy can be found at [www.cnu.edu/public/policies/policy/general-university-policies/cnu-policy-1030\\_tailgating.pdf](http://www.cnu.edu/public/policies/policy/general-university-policies/cnu-policy-1030_tailgating.pdf).

#### E. Accountability

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

F. Controlled Substances

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

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

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

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

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

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

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

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

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

#### H. Policy

The unlawful manufacture, possession, use or distribution of illicit drugs and controlled substances 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.

#### 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.

#### J. Accountability

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

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

#### K. Intervention and Prevention

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

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

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

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

L. U.S. Department of Education's Drug Free Schools and Communities Act

Information related to the compliance of this act can be found in the Annual Security and Fire Safety Report on the website at <http://cnu.edu/police/securityreport/> under the section "Possession, Use and Sale of Illegal Drugs and Alcoholic Beverages".

## **SECTION VI – PART VII**

### **Hazing**

The University has established a clear policy statement regarding hazing. It is found at [http://cnu.edu/public/policies/policy/student-services-policies/cnu-policy-9015\\_hazing.pdf](http://cnu.edu/public/policies/policy/student-services-policies/cnu-policy-9015_hazing.pdf) and is printed below

**A. PURPOSE**

The purpose of this policy is to ensure that students at Christopher Newport University are not subjected to any type of hazing. It is the responsibility of all members of the university community to encourage an atmosphere of learning, social responsibility, and respect for human dignity.

This policy is not intended to prohibit customary athletic events, contests, or competitions that are sponsored by the university or the organized and supervised practices associated with such events. Similarly, any activity or conduct that furthers the goals of a legitimate educational curriculum, extra-curriculum, or military training program as approved by the university is not prohibited under this policy.

**B. POLICY STATEMENT**

Hazing is both a criminal offense in the Commonwealth of Virginia and a serious violation of Christopher Newport University policy. It is expressly prohibited. Christopher Newport University will investigate and adjudicate all allegations of hazing. Criminal proceedings may also be implicated and are not precluded by a prior or concurrent University process.

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 related federal, state, local statute or University policy, the willingness of an individual to participate in such activity notwithstanding.

Hazing is prohibited in all forms (including physical, verbal, and psychological). This policy applies to all students, including, but not limited to, student organizations, bands, and athletic teams. Student/student organization behavior will be addressed through the student conduct process.

In addition to being a serious violation of University policy, hazing is also a violation of Virginia law. Section 18.2-56 of the *Code of Virginia* provides that it is "unlawful to haze so as to cause bodily injury, any student at any school, college or university. Any person guilty thereof shall be guilty of a Class 1 misdemeanor." The Code also requires that students found responsible for hazing be sanctioned, and that the President of a college or university report any hazing that results in bodily injury to the Commonwealth's Attorney for possible criminal prosecution.

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. Individuals and organizations affiliated with these groups may also face discipline from them.

#### **C. REPORTING**

If any member of the university community is subjected to, observes, or becomes aware of conduct believed to be hazing, it must be reported to one of the following:

- Campus Police (757/594-7777)
- Silent witness (<http://cnu.edu/police/silentwitness/>)
- Office of the Vice President for Student Affairs (757/594-7160)
- Center for Honor Enrichment & Community Standards (757/594-7190)  
[https://cm.maxient.com/reportingform.php?ChristopherNewportUniv&layout\\_id=0](https://cm.maxient.com/reportingform.php?ChristopherNewportUniv&layout_id=0)
- Office of Residence Life (757/594-7527)
  - Individual Hall Directors and Resident Assistants can assist
- Office of Student Activities (757/594-7260)
- Director of Athletics (757/594-7025)

#### **D. RETALIATION**

If an individual or organization retaliates against a student or other person reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing it shall be considered a violation of this policy.

#### **E. SANCTIONS**

Students and student organizations are subject to any sanctions outlined in the current edition of the *Student Handbook*. These sanctions range from a warning to dismissal from the university. A complete listing of possible sanctions can be found in Section V of the *Student Handbook*.

Once an allegation of hazing is received, interim measures may be taken against individuals and organizations/teams/groups. These include, but are not limited to:

1. Restriction from the University
2. Restriction of privileges
3. No contact orders

**ANY** Christopher Newport University employee who condones or participates in hazing activities or who has knowledge of and fails to report such activities violates this policy and shall be subject to discipline through the applicable employee process. Sanctions can include exclusion from campus, suspension, and termination.

#### F. **RESOURCES**

University resources exist to help students understand and address issues of hazing. These include:

- Office of the Vice President for Student Affairs
- Office of Counseling Services
- University Police
- Office of Student Activities -Greek Life
- Athletic Department
- *Student Handbook* Section VI, Part VII

Additional resources are also available

- NCAA ([www.ncaa.com](http://www.ncaa.com))
- North American Interfraternity Conference ([www.nicindy.org](http://www.nicindy.org))
- National Panhellenic Conference ([www.npcwomen.org](http://www.npcwomen.org))
- National Pan-Hellenic Conference ([www.nphchq.org](http://www.nphchq.org))
- Stop Hazing Organization ([www.stophazing.org](http://www.stophazing.org))
- Hazing Prevention ([www.hazingprevention.org](http://www.hazingprevention.org))

#### G. **DEFINITIONS**

Different types of hazing and examples include, but are not limited to:

1. *Physical Hazing* defined as physical activity used to harass, punish, or harm an individual or any activity that has a potential for resulting in personal injury.
  - a) Any brutality of a physical nature (paddling, whipping, beating, forced or encouraged calisthenics, burning, branding, or tattooing any part of the body)
  - b) Exposure of members or prospective members to potentially dangerous or hazardous circumstances;
  - c) Tests of physical endurance, which may include sleep deprivation or activities requiring abnormal stamina;
  - d) Spraying, painting, or pelting with any substance;
  - e) Physically limiting activities, which include burying in any substance, confinement, binding, or preventing an individual from moving on their own,

- and/or servitude;
  - f) Nudity with the intent or potential to cause embarrassment;
  - g) Forcing or encouraging consumption of any food, liquor, drug, or other substance, legal or illegal, and regardless of the amount being consumed;
  - h) Wearing, in public, of apparel which is conspicuous and/or indecent;
  - i) Any conduct which removes a student from campus or related activities with no or limited ability to return to campus or the activity.
2. Verbal Hazing, defined as verbal abuse.
- a) Examples include:
    - 1. Interrogating an individual in an intimidating or threatening manner;
    - 2. Threats.
3. *Psychological Hazing*, defined as an act or activity which by its nature is so profound that it would have a potential to cause severe mental anxiety or distress; 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 an individual.
- a) Examples include:
    - i. Exclusion from social contact;
    - ii. Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way;
    - iii. Misleading prospective members that they will be hurt in any way during induction or initiation.

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

For the purposes of this policy, an employee is any salaried or wage faculty or staff member, graduate students paid on assistantships, and student workers.

For the purposes of this policy, a student is any individual who has accepted an offer of admission as an undergraduate or graduate student and who has not yet graduated, officially transferred to another institution, or officially withdrawn from the university.

#### H. **AUTHORITY**

This policy is adopted and conforms to the *Code of Virginia*, § 18.2-56. Reporting requirements are derived from the Code 1950, § 18.1 -71; 1960, c. 358; 1975, cc. 14, 15; 2003, cc.62,67;2014,c.627.

The University reserves the right to revise, change, or eliminate this policy as necessary and without notice.

**I. INTERPRETATION**

The Vice President for Student Affairs is responsible for official interpretation of this policy. He/she shall review the policy with the Chief of Staff and University Counsel on a biennial basis to capture evolving legal requirements and to assess the effectiveness of the policy.

**J. APPROVAL AND REVISIONS:**

Approved By: Board of Visitors, February 26, 2016

NEXT REVIEW DATE: February 2018

**SECTION VI – PART VIII  
Freedom of Expression**

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

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

**1. Unlawful Expression**

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

**2. Maintaining Orderly Operations**

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

**3. Distribution of Literature**

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

#### 4. **Speech and Assembly**

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

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

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

### **SECTION VI – PART IX Wheeled Transportation**

It is Christopher Newport University’s goal to provide regulations for a safe and convenient environment for bicycles and other wheeled transportation, including but not limited to, skateboards, in-line skates, scooters and motorized carts, while at the same time providing for the safety of all members of the campus community.

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

### **SECTION VI – PART X Movies and Television Copyrights**

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

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

- The Federal Copyright Act (Title 17, U.S. Code) governs the use of copyrighted material, especially how that material is used publicly.
- It is illegal to *publicly* display movies and other copyrighted materials without permission (in the form of a license) from the copyright owners, which 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.*” (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 organization has a large number of people, invites the entire membership of the club or promotes 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 movies are advertised without using the movie titles, is it a violation of 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**

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

## **SECTION VI – PART XI Medical Transportation**

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

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

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

## **SECTION VII**

### **Academic Regulations Pertaining to Students with Disabilities**

#### **A. Introduction**

1. Christopher Newport University's commitment to provide an environment where all students can pursue their educational goals includes students with disabilities. The Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Virginians with Disabilities Act make this commitment a legal imperative. In order to comply with these Acts, educational programs and services offered to other students must be accessible to students with disabilities.
2. A person meets the definition of disabled if the person has a physical or mental condition that substantially limits one or more major life activities. Conditions that may meet the criteria include but are not limited to the following: AIDS, arrested addictions, cancer, diabetes, dyslexia, epilepsy, emotional disorders, gastrointestinal disorders, head injury, hearing impairments, heart disease, learning disabilities, mobility impairments, muscular disorders, orthopedic impairments, visual impairments, neurological disorders, perceptual impairments, psychological disorders and speech impairments.
3. Reasonable accommodations must be made in instructional delivery and evaluation methods to ensure full educational opportunities. The means of achieving this goal are not simply a matter of individual faculty judgment. There is a body of knowledge related to the educational needs of students with disabilities that must be applied to individual cases. While students with disabilities may need special accommodations or learn in different ways, their differences do not imply inferior capacities. Students with disabilities must qualify on the same standards for admission, the same placement tests, and meet the same prerequisites as any other student. However, they may need reasonable accommodation in facilities, methods of presentation, and methods of testing and evaluation. Because individual majors, courses, and teaching styles interact differently with the strengths, disabilities, and compensating strategies of individual students, each situation may require a different approach.
4. There are core elements to the liberal arts experience that are essential to a Christopher Newport education. To graduate from Christopher Newport University, all students are expected to demonstrate proficiency in logical reasoning through abstract thinking, written communication literacy, second language literacy, mathematical literacy, and economical modeling and analysis. As essential elements of the University curriculum these requirements cannot be waived. However, students whose disabilities present challenges in these areas will be reasonably supported in meeting these requirements.
5. Students with disabilities should contact Student Affairs 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.



6. 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 in Office of the Vice President of Student Affairs/Dean of Students to discuss your needs. In order to receive an accommodation, your disability must be on record with Student Affairs, which is located on the 3<sup>rd</sup> floor of the David Student Union (Telephone 594-7160).*

Faculty members should not speculate about a disability or imply a belief that a disability is responsible for any aspect of the student's performance or behavior. The diagnosis of a student's disability will be clarified by the Office of the Vice President of Student Affairs/Dean of Students 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 in Student Affairs. 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 Student Affairs 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. The documentation must normally be no more than three years old, but this can vary depending on the circumstances of each case.

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 unavoidable delays.
9. Students have a right to be informed of procedures for initiating an internal appeal of a decision by the institution regarding accommodations; and have the responsibility to follow published procedures for filing an appeal.

## SECTION VIII

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

#### A. Statement of Policy

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

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

#### B. General Purpose

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

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

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

##### 2. Policy toward Violations

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

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

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

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

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

In making acceptable use of resources, you must:

- Use resources only for authorized purposes;

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

### 3. Unacceptable Use

In making acceptable use of resources you must NOT:

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

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

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

#### D. Protecting Electronic Access Privileges

##### 1. General Policy Statement

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

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

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

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

#### E. Enforcement Regulations

##### 1. User Responsibility

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

##### 2. Minor Infractions

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

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

## **OPPORTUNITIES FOR UNIVERSITY INVOLVEMENT**

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



# RESOURCE OFFICES

## ACADEMIC ADVISING

Luter 168

Dr. Linda M. Waldron

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

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

### Responsibilities of Academic Advisers

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

1. Encourage students to take responsibility for their own education planning.
2. Recognize the unique nature and interests of each student.
3. Provide timely, accurate advising that serves all constituents.
4. Offer resources for students that include what they need to meet major and graduation requirements and information on enrichment to their education; this will include advice regarding internships, service learning, research, and study abroad 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 academic planning by actively engaging in the advising process.
2. Maintain an open line of communication with their adviser.
3. Be knowledgeable about Christopher Newport University's academic policies, procedures, and requirements.
4. Arrive at each advising appointment promptly and prepared with questions and thoughts about what is to be discussed during the appointment.
5. Recognize that advisers provide guidance and support throughout the advising process; however, the final decisions ultimately belong to the student.

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

### **Faculty Core Adviser**

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

### **Major Adviser**

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

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

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

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

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

**Christopher Newport Hall Suites 123 & 124**

**757/ 594-7684**

**Email: [academicsuccess@cnu.edu](mailto:academicsuccess@cnu.edu) · [wcenter@cnu.edu](mailto:wcenter@cnu.edu)**

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

## **OFFICE OF ADMISSION**

**Christopher Newport Hall 200**

**757/ 594-7015 [Toll Free: 800/ 333-4268]**

**Fax: 757/ 594-7333**

**Web Site: <http://cnu.edu/admission/>**

**Email: [admit@cnu.edu](mailto:admit@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 merit scholarship eligibility 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. Candidates are required to apply by the published deadlines for each applicant type (November 15 Early Decision; December 1 Early Action; February 1 Regular Decision).

### **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 in high school, such as Virginia's 24-unit Advanced Studies Diploma program, or its equivalent. This program requires four units of English, four units in the social sciences, four units in mathematics, four units in science, and either three units in one foreign language or two years of two foreign languages (three years in one foreign language is preferred-). The average academic profile for successful applicants is a 3.8 cumulative high school GPA and 1220 Evidenced-Based Reading and Writing + Mathematics SAT score. Each applicant is reviewed holistically.
2. The University requires either SAT or ACT scores for those applicants not eligible to apply Test Optional, and will consider the highest equivalent of either test ~~and~~ or 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 high school GPA or top 10% class. Only applicants who demonstrate high

achievement in the most rigorous academic curriculum are considered without standardized test scores.

4. Admission interviews are required of all merit scholarship applicants, and strongly encouraged for all admission applicants.
5. Applicants must submit a non-refundable \$65 application fee.

## **DEPARTMENT OF ATHLETICS**

**Freeman Center**

**757/ 594-7025**

**Director of Athletics: Kyle McMullin**

**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 663 Division III All Americans and nearly 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, men's and women's lacrosse, golf, baseball, cross country, volleyball, field hockey, football, and track & field. CNU track & field legend Sheila Trice set the NCAA record for most individual national championships in a single season and career. 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. CNU's first four-time All-American outside of track and field, women's basketball player Chelsie Schweers, concluded her career as the second all-time leading scorer and most prolific three-point shooter in NCAA Division III history.

In addition to participating in NCAA championships, the University has hosted 20 NCAA Championship basketball games, six NCAA South Regional Cross Country Championship meets, as well as the 1983 and 1991 National Championship meets. In 2010, CNU was host of its first ever Final Four when it welcomed in the top field hockey teams in the country for the national championship event. In the Fall of 2014, CNU hosted the NCAA Division III Women's Volleyball National Championship. Additionally, CNU has hosted three NCAA playoff games in football, eight in women's soccer, 13 in men's soccer, three in women's lacrosse, six in field hockey, as well as four Volleyball Regionals, four Softball Regionals and one Baseball Regional.

As a measure of the overall strength of the athletics program, the University has won the Richard C. Cook All-Sports Award three times (2014, 2016, & 2017) as members of the Capital Athletic Conference. In 2017, CNU set a conference record with 218.5 points while sweeping the three Commissioner's Trophies for the first time in program history. Prior to joining the CAC, Christopher Newport 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 in 22 of 30 years.

The University competes in 24 varsity sports. Those offered for men include:

baseball

indoor track and field

basketball

sailing (co-ed)

cross country

soccer

tennis  
football

outdoor track and field  
cheerleading (co-ed)

golf  
lacrosse

Women compete in:

basketball  
outdoor track and field  
tennis  
field hockey  
dance team (CNU Storm)

cross country  
sailing (co-ed)  
indoor track and field  
lacrosse  
golf

volleyball  
softball  
soccer  
cheerleading (co-ed)

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

### **Mission Statement**

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

### **Philosophy**

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

### **Participation**

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

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

The Office of Recreational Services (CNUREC) was founded in the fall of 2005 and is comprised of the program areas of Intramural Sports, Sports Clubs and Outdoor Adventure & Recreation. Intramural Sports and Sport Clubs have grown tremendously over the years with approximately 3,000 students per year engaging in various activities on campus. Outdoor Adventure & Recreation take several trips per year to various locations in the region at low cost for participants

Intramural Sports are played on campus between CNU students and include sports such as softball, basketball, flag football, soccer, and volleyball. These sports provide a fun environment for students to compete against each other on a weekly basis. Students are encouraged to participate in as many different sports as they would like. Intramural sports also offer a great opportunity to work on campus.

All of the officials used for intramural sports are students and we provide training for new officials. You do not need a background in the sport to officiate it (although it helps) because officials are trained in everything they need to know.

Sport Clubs are student organizations that share a common interest in a particular sport and typically will practice and compete against other schools. Each club determines their own level of competitiveness with some competing almost every weekend while they are in season and some being strictly recreational in nature. If clubs do choose to compete, they compete against other colleges or universities and will either travel to those schools, or host them on the campus of CNU. These clubs are designed to keep students active in a particular sport that they may have competed in prior to arriving at CNU. They are completely student run and also provide students with leadership opportunities through becoming a club officer. A full list of the current sport clubs can be found on our website.

The outdoor adventure program provides exciting trips for students at minimal costs, such as rock climbing, skiing and white-water rafting. We aim to offer 1-2 trips per semester to locations all around Virginia and the tidewater area. These trips can provide the chance for students to experience something they may not have done before or enjoy a low cost trip doing something they already love.

#### **Philosophy**

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

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

#### **Participation in Intramural Sports**

Participation in intramural sports is open to current CNU students, faculty and staff.

#### **Participation in Sport Clubs**

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

### **BUSINESS OFFICE**

**Christopher Newport Hall 342**

**757/ 594-7354**

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

**Web Address: [www.cnu.edu/businessoffice/](http://www.cnu.edu/businessoffice/)**

University Business Office financial policies and procedures are governed by Federal and State laws as well as policies set by the University's Board of Visitors. The following policies can be found in the

University Catalog in more detail. For additional information, please contact the Office of Student Accounts: Christopher Newport Hall, 757-594-7195.

**Fees** - Tuition and fee rates are established each year by the Rector and the Board of Visitors at the Spring Board meeting. Housing includes room and board fees for single or double rooms and meal plans. Other fees assessed are listed in the University Catalog and in the Tuition section of the website.

**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.**

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

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

- online through your CNU Live account by credit card (convenience fee applies) or e-check;
- in person at the Cashier's window, located on the 1<sup>st</sup> floor of Christopher Newport Hall, via cash, check or money order payable to Christopher Newport University;
- a Monthly Tuition Payment Plan (no interest with a low enrollment fee per semester, please note you must enroll separately for the Fall and Spring semesters);
- third party tuition assistance;
- financial aid;
- mailing a check or money order to:

Christopher Newport University  
Cashier's Office  
1 Avenue of the Arts  
Newport News, VA 23606-3072

Please visit our website for information: [www.cnu.edu/businessoffice/](http://www.cnu.edu/businessoffice/)

**Refund Policy** - Tuition and comprehensive fees will be refunded for the Fall and Spring terms in accordance with the refund policy found in the University Catalog. The current tuition refund policy can be found on our website: [www.cnu.edu/tuition/refund/](http://www.cnu.edu/tuition/refund/)

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

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

### **Captains Locker**

**Student Union**

**757/ 599-5170**

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

### **Follett Virtual Campus**

**1-855-277-6006**

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

## **CENTER FOR CAREER PLANNING**

**Christopher Newport Hall Suite 305**

**757/ 594-8887**

**Web Address: <http://cnu.edu/careerplanning/>**

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

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.

Each student is encouraged to attend every career fair, participate in career events throughout the year, and schedule at least one individual appointment with a CCP staff member per semester.

### **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 FOCUS2  
Career Fair Preparation  
Internship and Job Search  
Exploring and Preparing for 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

## **OFFICE OF COUNSELING SERVICES**

**Freeman Center – H230 (2<sup>nd</sup> 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, OCS provides a range of professional services and referrals to aid students in their transition into the University, in successfully navigating the many challenges they may face. 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, including summer classes. Consulting services are available to students concerned about others. 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; no information will be released without the written permission of the student, except as required by law. 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 staff

unless based upon an array of psychological concerns. Consulting services are for students, faculty, staff and the university community and are intended to assist with academic and personal problem solving.

### **Workshops and Other Outreach**

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

## **DAVID STUDENT UNION**

**757/594-7000**

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

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

### **David Student Union Staff**

The David Student Union is an extension of Auxiliary Services. Various departments under the umbrella of Auxiliary Services are vital to the success of the David Student Union. Auxiliary Services is overseen by the Senior Associate Vice President of Auxiliary Services, Mr. Robert Midgette, which includes Dining, Catering, Residential Housing Operation, Parking, David Student Union Operations, Scheduling, Summer Conference Housing, Ferguson Center for the Arts, 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: Wes Mann
- Building Maintenance Supervisor: Robert Johnson
- Maintenance Assistant: Randy Caldwell
- Housekeeping Manager: Carla Strickland

- Housekeepers: Brian L. Howard, Sarah M. Long, Gregory Stewart, James Day, Odilka DeLewis Clarke, Damond Clifford, James Oliver.

### **Events and Conferences Scheduling Office**

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

- Director: Alicia Brown
- Assistant Director: Patricia Burgoon
- Event Coordinators: Jennie Stoecker, Walter Walker
- 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, 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:
- Catering Training Coordinator: MJ Taylor
- Assistant Catering Managers: Jason Correiro, Mark Mason

### **Dining Services**

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

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

### **Captains Locker**

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

### **General Policies**

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

### **David Student Union Customers**

The David Student Union’s primary customer is the University’s student population. As such, the stewards of student’s social and academic life are also very important customers and tenants of the David Student Union. All activities and operations in the David Student Union should and must have the best interests of our student population in mind. It is important for all DSU staff members to be aware of the various departments in the David Student Union and where they should go with questions.

- Residence Life – Suite 3125
- Student Services – Suite 3127
  - Vice President of Student Affairs/Dean of Students
  - Associate Dean of Students
  - Engagement
  - Honor Enrichment & Community Standards
  - President’s Leadership Program
- Student Activities – Suite 330

## **OFFICE OF FINANCIAL AID**

**Christopher Newport Hall 107**

**757/ 594-7170**

**Director: Tina Russell**

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

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

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

### **Application Requirements**

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

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

Financial aid is awarded for one academic year only but may be renewed for subsequent years through reapplication and continued eligibility. The priority filing deadline for applying for financial aid administered by CNU is March 1 for consideration for the following academic year. The FAFSA can be completed online at [www.fafsa.gov](http://www.fafsa.gov). We recommend that students file by the December 15<sup>th</sup> preferred filing deadline. Students meeting the preferred filing deadline will receive an earlier aid package. Students meeting the priority filing deadline will be considered for all aid types, contingent upon funding.

Entering students must be admitted to the University before receiving an award package notice regarding financial aid. We begin sending award notices for prospective freshman as early as December, depending upon the students admit type. We begin sending award notices for returning students in March.

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

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

- Complete 67 percent of all courses attempted.

- Demonstrate a minimum cumulative GPA of 1.61 or higher with up to 48 credits attempted  
**OR**
- Demonstrate a minimum cumulative GPA of 2.00 or higher with 49 or more credits attempted.
- Attempt no more than 180 credits, including transfer credits.

Transfer credits are used in the determination of credit hours attempted, i.e., a student with 16 transfer credits and 33 hours attempted 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.

The complete SAP Policy can be found online at <http://cnu.edu/financialaid/conditions/sappolicy/>.

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

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

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

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

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

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

## **THE FREEMAN CENTER**

**757/ 594-7980**

**Web Address:** <http://cnu.edu/life/fitness/>

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

The Freeman Center, named for the Robert L. Freeman Sr. family in honor of their business endeavors on the peninsula over the years, and their generous support and contributions to Christopher Newport

University, is a state-of-the-art 214,000 square foot athletic, convocation, fitness, meeting, and recreation facility and includes the 400 seat Gaines Auditorium. The Freeman Center houses the Dr. James C. Windsor Office of Health and Counseling Services, University Health and Wellness Services, Recreational Services, and the senior Administration staff for the Athletic Department.

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

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

The Trieshmann Health and Fitness Pavilion offers the following:

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

**Like us on Facebook: CNU Fitness**

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

## **HEALTH & WELLNESS SERVICES**

**The Freeman Center – First Floor**

**757/ 594-7661 Fax: 757/ 594-8853**

**Web Address: <http://cnu.edu/life/health/>**

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

Health and Wellness Services are 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 provide respectful, compassionate and confidential sick and well care services to all CNU students.

### **Our Staff:**

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

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

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

**HOUSING ADMINISTRATION  
CHRISTOPHER NEWPORT HALL 300  
757/ 594-7756****Andrew Koernert, Director****Kathy Fleck, Housing Coordinator****Sherri St. John, Housing Coordinator Assistant**

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

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

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

**Captains Cash**

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

- Athletic Ticket Office
- Captains Locker
- Copy Machines
- Dining Services
- Freeman Center Fitness Pavilion
- Health and Wellness Center
- Laundry machines

- Parking and Transportation
- Print stations
- Vending Machines
- Select Off Campus Merchants

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

### **Food Services**

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

- **Dining Plans\*** - Dining for residents is available in Commons and Regattas. Meal plan options currently available include:
  - 19 Meal Plan (includes \$50 Dining Dollars) + 2 guest meals per semester
  - 14 Meal Plan (includes \$100 Dining Dollars) + 2 guest meals per semester
  - 10 Meal Plan (includes \$200 Dining Dollars) + 2 guest meals per semester
  - 5 Meal Plan (includes \$175 Dining Dollars)\*\*

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

## **INFORMATION TECHNOLOGY SERVICES**

**TRIBLE LIBRARY, 24/7 Room**

**757/ 594-7079**

**Chief Information Officer: Andrew Crawford**

**Web Address: <http://its.cnu.edu>**

Christopher Newport University has made a commitment to providing robust technology infrastructure, which enhances the teaching and learning environment.

### **Online Services**

The University intranet provides access to Google's G-Suite for Education, CNU Live course registration, tuition payment, financial aid, and the CNU Scholar learning management system. Scholar allows students to interact with instructors, submit assignments, take tests/quizzes, and view grade calculations.

### **Network Services**

The University provides high-speed wired and wireless Internet access in each residence hall student room. The campus also has wireless Internet throughout campus academic and administrative buildings.

### **Computer and Print Services**

Computer labs are located in the Tribble Library, McMurrin Hall, Forbes Hall, and Luter Hall. Labs run Microsoft Windows and provide a variety of application software including department-specific software and Microsoft Office. Printing is available via the PrintAnywhere service and printers are located in the Tribble Library, Luter Hall, McMurrin Hall, Forbes Hall, the Freeman Center, the David Student Union, and Ratcliffe hall.

### **Support Services**

Information Technology Services supports students and faculty by providing recommendations for computer purchases, support for CNU applications, and assistance with desktops, laptops, printers, mobile devices and other related technologies. The University also allows students to access the latest version of Microsoft Office (Word, Excel, PowerPoint, etc) on up to five computers as long as they remain students at CNU.

The Help Desk in the Tribble Library's 24/7 room is staffed by students who can assist students with general questions regarding printing, passwords and other common problems. Members of the campus community can request support online by visiting <https://help.cnu.edu>.

*Anyone interested in becoming an ITS student worker, please contact Career Planning @ (757) 594-8887.*

## **UNIVERSITY DEPARTMENT OF MUSIC**

**Ferguson Center for the Arts**

**757/ 594-7089**

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

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

Accredited by the National Association of Schools of Music, Christopher Newport University and the Department of Music offer a rich variety of concerts, recitals, productions, lectures, masterclasses, festivals, 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, performance, and composition; the Bachelor of Arts degree with a concentration in music; and the Master of Arts in Teaching degree with concentrations in instrumental music education and choral music education.

Student ensembles are open through audition to all students and include the Marching Captains, Wind Ensemble, University Band, Jazz Ensemble, Jazz Combos, University Orchestra, Chamber Choir, Women's Chorus, Men's Chorus, Opera CNU, Percussion Ensemble, Trombone Choir, Saxophone Quartet, String Quartet, and more. 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) ASTA (the American String Teachers Association), and SCI (Society of Composers, Incorporated), the national music honor society Pi Kappa Lambda, and the band fraternity Kappa Kappa Psi.

Each year, the department presents the Family Weekend Music Showcase, Oktoberfest, Opera CNU, the Swing Dance, and Holiday Happening, in addition to numerous ensemble concerts and student and faculty recitals throughout the year. The In Concert Series presents five recitals for the LifeLong Learning Society, the Vianne Webb Memorial Lectures in Musicology Series presents a public lecture by a music scholar of international renown and the Contemporary Music Festival presents a composer of international acclaim and concerts of new music that feature works of the guest composer and student composers, The CNU Band Day, Honors Wind Ensemble, Choral Invitational, Guitar Festival, Harp Festival, and the Young Composers Competition bring to campus outstanding high school musicians. And for students wishing to broaden their academic experience, the department often travels abroad for study and performance.

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

## **PARKING ADMINISTRATION**

**Ferguson Center Parking Garage**

**Monday – Friday 8am – 5pm**

**757/ 594-7129**

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

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

**Visitors/Vendors must obtain a Visitor's Pass.** Visitors and vendors using these permits may park in any lot or in spaces marked "Visitor." Visitors' passes may be obtained at the Parking & Transportation Services Office (757-594-7129) during normal business hours or the CNU Police Department (757-594-7053) after business hours. CNUPD is 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. Open Parking does not apply to any Reserved, Designated (load/unload), or visitor spaces on campus marked by a sign; this includes the Visitor Lot B by the Pope Chapel.

## **PAUL and ROSEMARY TRIBLE LIBRARY**

**Web Address: <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 it for you through our Interlibrary Loan Service. And students can find course reserve materials from their professors here in the library, as well.

Our Media Center staff is ready to help with your projects that require digital resources whether it be software, equipment, or training. Computers, printers, copiers, and scanners are available throughout the building. While the library is open 24/5, you may find that the 24-hour study room provides the perfect place for you to work after hours (<http://cnu.libguides.com/libraryhours>). Please see all the services we have to offer: <http://cnu.libguides.com/studentsservices>.

## **OFFICE OF THE UNIVERSITY REGISTRAR**

**Christopher Newport Hall, First Floor**

**757/ 594-7155**

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

**University Registrar: Julianna Wait**

**Associate Registrar: Mary N. Kanani**

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

- Provides analysis of students' progress toward degree requirements and certifies that graduation requirements are satisfied for degree conferral;
- Maintains permanent student academic records and issues transcripts;
- Coordinates and collaborates with university departments to build, publish, and maintain a schedule of classes;
- Coordinates and publishes the final exam schedule;
- Facilitates online web-based course registration;
- Coordinates and processes course enrollment schedule adjustments, including drops, adds, exceptions, and all types of withdrawals;
- Provides online web-based access to faculty entry of grades and student viewing of third-week, mid-term and final grades and degree progress evaluations;
- Provides access to and training for online access of student records for faculty advisers;
- Provides online access to unofficial academic records;
- Facilitates meetings of the Undergraduate Degrees Committee and the Academic Status Committee;
- Provides academic accommodations to students with disabilities;
- Facilitates international student services and maintains associated records;
- Certifies student enrollment and academic information to authorized requesting agencies;
- Verifies students' certificates of immunization;
- Serves as university official regarding the Family Educational Rights and Privacy Act (FERPA) and provides relevant training;
- Coordinates and processes documentation required by Veterans Affairs for educational benefits

***Note: Students should also review the General Academic Policies and Procedures section (<http://cnu.edu/public/undergradcatalog/current/pdf/22-genpolicy.pdf>) of the Undergraduate Catalog for a more comprehensive overview to include, but not limited to, requirements for academic continuance, information for progress toward degree, course registration and withdrawal, and general requirements for graduation.***

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

Christopher Newport University offers students the ability to manage their enrollment, academic information and degree progress through web-based access. When students visit Christopher Newport for new student orientation, they will receive instructions on how to activate their access to web-based functions such as online registration; viewing mid-term and final grades; major, minor, or concentration; unofficial degree progress evaluations; unofficial academic transcripts; holds; and address and telephone information.

### **Policy Regarding Medical, Administrative, and Military Withdrawals**

Students who appeal to withdraw from the semester for medical reasons (medical withdrawal) must complete a Withdrawal from Semester Form and submit detailed documentation to the Office of the Registrar outlining the justification for the request. Appeals for medical withdrawals must be timely and must be submitted as close as reasonably possible to the accident/incident causing the need for the medical withdrawal. The student must also provide a written statement on official letterhead from his/her physician (MD or DO) certifying that he/she is/was incapacitated and was physically incapable of completing the term due to medical reasons.

After the Office of the Registrar receives all required documentation, the University Registrar will begin a thorough review of the student's request and determine the appropriateness of the medical withdrawal. After the review has been completed, the University Registrar will approve or disapprove the request, and the student will be notified in writing of the decision.

If the request is approved and the student wishes to return to the University for a future term, the student will need to provide written documentation from the treating physician that he/she is eligible to return to full-time study. If the student has not enrolled for two consecutive semesters, the student must apply for readmission to the University in addition to providing written documentation from the treating physician of the student's eligibility to return to full-time study. It is extremely rare that two consecutive medical withdrawals will be approved. It is also rare that a request for a medical withdrawal received near the end of a term or after a term has ended will be approved or that a medical withdrawal will be approved retroactively for a previous period of enrollment. In such extreme instances of physical incapacitation, additional documentation from the physician (MD or DO) and the student will be required to justify the lateness of the appeal.

In other extenuating (non-medical) circumstances requiring the student to withdraw from the semester, the student must complete a Withdrawal from Semester Form and a written personal statement outlining the extenuating circumstances justifying the need for an administrative withdrawal. Requests for an administrative withdrawal must be submitted to the Office of the Registrar for approval by an appropriate University official (the student's academic dean, a vice provost, or the provost). After the appropriate University executive administrator has reviewed the request and made a decision, the Office of the Registrar will notify the student in writing of the decision. Students may not have two consecutive administrative withdrawals approved. It is extremely rare that more than one administrative withdrawal will be approved during a student's entire academic career at Christopher Newport or that an administrative withdrawal will be approved near the end of a term, after the term has ended, or retroactively for a previous period of enrollment.

If a request for a medical or administrative withdrawal is approved, all grades for the semester in question will be noted as M on the student's transcript, and the student will earn no credit for that term. The M grades will not be counted toward the maximum course withdrawals permitted and will not be computed in the students' GPA. Students may not exercise the medical or administrative withdrawal option to withdraw from individual courses. Students with an approved medical or administrative withdrawal will be ineligible for any refund of tuition and/or fees unless the complete request for withdrawal (including required documentation) was received by the Office of the Registrar during the regular published refund period for withdrawals (businessoffice/studentparents/tuition). Students who submit requests for withdrawals after the refund period will be ineligible for any refund of tuition and/or fees. Students with approved medical or administrative withdrawals may be eligible for prorated housing and/or meal plan rates after consultation with the Office of Housing Administration and completion/presentation of any required documents. Students with an approved medical or administrative withdrawal will be ineligible for any refund of their University parking fee.

Students who are called to active duty (deployed) after the final drop/add period may pursue a military withdrawal from all courses. Students should complete a Withdrawal from Semester form along with a copy of their official military orders calling them to active duty and forward both to the Office of the Registrar for approval and processing. Students who have reached the ninth week of a regular semester should contact the Office of the Provost for assistance in securing grades of I (incomplete) in their courses whenever possible. Except in cases where students have received authorization for grades of I, all grades for the semester in question will be noted as M on the student's transcript. The M will not be counted toward the maximum number of course withdrawals permitted and will not be computed in the student's grade point average (GPA). Additional information regarding the required process is available at registrar.cnu.edu.

### **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. 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. After a degree has been conferred, students will be changed to non-degree seeking to facilitate possible future registration unless the student has filed an *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. 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.

**Degrees will not be conferred for students unless all graduation requirements, including courses, degree requirements, GPAs, credits, and financial obligations have been satisfied.** NOTE: 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 which will complete all degree requirements no later than the beginning of spring semester finals week.** If after spring semester final grades have been submitted, a spring candidate does not successfully complete one spring semester course of three or less credits, 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 *Participation* on the Office of the Registrar website). 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.

Students who have remaining degree or University requirements going into spring semester, or students who intend 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 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 Julianna Wait, University Registrar, [julianna.wait@cnu.edu](mailto:julianna.wait@cnu.edu). Students who wish to 'opt out' and request that all of

their education record be classified as confidential should contact Julianna Wait for more information. Directory information is provided for all students unless s/he officially requests to 'opt out.'

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

#### A. Policy Intent

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

#### B. Student Rights under FERPA:

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

its official capacities.

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

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

C. Access to Student Records by Others:

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

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

2. Directory information will not be released for commercial purposes by administrative offices of the University under any circumstances. Students may request that directory information not be released by written request to the Office of the Registrar. Students should complete and return an

original signed *Request for Privacy Restriction* form, available online or from the Office of the Registrar. All other student information will be released only upon written request of the student, excepting those instances cited below.

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

**Vice President Student Affairs/Dean of Students: Kevin Hughes, Ph.D.**  
**Associate Dean of Students for Campus Life: Kathryn Wellbrock**  
**Associate Dean of Students for Leadership and Student Development: Brian Larson**

Student Affairs is comprised of professionals working in the areas of Orientation and Student Engagement; the President's Leadership Program; Diversity Initiatives; the Office of Residence Life; the James C. Windsor Center for Health and Counseling Services; the Office of Student Activities, which includes Greek Life; and the Center for Honor Enrichment and Community Standards (CHECS). The University Police Department is part of the Division of Student Affairs. Student Affairs also is a starting point for students with qualified disabilities. These areas work collaboratively to support the academic mission of the University, facilitate students' success and engagement, provide enrichment, and foster 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.

**Services for Students with Disabilities**

CNU provides reasonable accommodations to make education accessible to students with disabilities. Student Affairs 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 Student Affairs before enrolling or during their academic career at CNU. New students will want to Student Affairs 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: [www.cnu.edu/life/disability/](http://www.cnu.edu/life/disability/).

In order to determine needs and provide the best possible services, students must submit documentation concerning their disability. This documentation must normally be no more than three years old, but this can vary depending on the circumstances of each case. 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 submitted to: **Student Affairs, Christopher Newport University, 1 Avenue of the Arts, Newport News, VA 23606-2998 email: [dosa@cnu.edu](mailto:dosa@cnu.edu)**

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 Student Affairs by calling (757) 594-7160 or by e-mailing [dosa@cnu.edu](mailto:dosa@cnu.edu).

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

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

Applicants with special needs are strongly encouraged to visit campus early in the year in which admission is sought. The Admission Office and Student Affairs 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 Student Affairs by doing the following:

1. Complete a *Request for Services and 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:** There are core elements to the liberal arts experience that are essential to a Christopher Newport University education. To graduate from Christopher Newport University, all students are expected to demonstrate proficiency in logical reasoning through abstract thinking, written communication literacy, second language literacy, mathematical literacy, and economical modeling and analysis. As essential elements of the University curriculum these requirements cannot be waived. However, students whose disabilities present challenges in these areas will be reasonably accommodated in their efforts at meeting these requirements. Questions about accommodations in these or other areas may be directed Student Affairs.

### **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 usually insufficient documentation.**

While CNU does not provide diagnostic testing for students, we can refer students to local evaluation professionals. Students may also seek these tests through qualified school staff professionals and professionals in their hometown. Testing and evaluations take time so students should plan accordingly.

The provision of all reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on his or her performance at a given time in the student's life. Therefore the University generally 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 typically states the diagnosed disability and should include:

- Description of functional limitations resulting from the disability;
- Complete educational, developmental, and medical history relevant to the disability for which accommodations are being requested;
- Tests (instruments) used with scores/subset scores;
- Describes specific recommendations to be considered for university-level accommodations, including academic accommodations;
- Supports each accommodation request adequately and;
- Official letterhead and credentials from qualified evaluator

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, physical modifications, etc., may require even more time to arrange and implement.

### **Privacy**

Emulation 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."

### **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, Student Affairs 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 Student Affairs to discuss the matter.
- STEP 3:** After discussing the issue with the student, if the Vice President of Student Affairs/Dean of Students or Associate Dean of Students feels it is appropriate, the Student Affairs staff will, at the student's request, contact the professor to set up an appointment for the student, the professor and the staff member to meet.



**STEP 4:** If Step 3 fails to establish mutually acceptable modifications an appeal may be filed as described below:

### **Internal Appeals**

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

Petitioners should include the following in their appeal:

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

### **Basis for Appeal**

Students may appeal on one of these bases:

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

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

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

### **Diversity & Inclusion**

**Student Union Suite 3140**

**757/594-0715**

**Special Assistant to the Vice President of Student Affairs for Diversity & Inclusion:**

**W. Vidal Dickerson**

The Division of Student Affairs is highly committed to promoting an environment that honors the uniqueness that each student brings to the university. The presence and active engagement of a diverse community offers a vibrant, rich, and transformative academic experience that provides students with awareness, knowledge, and skills that translate to all facets of their lives. Through programming,

education, and other collaborative efforts, students are encouraged to explore aspects of their personal identities, to interact with and learn from individuals representing a variety of backgrounds and viewpoints, and to aid in maintaining an inclusive environment for all CNU community members.

Student Affairs seeks to advance the institution's goal of nurturing a respectful and caring environment that provides support, access, and opportunities for all students regardless of their identities, beliefs, or associations.

## **Center for Honor Enrichment & Community Standards**

**Student Union Room 3142**

**757/594-7190**

**Director: Melissa Scott**

**Assistant Directors: Adam Obstein, Jennifer Steczo**

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 educates 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.

## **Student Engagement**

**Student Union Suite 339**

**757/ 594-7644**

**Assistant Director: Natalie Campbell**

**University Fellows for Student Engagement: Rachel Barranco and Clark Johnson**

Christopher Newport University is committed to student success. Student Engagement initiatives which include; 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 the Center for Community Engagement, assist students in connecting to University programs and resources.

## **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 throughout the year, especially in summer and 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 during the academic year designed to assist first year students in the transition to University life.

## **President's Leadership Program**

**Student Union Suite 3127**

**757/ 594-7207**

**Associate Director: Katie Johnston**

**Coordinators: Juliann Kasza, Kerri Musick**

**Program Assistant: Maria Fournier**

**University Fellows for President's Leadership Program: Alana Harris, Amanda Morrow**

The President's Leadership Program (PLP) is a four year leadership education experience that empowers students to recognize their leadership potential and develop personal responsibility for the betterment of self and society. PLP uses a developmental framework to structure out-of-class experiences through distinct yet interdependent areas of focus. These include experiential learning, leadership development and student success. The framework serves as an integrated approach that engages students in the development of personal and social responsibility.

## **Residence Life**

**Student Union Suite 3125**

**757/ 594-7527**

**Director: Ada Badgley**

**Assistant Director: Josh Grubb**

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

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

The Residence Life staff includes the Director of Residence Life, one Assistant Director, one Area Coordinator, six Hall Directors, 88 Resident Assistants, and 102 Day and Night Shift Front Desk Assistants. The Director, with assistance from the Assistant Director, 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.

The 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. They serve as the direct supervisors of student staff and strive to promote a positive residential community and contribute to the mission and educational priority of the department.

Resident Assistants (RAs) are community builders who live on each floor and every wing of the residence hall. They are full-time returning students trained to help with most situations that may arise in the halls. The RAs main goal is to build relationships with residents and assist residents in making

connections with one another and University resources. Resident Assistants will also plan programs and activities to provide students with social and educational opportunities outside the classroom.

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

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

## **Student Activities**

**David Student Union Room 330**

**757/ 594-7260**

**Web Address:** <http://cnu.edu/life/> · <http://thecompass.cnu.edu>

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

**Director:** Travis Smith

**Associate Director:** Katie Winstead Reichner

**Assistant Director – Programming:** Lauren Gyurisin

**Coordinator – Greek Life:** Chelsea Hummel

**Office Manager:** Wenter Blount

**Fiscal Technician:** Sally Jackson

The Office of Student Activities (OSA) is the primary hub for students' out-of-class involvement at CNU. We support students in their efforts by enhancing their college experience and by providing opportunities to learn and gain practical skills outside of the classroom. We encourage students to try new things and empower them to learn about themselves and others. Through hands-on interaction and combined efforts with student organizations, the Office of Student Activities creates engaging, developmental, and experiential opportunities that help students to lead lives of meaning and purpose, learn about themselves, and have fun.

## **Campus Activities and Programming**

The Office of Student Activities, in partnership with other offices and student groups on campus, assists with the planning of major events such as FallFest, Homecoming, The Captain's Ball, and SpringFest. A full complement of educational, social, service, and recreational activities are planned and implemented in cooperation with the 200+ student groups throughout the academic year.

## **Greek Life**

The Office of Student Activities works closely with nationally recognized Fraternities and Sororities. Chapters of these national organizations at CNU are dedicated to providing service, fellowship, scholastic achievement and leadership development opportunities to CNU students and the campus, and local communities. Members of these organizations are a driving force in the campus involvement experience and university programs.

## **TITLE IX and EQUAL OPPORTUNITY OFFICE**

**Christopher Newport Hall, Room 401**

**757/ 594-8819**

**Web Address: <http://cnu.edu/titleixeo/>**

**Director: Michelle L. Moody**

**Title IX Investigator: Matt Kelly**

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

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

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

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

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

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

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

Reports can be made orally or in writing to include online reports submitted by completing the [\*Title IX and EO Community Reporting Form\*](#).

## **OFFICE OF TRANSFER ENROLLMENT**

**Christopher Newport Hall – First Floor**

**757/ 594-7296**

**Web Address: <http://cnu.edu/admission/transfer/>**

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

### **Transfer Admission Requirements**

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

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

### **Documentation Requirements for Transfer Applicants**

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

1. Submit a \$65 CNU application fee.
2. Applicants must submit a written essay.
3. Applicants must send an official copy of their secondary school record to the Office of Transfer Enrollment. SAT or ACT scores are not required but recommended and considered only if the applicant graduated from high school within the last five (5) years. Applicants enrolled in their first semester of college work also should have mid-semester grades sent to the Office of Transfer Enrollment ~~the Registrar~~, if available.
4. Applicants must also request that all colleges attended submit official academic transcripts to the Office of Transfer Enrollment. Transfer applicants who are enrolled elsewhere when they apply may be admitted upon review of a partial transcript, but a final offer of full admission will not be made without ~~an~~ a final official transcript. (Concealment of previous attendance at another college or university is cause for cancellation of the student's admission and registration.)
5. Applicants must submit one letter of recommendation.
6. Transfer College Report (Verification of eEnrollment)  
CNU may deny admission to students who have been academically dismissed or suspended from another college or university as well as those who have been convicted of certain felonies and/or misdemeanors. All transfer applicants must report arrest, conviction, and protective orders on the application for admission. In keeping with CNU's high standards for honor, integrity and personal responsibility, student conduct records (including academic and law enforcement) are a critical element in determining eligibility for admission. Once offered admission, should CNU learn of conduct that would violate CNU's Code of Conduct and/or Honor Code standards, the offer of admission may be withdrawn.

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

### **Readmission to the University**

Students must apply for readmission if they ~~do~~ have not enrolled for two consecutive regular semesters (fall and spring or spring and fall). All academic records are considered, including work completed

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

### **CNU Welcomes Visitors!**

Transfer Admission information sessions are available Monday through Friday at 10am or 2pm daily by appointment by calling 757-594-7296, followed by campus tours led by Student Ambassadors. The office is closed for major holidays and University closings.

Transfer admission interviews are recommended for all transfer students. Transfer students may contact the Office of Transfer Enrollment at [transfer@cnu.edu](mailto:transfer@cnu.edu) or 757-594-7155.

## **STUDENT COMPLAINT POLICY**

### **Policy Number 9050**

#### **A. PURPOSE**

This policy establishes how students may file formal written complaints and the process for handling such complaints.

#### **B. POLICY STATEMENT**

The University has established many specific formal processes by which students may appeal the application of particular university policies. These processes are typically set forth in the Student Handbook, the Undergraduate and Graduate Catalogues and on the University's web site. Students may pursue formal appeals through the appropriate process where there is one. Students or prospective students wishing to challenge or appeal the application of a University policy shall do so according to the process made available by the policy itself.

If no specific process exists for the challenge or appeal of a University decision, the student may submit a complaint to the director of the office that issued the decision or, if the decision was issued by a director, to the Vice President responsible for the area of operation involved.

If a student is uncertain about where to submit a complaint, a Formal Complaint may be submitted to one of the following three individuals based on the nature of the issue. They will direct the submission to the appropriate administrator or office for response.

<b>Nature of the Issue</b>	<b>Contact Person</b>	<b>Email Address</b>	<b>Phone Number</b>
Academic Complaint	Dr. Quentin Kidd, Vice Provost for Undergraduate Education	acadcom11aintslalcnu.edu	757.594.7050
Sexual Assault or Misconduct, Discrimination or Harassment	Ms. Michelle Moody, Esq., Director of Title IX and Equal Opportunity	<a href="mailto:titleixeo@cnu.edu">titleixeo@cnu.edu</a>	757.594.8819
Non-Academic Complaint	Ms. Patricia McDermott, Director of Planning and Budget	<a href="mailto:nonacadcom1aints@cnu.edu">nonacadcom1aints@cnu.edu</a>	757.594.7222

**C. PROCEDURES**

University officials are always available and willing to assist students with questions or concerns about University operations or decisions. If a student does not feel they have received an adequate response to their question or concern, they may file a Formal Complaint.

All issues covered by this policy – challenges or appeals from the application of University policy or Formal Complaints about conditions or occurrences- must be submitted in writing and accompanied by all supporting documentation, if any.

Appeals and challenges shall be handled in accordance with published procedures.

Formal Complaints submitted to one of the three individuals identified in paragraph **B** above, shall be reviewed and forwarded to the appropriate office or administrator for resolution. A record of such complaints shall be maintained and include the subject of the complaint, the date it was received and the individual and office to which it was referred.

**D. APPROVAL AND REVISIONS**

**Approved By:** Provost, January 31, 2013

**Revision 1:** Policy Committee, March 17, 2017

**E. NEXT REVIEW DATE:** March 2019



# CAMPUS OFFICES DIRECTORY

## Building Abbreviations:

<i>ADMN</i>	<i>Administration Building</i>	<i>LUTR</i>	<i>Luter Hall</i>
<i>BTC</i>	<i>Business Technology Center</i>	<i>MCM</i>	<i>McMurrin Hall</i>
<i>CNH</i>	<i>Christopher Newport Hall</i>	<i>PRH</i>	<i>Potomac River Hall</i>
<i>DSU</i>	<i>David Student Union</i>	<i>RAPP</i>	<i>Rappahannock Hall</i>
<i>EC</i>	<i>East Campus</i>	<i>RATC</i>	<i>Ratcliff Hall</i>
<i>FC</i>	<i>Freeman Center</i>	<i>SH</i>	<i>Santoro Hall</i>
<i>FCA</i>	<i>Ferguson Center for the Arts</i>	<i>SERV</i>	<i>Service Building Plant</i>
<i>FH</i>	<i>Forbes Hall</i>	<i>WRH</i>	<i>Warwick River Hall</i>
<i>JRH</i>	<i>James River Hall</i>	<i>YRH</i>	<i>York River Hall</i>
<i>LIB</i>	<i>Tribble Library</i>	<i>VILL</i>	<i>CNU Village</i>

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

Financial Aid.....	CNH 107.....	594-7170
Fine Art & Art History .....	FCA A118.....	594-7930
Food Service: Albert Einstein's Café .....	LIB.....	594-7873
The Commons .....	SH Annex.....	594-7624
Student Union Residential Dining .....	DSU .....	594-7257
Government.....	MCM 361.....	594-7469
Grades (Registrar) .....	CNH – 1 <sup>st</sup> Floor .....	594-7155
Graduate Studies .....	MCM 159B.....	594-7297
Graduation (Registrar).....	CNH – 1 <sup>st</sup> Floor.....	594-7155
Greek Life .....	DSU 330 .....	594-8187
Health & Wellness Services.....	FC – 1 <sup>st</sup> Floor .....	594-7661
History.....	MCM 305.....	594-7567
Honor Enrichment & Community Standards .....	DSU 3142 .....	594-7190
Honors Program .....	LIB – 2 <sup>nd</sup> Floor.....	594-7072
Housing Administration .....	CNH 300.....	594-7756
Human Resources.....	BTC 101.....	594-7145
I.D. Cards .....	DSU 386 .....	594-8834
IT Services Help Desk.....	LIB 24/7 Room .....	594-7079
Department .....	RATC 121.....	594-7180
Media Center Office .....	LIB – 2 <sup>nd</sup> Floor.....	594-7136
Information.....	DSU 1 <sup>st</sup> Floor Lobby.....	594-7100
Leadership & American Studies.....	LUTR 213 .....	594-8907
Library: Information.....	LIB.....	594-7133
Periodicals Department .....	LIB.....	594-7494
Reference Desk.....	LIB.....	594-7132
Reference Librarian .....	LIB 162.....	594-7046
Luter School of Business.....	LUTR 114.....	594-7184
Luter School Department Chair.....	LUTR 125 .....	594-7075
Mail Room .....	SERV .....	594-7935
Management Discipline Coordinator .....	LUTR.....	594-7265
Marketing Discipline Coordinator.....	LUTR 116.....	594-7099
Mathematics Department .....	LUTR 360.....	594-7194
Military Science/ROTC.....	LUTR 126.....	594-7851
Modern & Classical Language Department .....	MCM 105.....	594-7020
Molecular Biology & Chemistry .....	FH 3022 .....	594-7056
Music.....	FCA A133.....	594-7089
Natural & Behavioral Sciences (Dean's Office) .....	FH 3035 .....	594-8069
Notary Public (Human Resources).....	BTC 101.....	594-7145
Organismal & Environmental Biology.....	FH 1021 .....	594-7126
Parking Decals and Fines .....	Ferguson Parking Deck.....	594-7129
Payroll .....	CNH – 3 <sup>rd</sup> Floor .....	594-7145
Philosophy & Religious Studies.....	MCM 261.....	594-8827
Physics & Computer Science .....	LUTR 313.....	594-7065

Plant Operations/Housekeeping .....	SERV .....	594-7035
President's Leadership Program .....	DSU 3127 .....	594-7207
President of the University .....	CNH – 4 <sup>th</sup> Floor .....	594-7002
Provost.....	CNH – 4 <sup>th</sup> Floor .....	594-7050
Psychology .....	FH 2022 .....	594-7094
Purchasing .....	BTC 309.....	594-7553
Registrar .....	CNH – 1 <sup>st</sup> Floor.....	594-7155
Residence Life.....	DSU 3125 .....	594-7125
James River Hall.....	JRH .....	594-7841
Santoro Hall .....	SH .....	594-8692
Potomac River Hall North .....	PRHN.....	594-8689
Potomac River Hall South .....	PRHS .....	594-8690
Rappahannock Hall.....	RAPP .....	594-8169
Warwick River Hall East .....	WRH.....	594-0358
Warwick River Hall West.....	WRH.....	594- 0278
York River Hall East .....	YRHE .....	594-8686
York River Hall West .....	YRHW .....	594-8688
East Campus .....	EC .....	594-8693
Social Sciences (Dean's Office).....	LUTR 224 .....	594-0723
Sociology, Social Work & Anthropology .....	LUTR 151 .....	594-7110
Student Accounts.....	CNH – 1 <sup>st</sup> Floor.....	594-7330
Student Affairs .....	DSU 3127 .....	594-7160
Student Activities .....	DSU 330 .....	594-7260
Greek Affairs.....	DSU 330 .....	594-8437
Diversity Initiatives .....	DSU 330 .....	594-8805
Student Union Scheduling.....	DSU 380 .....	594-7018
Student Assembly.....	DSU 367 .....	594-7197
Student Organizations .....	DSU 330 .....	594-7260
Theater & Dance .....	FCA A134.....	594-7475
Title IX and Equal Opportunity.....	CNH 401 .....	594-8819
Teacher Preparation Office .....	MCM 253.....	594-7388
Transfer Enrollment .....	CNH – 1st Floor.....	594-7296
TRANSCRIPTS (Registrar).....	CNH – 1 <sup>st</sup> Floor.....	594-7155
University Advancement .....	BTC 405.....	594-7179
University Police .....	12270 Warwick Blvd .....	594-7053
University Relations.....	BTC 4 <sup>th</sup> Floor.....	594-7974
Veterans Affairs .....	CNH – 1 <sup>st</sup> Floor.....	594-7175
Warehouse.....	SERV .....	594-7255