



# Student Handbook 2018 - 2019

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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, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law.

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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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.

3. Academic Misconduct and the Honor Code

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

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

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

Faculty Response to Academic Misconduct

As stewards of the academic experience of Christopher Newport University students, faculty members are obligated to resolve any suspicions of academic 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.10 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, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, veteran status, political affiliation, or any other status protected by law.

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 inappropriate or unsubstantiated intentional action taken or threatened against a member of the university community by a responding party or allied third party because the member of the university community has in good faith made an allegation or participated in a process related to the violation of federal or state law, university policy or other rules or regulations.

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 an 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 <http://cnu.edu/life/>

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

#### A. Recognition of Student Organizations

Recognition of a student 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 recognize organizations that deny membership on the basis of race, color, age, religion, national origin, veteran status, disability, gender or sexual orientation except as permitted by law.

#### **Anchor Organizations**

A select number of student organizations have a substantial relationship with the University because of their role as representatives of CNU or in presenting events that are considered to be an integral part of the institution. These are deemed Anchor Organizations.

The purpose and impact of an Anchor Organization is to serve a broad segment of the campus community, not simply its membership. Anchor organizations work with a professional staff advisor, employed by the University and appointed by the Vice President of Student Affairs/Dean of Students or designee, for whom a key function of their job is providing guidance and support to the organization. Anchor organizations may be eligible for priority allocation of financial resources (front-end budgeted status (FEB)) upon recommendation by Student Assembly to the Vice President of Student Affairs/Dean of Students. This allocation of resources establishes a defined relationship with a university department or office that requires these organizations to operate as an arm of the institution and renders them subject to all state and university policies.

Recognition of an Anchor Organization is determined by the Vice President of Student Affairs/Dean of Students or designee upon recommendation by Student Assembly. The Anchor Organization recognition process can be found in the *Student Organization Resource Guide* available in the Office of Student Activities or on the Compass.

### Anchor Organizations

Campus Activities Board (CAB)  
 Captain's Log (CLOG)  
 Interfraternity Council (IFC)  
 National Pan-Hellenic Council (NPHC)  
 Panhellenic Association (PHA)  
 Raising Educational Awareness through Compassion and Humanity (REACH)  
 Residence Hall Association (RHA)  
 Student Assembly (SA)  
 Student Diversity & Equity Council (SDEC)  
 Student Honor Council (SHC)

### **Recognized Student Organizations (RSOs)**

Recognized Student Organizations (RSOs) are all organizations, not classified as Anchor Organizations, that have completed all requirements for recognition through the Office of Student Activities. RSOs engage primarily in activities that benefit their own membership but may periodically engage in activities that benefit the larger campus community.

Recognized student organizations are free to exist or disband, and are fully responsible for their own activities. Recognition does not imply that the University assumes liability or legal responsibility for the actions of any group. The University is not liable for the debts, violations of the law, or contractual obligations of RSOs. Recognized student organizations may not use the IRS tax-exemption or the University's name and/or without permission. *Refer to Section IV-Part III Use of University Name and Logo.*

In support of these groups, the University and the Office of Student Activities (OSA) may provide space on campus for meeting, activity, and recreation as available. Allowing use of facilities and giving access to University resources and services is not an endorsement of student group's beliefs or activities. Further, recognition of a group does not deprive the University of any right to act for the welfare of the community. Continuation of recognition is dependent upon maintaining required records, fulfilling the intended mission of the organization, and the demonstrated ability to abide by the organization's constitutions and the University's educational purposes. All organizations are subject to the full scope of the Student Code of Conduct both on and off campus.

#### B. Privileges Afforded to Recognized Student Organizations (RSOs)

Recognized organizations may be 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 the Advertising and Posting Guidelines
4. Apply for funding through the small grant process;
6. Receive a student organization mailbox;
7. Participate in campus-wide events (club fair, fall/spring fest, etc);
8. Apply for office/storage space.

#### C. Expectations to Remain a Recognized Student Organization

Student groups wishing to remain an RSO are expected to comply with the following;

1. Update the club/organization profile on The Compass, to include organization officers and membership. This must be updated within the first two weeks of the fall term and within a week anytime there is a change in officers and/or advisors;
2. Identify an officer of the organization to serve as the Primary Contact. In the event the organization does not have officers, another active member must serve in this role;
3. Adhere to the organization's approved constitution and bylaws. All changes and amendments to any organization's constitution or by-laws must be submitted to the Office of Student Activities online through The Compass. Where there is affiliation with an external organization, that organization's constitution and bylaws must be on file with the Office of Student Activities in addition to any locally generated documents;
4. Must submit the end of year status report by June 1 (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 can be found in the *Student Organization Resource Guide* available in the Office of Student Activities or on the Compass;
6. Remain in good standing.

RSOs that fail to meet these expectations may result in the loss of privileges, recognition, and/or referral to the Center for Honor Enrichment and Community Standards (CHECS).

#### D. New Student Organization Recognition Process

Students interested in establishing a recognized student organization on campus, must complete the following process:

1. Complete a registration application through the Compass;
2. Establish a written organization constitution that meets University standards;
3. Submit a roster of at least ten CNU students, currently enrolled, interested in membership;
4. Attend a New Student Organization interest meeting;
5. Attend an orientation for New Student Organizations.

Information and forms about the new student organization recognition process can be found on the Compass.

All recognized organizations should have a member of the faculty or administrative staff serve as an advisor. Advisors are a valuable resource to student groups, offering mentorship, advice, and administrative support where needed. An organization may also choose to secure an advisor from outside the University in addition to an on-campus advisor.

The Office of Student Activities is a resource for all organizations to support event planning, organization communication, budget and finance, recruitment, retention, and more. A current list of all student organizations is maintained by the Office of Student Activities and may be found at [thecompass.cnu.edu](http://thecompass.cnu.edu)

E. University Recognition of Greek Life

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.

Fraternities and Sororities are recognized student organization that have also been granted membership into one of the Greek Life community governing councils. As part of the Greek Life community, they are afforded the following benefits, in addition to all other privileges afforded to RSOs:

- Direct support by professional staff members, that serve in a full-time advising role for Greek Life;
- Eligibility to apply for special interest housing, if such housing exists;
- Eligibility to have representation on a Greek council (IFC, Panhellenic, NPHC);
- Participation in events sponsored by or through governing councils such as formal recruitment;
- Public recognition in the Greek Life community by the University;
- Other opportunities that may be afforded to the Greek Life community.

In order to be eligible for recognition by the University as a Fraternity or Sorority in the Greek Life community 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;
  - i. No member organization shall initiate a member of another fraternity or sorority unless written permission is obtained from the original organization that the student 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 recommended for University recognition as part of the Greek Life community by the appropriate CNU Greek council.

The eligible organization will undergo a review process that includes members from the CNU Greek councils: Panhellenic Council, National Pan-Hellenic Council, and Interfraternity Council. Once the relevant council has considered provisional membership of the interest group, the council will make a recommendation to the Vice President for

Student Affairs/Dean of Students who will review the organizations final approval as a member in the Greek Life community at CNU.

Each chapter must identify University faculty or staff member(s) and local alumni to serve as chapter advisors. Chapter advisors will work closely with the Office of Student Activities professionals to assist in the growth and development of the Fraternity and Sorority community.

F. Organization Funding

The allocation of student activity funds is an important role undertaken by members of Student Assembly under the supervision of administrators who work directly with clubs and organizations. 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 to disperse monies appropriately. These funds are the *Front End Budgeted Fund (FEB)*, the *Small Grant Fund*, and the *Conference Fund*.

Individual students attending professional and organizational leadership conferences are able to request funding through the *Conference Fund*.

The process and guidelines for requesting funds can be found in the *Student Organization Resource Guide* available in the Office of Student Activities or on the Compass.

## **SECTION VI – PART II**

### **Use of University Name and Logo**

Recognized Student organizations (with the exception of approved Anchor Organizations) may only use the University's name to identify institutional affiliation, not as a part of official student organization name, or on contracts.

Example:      Pizza Appreciation Club at CNU is permitted  
                   CNU Pizza Appreciation Club is NOT permitted

Use of regular University letterhead by student organizations is prohibited. University approval or disapproval of any political or social issue may not be stated or implied by an organization. Use of CNU logos (the "sails" or athletic logos) is closely controlled by the Office of Communication and Public Relations (OCPR) and is not permitted by Recognized Student Organizations.

#### **Print and Textile**

Limited promotional support (poster design, press releases, etc.) may be available for campus-wide events that are open to the general public. This is subject to the discretion of OCPR.

#### **Social Media**

All rules regarding use of the CNU name and logos extend to social media. Please consider this when creating Facebook, twitter, snapchat, etc. handles and filters, and consider one that fits the suggested guidelines (ex. @PizzaAppreciationatCNU or @Captainslovepizza).

Additional information on the use of the University name, its logos, designs and marks, can be found at <https://interweb.cnu.edu/ocpr/index.aspx> or contact the Office of Communications and Public Relations 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. Use of an on-campus space must be reserved through and approved by the Office of Scheduling, Events and Conferences. RSO's 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. Event guidelines and event planning resources can be found in the *Student Organization Resource Guide* on the Compass.

The sponsoring organization(s) shall be responsible for the behavior of persons attending the function. 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 must be in attendance for the event and shall have primary responsibility for activities of the organization and for its compliance with University policies and regulations. The officers shall ensure that the orderly function of the University is not impeded as a result of a social event or function sponsored by the organization. The officers shall be responsible for securing safety arrangements prior to the event in consultation with University Police, when appropriate.

#### **Alcohol**

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 University *Alcohol Policy 1025*.

#### **Fundraising**

RSOs are able to fundraise on campus for their organization or other philanthropic causes. These events may include initiatives such as bake sales, singing telegrams, “-thon” events (rock-a-thon, dance marathon, etc), and more. Date Auctions are inconsistent with the values of the institution, and will not be approved as a form of fundraising. RSO's are encouraged to check with the Office of Student Activities for guidance on approved fundraising events. To facilitate responsible cash handling, student organizations can check out cash boxes from the Office of Student Activities for use during these events.

Financial donations made by individuals or organizations to Recognized Student Organizations are NOT tax deductible, unless the RSO has established themselves as a tax exempt organization or are a part of a larger national non-profit. Student Organizations are prohibited from using CNU's tax exempt status or ID number to facilitate fundraising opportunities like restaurant nights, car washes, etc.

#### **Insurance**

Social events may require the purchase of liability insurance. This insurance protects the student organization from risk and insures the event for instances of bodily harm, property

damage, and acts of god. The University requires RSOs to carry \$1 million dollars in insurance coverage to hold these events; Christopher Newport University must be listed on the policy as a co-insured. RSOs must check with the Office of Scheduling, Events, and Conferences prior to an event, to determine if liability insurance is required. The Office of Student Activities can be a resource to organizations in identifying reputable vendors from which liability insurance may be purchased.

### Contracts

Under no circumstances shall a Recognized Student Organization enter in to a legal contract as a representative of CNU, or identify itself as a part or affiliated with CNU. All events requiring a signed contract(s) for entertainment services or goods are to be signed by a member of the sponsoring organization, and the organization is responsible for all commitments made within the signed contract. 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. RSOs exist as separate and distinct from CNU, acting and operating independently from CNU, and must be treated as private third parties. Students and student organizations cannot enter into any contractual obligation on behalf of the University.

### B. Major Activities

Major activities should be scheduled at least twelve (12) weeks prior to the event date to allow adequate time for planning and preparations. Major activities include; but are not limited to; events that involve alcohol, require security, or are open to the entire campus community and/or public. 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 must schedule a meeting with a representative from the Office of Student Activities during the early planning stages of their event. A follow up meeting may be requested with the Director or designee to go over any concerns or questions. Officers of the sponsoring organization must be in attendance for the event.

### C. Tailgating

Recognized Student organizations may host tailgating events in accordance with established university policies for tailgating. Specific information and rules regarding tailgating may be obtained from the Office of Athletics or University Events. Refer to University *Tailgating Policy 1030*.

## **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 must 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 chafers 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**

The Office of Student Activities offers advertising and posting resources to recognized student organizations. Advertising and posting guidelines are established to aid in the distribution of information throughout campus. Advertising and Postings that violate these guidelines may result in the removal of the violating materials; suspension or termination of an organization's recognition status; responsibility for cleanup/removal of materials in question; and/or referral to the Center for Honor Enrichment & Community Standards (CHECS).

Vandalizing or removing promotional items is not permitted and is not in agreement with CNU's commitment to free speech or public expression.

A. Approval

- Postings by Anchor Organizations and RSOs, that are in good standing with the Office of Student Activities, do not need approval before hanging on approved bulletin boards on campus.
- Postings by *individuals*, regardless of university affiliation, must be approved by the Office of Scheduling, Event, and Conferences. This applies to academic, personal, or business solicitations.
- Postings by outside entities (businesses, rental advertising, nonprofit organizations, etc.) must be approved in person by the Office of Scheduling, Event, and Conferences, located on the 3<sup>rd</sup> floor of the David Student Union.

B. Posting Locations

- Flyers, Posters and Brochures may be hung ONLY in approved posting locations which include; bulletin boards and posting kiosks in each academic building, the Freeman Center, and David Student Union.
- Banners hung in David Student Union are reserved through the campus scheduling system, VEMS. Guidelines for banners are available in the Office of Student Activities.
- Chalking is permitted on smooth, paved areas of campus, to include York Street, sidewalks outside James River and Santoro Halls. Chalking is **not** permitted on red brick pavers, under overhangs, or any vertical surfaces (which includes buildings, steps, signs, walls, statues, benches, etc). All chalk promotions must be in an area that is easily washed by rain. Water-soluble chalk must be used.
- Posting guidelines for all residential facilities are set by the Office of Residence Life and can be found in the Residence Life Handbook, Questions should be directed to Office of Residence Life, 3<sup>rd</sup> Floor of the David Student Union, Suite 3125, 757-594-8947.
- Posting in the Freeman Center is coordinated through the Information Center located near the Trieshmann Health and Fitness Pavilion.

C. Required Information

The following information should be included on every campus posting/advertisement:

- Name(s) of the sponsoring organization(s).
- Contact information for sponsoring organization(s).
- Who, What, Where, When of the event or organization being promoted.

RSOs should refer to the advertising and posting policy in the Student Organization Resource Guide for a full listing of marketing/advertisement opportunities and specific guidelines. For special promotions or unique marketing ideas, please contact the OSA to discuss feasibility and approval processes.

## **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 \$500, 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://publicdocs.maxient.com/incidentreport.php?ChristopherNewportUniv>.
- 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. **APPROVAL AND REVISIONS:**

**Approved By:** Board of Visitors, February 26, 2016

**Revision #1:** Policy Committee, June 19, 2018

#### J. **NEXT REVIEW DATE:** Summer 2020

## **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 any hospital or medical service provider (including urgent care facilities) should be via ambulance for safety reasons. Students unwilling to be transported by ambulance must make their own arrangements for travel to these facilities. Students without their own mode of transportation can request taxi service or employ another commercial transportation service at their own risk. Additionally, students are responsible for securing their own transportation back to campus.

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, take mass transit bus, or utilize a commercial ride share or taxi service.

It is not usual or customary for employees of the University to provide transportation for students in need of medical assistance. Residence life staff, both professional and undergraduate, are prohibited from transporting students to and from campus.

## 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. Additionally, faculty members determine the essential elements within their respective classes; these class-specific essential elements cannot be waived. However, students whose disabilities present challenges in University or classroom 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 must come from a qualified professional. 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

The University has established a clear policy statement regarding acceptable use of computing resources policy. It is found at <http://cnu.edu/public/policies/policy/its-information-technology-policies/cnu-policy-6010-acceptable-use-of-computing-resources-policy.pdf> and is printed below.

#### A. **PURPOSE**

University communication and computing resources represent a substantial investment of public dollars. These resources are finite and intended to be used in support and advancement of Christopher Newport University's mission, purposes and activities by authorized users. Use of these resources is a privilege that is extended to students, employees, contractors and visitors upon specific terms. This policy sets out these terms.

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

All Christopher Newport University communication and computing resources are University property. No user of Christopher Newport's communication or computing resources has any expectation of privacy or confidentiality in any material, data, file or communication that in any way makes use of these University resources.

In addition to this policy, use by employees is governed by Virginia Department of Human Resource Management Policy: 1.75 – Use of Electronic Communications and Social Media which can be found at:

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol175useofintemet.pdf>

Any and all use of Christopher Newport's communication and computing resources must at all times conform to state and federal law, and to all applicable University policies and codes of conduct. Any conduct that is prohibited generally, is prohibited equally when it is accomplished by or through use of University communication or computing resources. Prohibited conduct includes but is not limited to:

- Accessing, uploading, downloading, transmitting, printing, posting or storing information with sexually explicit content as prohibited by law (see Code of Virginia § 2.2-2827);
- Accessing, uploading, downloading, transmitting, printing, posting, or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Accessing, uploading, downloading, transmitting, printing, communicating or posting access-restricted university information, data or records, except as

necessary to perform legitimate activities;

- Any activity intended to disable or circumvent Christopher Newport's physical or electronic security measures, without authorization by the ISO or CIO;
- Any activity that burdens any system or other resource in a manner that limits the availability of resources to other users, or modifies its intended use; and
- Installing or downloading any new software, whether free or purchased, onto a university computer without: i) express permission from the CIO; or ii) pursuant to administrator rights approved by a Vice President for a particular limited purpose or purposes.

University communication and computing resources are protected by a system of electronic authentication and authorization procedures that rely on user passwords and user names ID's (together referred to as access credentials) for validation. Authorized users are assigned personal access credentials. Personal access credentials should be kept confidential and users should not share them. Users should not use personal access credentials other than their own, unless authorized to do so for a legitimate University purpose. Users are responsible for any and all activity enabled by their personal access credentials, except where it can be established that the credentials were stolen. Users must take every reasonable precaution against theft of their personal access credentials.

#### C. **PROCEDURES**

Christopher Newport University monitors and may access any and all files, data, and materials stored, generated, or transmitted by or through University computers, networks, or electronic devices, without notice to the user, as deemed necessary to enforce these terms of use, any other CNU policy, rule or regulation, or the civil or criminal law. In addition, CNU may take any action necessary to repair, maintain or upgrade equipment, systems and data.

Any violation of this policy or other CNU policies, rules or regulations or of the law, through or by use of University communication or computing resources may result in limitation or termination of use privileges.

Violations of this policy shall be reported to the Information Technology Services through the Help Desk.

#### D. **DEFINITIONS**

University communication and computing resources: Any and all computer and network equipment, networks, devices, systems, databases, installed applications, use of the internet, and use of CNU email services.

Users: Employees, students, and visitors authorized to use University communication and computing resources

#### E. **INTERPRETATION**

Questions concerning interpretation and application of this policy shall be resolved by the Executive Vice President

F. **APPROVAL AND REVISIONS**

Approved by: Policy Committee, November 29, 2017

G. **NEXT REVIEW DATE:** November 2018

## **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, Faculty Director of Academic Success**

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

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

### Responsibilities of Academic Advisors

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

1. Encourage students to take responsibility for their own education planning.
2. Recognize the unique nature and interests of each student.
3. Provide timely, accurate advising that serves all constituents.
4. Offer resources for students that include what they need to meet major and graduation requirements and information that enriches their overall education experience; 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 civic engagement, campus activities, 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 advisor.
3. Be knowledgeable about Christopher Newport University's academic policies, procedures, and requirements.
4. Arrive at each advising appointment promptly and prepared with questions and thoughts about what is to be discussed during the appointment.
5. Recognize that advisors provide guidance and support throughout the advising process; however, the final decisions ultimately belong to the student.
6. Engage in the contemplation and clarification of honor, personal values, and goals; this includes reflecting on what they aspire to accomplish with their liberal arts education within and beyond the University.

**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, virtual 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 Scholastic Aptitude Test score. Each applicant is reviewed holistically.
2. The University requires either SAT or American College Test (ACT) scores for those applicants not eligible to apply Test Optional, and will consider the highest equivalent of either test or best combination of sub scores from multiple SAT test dates. The University also accepts the Classical Learning Test (CLT) for consideration.
3. Test Optional admission is available to qualified applicants who have achieved a minimum 3.5 cumulative high school GPA or top 10% class ranking. Only applicants who demonstrate high achievement in the most rigorous academic curriculums 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 720 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 22 NCAA Championship basketball games, seven 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, ten in women's soccer, 13 in men's soccer, three in women's lacrosse, seven in field hockey, as well as four Volleyball Regionals, five 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 four times (2014, 2016, 2017 & 2018) as members of the Capital Athletic Conference. In 2018, CNU set a conference record with 233.0 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	basketball	cross country
indoor track and field	sailing (co-ed)	soccer
tennis	outdoor track and field	golf
football	cheerleading (co-ed)	lacrosse

Women compete in:

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

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

### **Mission Statement**

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

### **Philosophy**

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

### **Participation**

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

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

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

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 rooms, 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, fees, 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 e-check (with no fee) or credit card (includes a convenience fee);
- 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

Handshake (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 myriad challenges during their enrollment, and in preparing them for post-graduation life. Individual and group counseling sessions 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 issues, relationship difficulties or a number of other personal experiences. Counselors provide brief therapy to help students identify issues and find ways to deal with their concerns effectively. 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 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 151,000 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 Associate Vice President of Auxiliary Services, Mr. Wayne Reed, 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, Joe Hogue
- Housekeeping Manager: Carla Strickland
- Housekeepers: Brian L. Howard, Sarah M. Long, Gregory Stewart, James Day, Odilka DeLewis Clarke, Dashaun Bowles, Julian Cousins, James Oliver, Kia Allen.

### **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, Victoria Banks, Milita Godette, Allen Hayes
- House Manager/Yoder Barn: Patty Larrison
- 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 orders and waivers must be submitted to the Catering office 10 days before the event.

- Executive Chef: Ms. Erika Nestler
- Catering Manager: M J Taylor
- Catering Training Coordinator: Scott Sprowl

- 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 degree seeking 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.ed.gov](http://www.fafsa.ed.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 student's 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 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. 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 8000 lbs of Free Weights and Dumbbells
- 15+ pieces of Circuit Training Equipment
- 30+ 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 wellness and sick 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.

**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. Both dining halls are “all you care to eat”. 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; \$13.00 Lunch; \$13.00 Dinner.
- **The David Student Union** – Dining options are: Chic-fil-A and The Discovery Pizzeria. You can find hearth baked bread and a wonderful array of twenty first century tastes at the Bistro, including fresh sushi and Panini sandwiches. Don't forget the Discovery Grille. Your destination for Philly cheesesteaks, burgers, fries, onion rings, cheese sticks and much, much more! Of course Captain's Cash, cash and Dining Dollars may be utilized at these venues.
- **Albert Einstein's Café** – When you need a great cup of coffee or are craving croissants, Albert Einstein's Café is the place for you. Located in the Paul and Rose Mary Tribble Library, this upscale breakfast option, featuring Starbucks coffee also caters to dessert lovers with specialty desserts, milkshakes, and phosphate drinks.

## INFORMATION TECHNOLOGY SERVICES

**TRIBBLE LIBRARY, 24/7 Room**

**757/ 594-7079**

**Chief Information Officer: Andrew Crawford**

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

Christopher Newport University is committed 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 pre-certification instrumental, pre-certification choral, performance, and composition; the Bachelor of Arts degree with concentrations in music studies and creative studies; 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, University Chorale, Opera CNU, Percussion Ensemble, Trombone Choir, Laptop

Ensemble, 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, Honors Wind Ensemble Invitational, Choral Invitational, Hampton Roads Guitar Festival, Harp Festival, Trumpet 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 [steven.field@cnu.edu](mailto:steven.field@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. Please see all the resources and services we have to offer on the library's web page, <http://library.cnu.edu>.

## **OFFICE OF THE UNIVERSITY REGISTRAR**

**Christopher Newport Hall, First Floor**

**757/ 594-7155**

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

**University Registrar: Julianna Wait**

**Associate Registrar: Mary N. Kanani**

**Assistant Registrar: Bryan Moyer**

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 (MD or DO) 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 (MD or DO) 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/studentsparents/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](http://registrar.cnu.edu).

### **Policy Regarding Immunizations**

The Commonwealth of Virginia requires, per Code of Virginia, § 23.1-800, 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. Students who have not submitted their completed paperwork by the posted deadlines will not be eligible to move into the residence halls, attend class, or participate in University activities.

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 (MD or DO) 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.)

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
  - 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 Julianna Wait, 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 officials area of responsibility or the University; information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of University employment. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - c) Information requested by student organizations of any kind will be provided only when authorized by the 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 & Inclusion; 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 also part of the Division of Student Affairs. Student Affairs serves as 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.

### **Student Engagement**

**Student Union Suite 330**

**757/ 594-7869**

**Director: Katie Johnston**

**University Fellows for Student Engagement: Rachel Chalkley and Josh Duhe-Harris**

Student Engagement provides meaningful experiential learning opportunities that complement what students study in the classroom, engage them in leadership outside the classroom, and empower them to serve the community. University Fellows work directly with students to foster their development as members of Christopher Newport University and solidify their personal goals. Fellows help students connect with campus resources and explore opportunities to become engaged members of the Christopher Newport community. Student Engagement works in collaboration with other offices to facilitate the exchange of ideas, promote campus traditions, and shape the Christopher Newport student experience.

### **Orientation and Transition 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 position students to make a successful transition to university life.

In addition, Student Affairs co-sponsors educational and social programs during the academic year designed to contribute to first year student's educational experience.

### **President's Leadership Program**

**Student Union Suite 3127**

**757/ 594-7207**

**Director: Lacey Grey Hunter**

**Coordinators: Juliann Kasza, Morgan Mason, Kerri Musick**

**University Fellows for President's Leadership Program: Lindsay Charters, Kathryn Hewette, Catherine Overberg**

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.

**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.

**Residence Life**  
**Student Union Suite 3125**  
**757/ 594-7527**

**Director: Ada Badgley**  
**Associate Director: Gwen Gorski**  
**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 provides a safe and inclusive environment for students. The Residence Life staff enhances the co-curricular experience, facilitates the holistic growth of students and prepares them to pursue lives with meaning and purpose.

Residence Life cultivates an environment for students to develop an orientation toward the common good as they 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, an Associate Director, an Assistant Director, an Area Coordinator, six Hall Directors, an Office Manager, 90 Resident Assistants, and 102 Day and Night Shift Front Desk Assistants. The Director, with assistance

from the Associate and Assistant Directors, oversees all functions of the Office of Residence Life and is responsible for the direction and leadership of the Residence Life program including development and implementation of the Residence Life philosophy, policies and procedures.

The Area Coordinator and Hall Directors are full-time, live-in graduate degree professionals with significant leadership experience and specific training in residence hall management. They serve as the direct supervisors of student staff, promote a positive residential community and contribute to the mission and educational priorities 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**

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, 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.

## **Student Organizations**

The Office of Student Activities offers a robust range of student organizations for students to express their personal interests. With over 200 active organizations at CNU, students can choose from a variety of academic, faith based, cultural, advocacy, sports, and special interest groups - or even start their own.

## **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, CHECS educates students and upholds 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, CHECS and the Student Honor Council help ensure an honorable and meaningful collegiate experience for all CNU students.

## **University Police**

**12270 Warwick Boulevard**

**757/594-7777**

**[cnupd@cnu.edu](mailto:cnupd@cnu.edu)**

**Chief of Police: Dan Woloszynowski**

Safety and security are an important element of the Christopher Newport experience. Through a community policing model which includes nearly two dozen sworn officers as well as security and communication staff, University Police provides a safe environment in which students can focus on the rich academic and co-curricular experiences available to them. Christopher Newport University has been recognized as a Certified Crime Prevention Campus by the Virginia Department of Criminal Justice Services.

## **Services for Students with Disabilities**

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

Students with disabilities may consult with Student Affairs before or during their active enrollment at CNU. New students, especially those who received accommodations in high school or other post-secondary institutions, should contact the office well before beginning their first semester at CNU if services are required. Students who request accommodations by the

University must formally declare their disability by completing a *Request for Accommodation* form obtained from Student Affairs ([www.cnu.edu/life/disability/](http://www.cnu.edu/life/disability/)) and providing appropriate supporting documentation. Consultation with staff members is always available and encouraged as an interactive process in determining accommodations helps to identify the specific needs of individual students.

In order to determine needs and provide the best services possible, students must submit recent 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 must be provided in writing from an evaluator qualified to make the diagnosis, whose background is in the relevant clinical area. It should include the test (instruments) used with scores/subset scores and suggestions for possible accommodations as they relate to the diagnosed disability to enhance student access to the programs and activities of the University. Documentation should be submitted to: **Student Affairs, Christopher Newport University, 1 Avenue of the Arts, Newport News, VA 23606-2998 or via email: [dosa@cnu.edu](mailto:dosa@cnu.edu)**

Evaluation 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" or at the request of the student. 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. [www.cnu.edu/life/disability/](http://www.cnu.edu/life/disability/)
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. Additionally, faculty members determine the essential elements within their respective classes; these class-specific essential elements 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 areas, as well as any essential elements required by a faculty member for a particular class, may be directed to Student Affairs for assistance.

### **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 professionals in their secondary school and/or 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;
- Specific, descriptive recommendations to be considered for university-level accommodations, including academic accommodations; each recommendation must be adequately supported in documentation and;
- Presentation on official letterhead and credentials from an evaluator qualified to make the diagnosis whose background is in the relevant clinical area.

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**

Evaluation 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" or at the request of the student.

**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 members or administrative 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 (90) ninety 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.

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

**Christopher Newport Hall, Suite 100**

**757/ 594-8819**

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

**Director (Title IX Coordinator): Michelle L. Moody**

**Title IX Investigator (Deputy Title IX Coordinator): 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.

This prohibition includes all forms of sexual misconduct (sexual assault, dating/domestic violence, stalking, and sexual exploitation) as covered by Title IX of the Education Amendments of 1972. This federal law prohibits discrimination based on sex in education programs or activities which receive federal financial assistance. The purpose of Title IX is to help foster safe and respectful environments that better protect students, faculty, and staff from incidents of sex-based discrimination including forms of sexual misconduct.

The Office of Title IX and EO provides information about reporting options, confidentiality, CNU resources, community resources, the investigation process, and retaliation and can assist in filing a complaint with CNU or the CNU Police Department.

**To Report an Incident:** Any CNU student or employee who believes that he/she has been unlawfully discriminated against or harassed in violation of the *Discrimination, Harassment and Sexual Misconduct Policy* or has been retaliated against for filing a complaint/report or for cooperating in an investigation under the policy may file a complaint with the Office of Title IX and EO. Reports can be made orally or in writing to include online reports submitted by completing the [\*Title IX and EO Community Reporting Form\*](#). (Anonymous reports can be made by utilizing the form.)

**Amnesty:** When conducting an investigation, CNU's primary focus shall be on addressing the alleged policy violation 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 policy violation and/or participate in an investigation.

**Confidentiality:** Reporting parties desiring that details of an incident be kept confidential should speak with CNU Confidential Resources or Off-Campus Confidential Resources. If someone discloses information to any CNU employee (other than the Office of Counseling Services), he/she MUST report this information to the Office of Title IX and EO because CNU employees have been designated as Responsible Employees who must report all incidents of possible sexual misconduct (sexual assault, dating/domestic violence, sexual exploitation, and stalking.)

For more information on resources (on and off campus), reporting options and procedures, and steps that can be taken by the University for the safety of students and employees, please visit the office web site at <http://cnu.edu/titleix-eo/>.

## **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 Enrollment)  
CNU may deny admission to students who have been academically dismissed or suspended from another college or university as well as those who have been convicted of certain felonies and/or misdemeanors. All 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 not 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**

The University has established a clear policy statement regarding student complaints. It is found at [http://cnu.edu/public/policies/policy/student-services-policies/cnu-policy\\_9050-student\\_complaint\\_policy.pdf](http://cnu.edu/public/policies/policy/student-services-policies/cnu-policy_9050-student_complaint_policy.pdf) and is printed below.

### **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.

Nature of the Issue	Contact Person	Email Address	Phone Number
Academic Complaint	Dr. Quentin Kidd, Vice Provost for Undergraduate Education	<a href="mailto:acadcomplaints@cnu.edu">acadcomplaints@cnu.edu</a>	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:nonacadcomplaints@cnu.edu">nonacadcomplaints@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>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>
<i>LUTR</i>	<i>Luter Hall</i>		

<b>FUNCTION AND DEPARTMENTS</b>	<b>LOCATION</b>	<b>PHONE #</b>
Academic Advising .....	MCM 365 .....	594-8722
Academic Success / Alice F. Randall Writing Center .....	CNH 123& 124 .....	594-7684
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.....	Gregory P. Kelch Alumni House .....	594-7712
Arts & Humanities (Dean’s Office).....	MCM 303 .....	594-7052
Athletics.....	FC 217 .....	594-7025
Business Office.....	CNH 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 305 .....	594-8887
Cashier's Office .....	CNH 106 .....	594-7042
Center for Community Engagement.....	DSU 1 <sup>st</sup> Floor .....	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 .....	LUTR 227 .....	594-7068
Employment (Student).....	CNH - 305 .....	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
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.....	LIB 243 .....	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 240 .....	594-7072
Housing Administration .....	CNH 300 .....	594-7756
Human Resources .....	CNU North 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 122 .....	594-7075
Mail Room.....	SERV .....	594-7935
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) .....	CNU North 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 .....	594-7030
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 .....	CNU North 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 100 .....	594-8819
Teacher Preparation Office .....	MCM 253 .....	594-7388
Transfer Enrollment.....	CNH – 1 <sup>st</sup> Floor.....	594-7296
TRANSCRIPTS (Registrar) .....	CNH – 1 <sup>st</sup> Floor.....	594-7155
University Advancement .....	CNU North – 4 <sup>th</sup> Floor .....	594-7179
University Police .....	12270 Warwick Blvd .....	594-7053
Veterans Affairs .....	CNH – 1 <sup>st</sup> Floor.....	594-7175
Warehouse .....	SERV .....	594-7255