STUDENT HANDBOOK

2020 – 2021
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 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 in admissions, employment, and education programs or activities based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, political affiliation, or any other status protected by law. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among everyone on campus. In pursuit of this goal, any question of impermissible discrimination and/or harassment on these bases will be addressed with efficiency and energy in accordance with the Discrimination, Harassment and Sexual Misconduct Policy. Anyone having questions concerning the policy and procedures should contact the Director of Title IX and Equal Opportunity/Title IX Coordinator, Christopher Newport University, 1 Avenue of the Arts, 100 Christopher Newport Hall, Newport News, VA 20606, (757) 594-8819, titleixo@cnu.edu.

Under Title IX of the Education Amendments of 1972, discrimination and harassment on the basis of sex in any education program or activity including admission and employment is prohibited. Inquiries about this may be directed to the Director of Title IX and Equal Opportunity or to the U. S. Department of Education, Office of Civil Rights, 400 Maryland Avenue SW, Washington, DC, 20202, (800) 421-3481, OCR@ed.gov.

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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Newport News, VA 23606
(757) 594-7000 TDD: (757) 594-7938
Internet Address: http://www.cnu.edu
The Student Handbook is a publication of Student Affairs.
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Spring 2020       January – May

January 4-12    M-T  Add/Drop Period
                8      W  Classes Begin
                12     T  Last day to Add/Drop and Change to Audit Status – 5:00pm
                18     M  Martin Luther King Day – CLASSES DO NOT MEET
                27     W  Three Week Grade Entry Begins – 8:00 am
                29     F  Deadline for Faculty to Submit Change of ‘I’ Grade or Extension of ‘I’
                          Grade for Undergraduate and Graduate Students for Fall 2020 ‘I’ Grades
                          (5:00 pm)

February 2       F  Mid-Term Grades Due – 12:00 Noon
                17     F  Spring Recess Begins at 5:00pm
                23     T  Mid-Term Grades Due** – 12:00 Noon
                26     F  Spring Recess (begins at 5:00 pm)

March 8         M  Classes Resume
                15     M  Last Day to Withdraw and Elect Pass/Fail Option – 5:00pm

April 21        W  Classes End++ [Monday class schedule will be conducted on this day]
               22    Th  University Reading/Study Day
               23    F  Final Examinations Begin
               24    S  Final Grade Entry Begins – 8:00am
               25    Su Final Examinations
               26    M  University Reading/Study Day
               27    T  Final Examinations
               28    W  Final Examinations
               29    Th Final Examinations End

May 2         Su  Spring Commencement Class of 2020
               3      M  Final Grades Due – 10:00 am
               8      S  Spring Commencement Class of 2021
SECTION I

Policy: Discrimination, Harassment and Sexual Misconduct Policy
Policy Number: 1005

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

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

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

This policy prohibits specific forms of behavior as required by Title IX of the Education Amendments of 1972 (“Title IX”), the Americans with Disabilities Act of 1990, as amended; Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Genetic Information Nondiscrimination Act of 2008; the Virginia Human Rights Act; and other applicable state and/or federal laws. This policy also includes certain obligations that CNU must fulfill under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

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

B. Statement of Purpose
The purpose of this policy is to establish clearly and unequivocally that CNU prohibits discrimination, harassment, sexual misconduct, and retaliation by individuals subject to its control.
or supervision and to set forth procedures by which such allegations shall be filed, investigated, and adjudicated.
The purpose of the procedures is to provide a prompt, fair, and impartial resolution of reports of discrimination and/or harassment based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, political affiliation, or any other status protected by law. The procedures also address any reports of retaliation against individuals who under this policy have filed reports, have testified or otherwise participated in investigations or proceedings, or have intervened to prevent a violation of this policy.

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

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

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

This policy contains two separate procedures:

1. **Process A** applies to reports of Title IX Sexual Harassment (including Sexual Assault, Dating Violence, Domestic Violence, and Stalking) involving students and employees when the Prohibited Conduct:
   a. Occurs within the United States; and
   b. Occurs within CNU’s education program and activity meaning 1) locations, events, or circumstances over which CNU exercises substantial control over both the Respondent and the context in which the Prohibited Conduct occurs and 2) any building owned or controlled by a student organization that is officially recognized by CNU); and
   c. At the time of filing a Formal Complaint, a Complainant is participating in or attempting to participate in CNU’s education program or activity.

2. **Process B** applies to reports of Title IX Sexual Harassment (including Sexual Assault, Dating Violence, Domestic Violence, and Stalking) when jurisdiction does not fall within Process A, as determined by the Director, and to all other reports of Prohibited Conduct.

Allegations of either on-campus or off-campus violations of this policy should be reported to the Director’s Office as stated in Section K. The Director will determine if the allegations are subject to resolution using the procedures in this policy.
Employees or students who violate this policy may face disciplinary action up to and including termination or dismissal. Third parties who violate this policy may be permanently barred from CNU property, from CNU programs, services or activities, or may be subject to other restrictions. CNU’s ability to take appropriate corrective action against a Third Party will be determined by the nature of the relationship of the Third Party to CNU.

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

Complainant refers to any individual who may have been a victim of a violation covered under this policy regardless of whether the Complainant makes a report or seeks action under this policy. Respondent refers to any individual who has been reported to be the perpetrator of conduct that could constitute a policy violation. Parties refers to the Complainant and the Respondent, collectively. Report refers to the process of giving a spoken or written account of a possible violation under this policy, either witnessed or experienced. Formal Complaint refers to a document filed or signed by a Complainant or signed by the Director alleging a violation of Title IX Sexual Harassment under this policy under Process A against a Respondent and requesting that CNU investigate the allegation(s).

D. Definitions of Prohibited Conduct

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

2. Harassment is a form of discrimination in which unwelcome verbal, written, or physical conduct is directed toward an individual on the basis of his or her protected characteristics or statuses (race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, political affiliation, or any other status protected by law). Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Harassment violates this policy (except for Title IX Sexual Harassment, as defined below) when it creates a hostile environment, as defined below.
**Hostile Environment** may be conduct in any medium (e.g. oral, written, graphic, or physical) that is sufficiently severe, persistent or pervasive and objectionably offensive that interferes with, limits or denies the ability of an individual to participate in or benefit from education programs, services, opportunities, or activities or the individual’s employment access, benefits or opportunities. Mere subjective offensiveness is not enough to create a hostile environment. In determining whether conduct is severe, persistent or pervasive, and thus creates a hostile environment, the following factors will be considered:

a. The degree to which the conduct affected one or more individuals’ education or employment;

b. The nature, scope, frequency, duration, and location of the incident(s);

c. The identity, number, and relationships of persons involved;

d. The perspective of a “reasonable person” in the same situation as the person subjected to the conduct; and

e. The nature of higher education.

3. **Title IX Sexual Harassment** is conduct on the basis of sex that satisfies one or more of the following:

a. **Quid Pro Quo** is when an employee of CNU conditions the provision of an aid, benefit, or service of CNU on an individual’s participation in unwelcome sexual contact. (Quid Pro Quo is when a student, not in an employee role, of CNU conditions the provision of an aid, benefit, or service of CNU on another student’s participation in unwelcome sexual contact and shall be addressed under Process B.)

b. **Hostile Environment** is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that is effectively denies a person equal access to CNU’s education program or activity.

Unwelcomeness is subjective. Severity, pervasiveness, and objective offensiveness are evaluated on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns.

c. **Sexual Assault** is:

(1) **Forcible Sex Offenses**: Any sexual act\(^1\) directed against another person without the consent of the Complainant including instances where the Complainant is incapable of giving consent.

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\(^1\) A “sexual act” is specifically defined by federal regulations to include one or more of the following:

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the Complainant.
(2) **Non-Forcible Sex Offenses:**

1. **Incest**: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the law of the Commonwealth of Virginia.

2. **Statutory Rape**: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

d. **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

For purposes of this definition:
(1) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(2) Dating violence does not include acts covered under the definition of domestic violence.

e. **Domestic Violence** is a felony or misdemeanor crime of violence committed (1) by a current or former spouse or intimate partner of the Complainant; (2) by a person with whom the Complainant shares a child in common; (3) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; (4) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the Commonwealth of Virginia.

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**Sodomy**: Oral or anal sexual intercourse with another person, forcibly, and/or against that person’s will (non-consensual), or not forcibly or against the person’s will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object**: The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will (non-consensual) or not forcibly or against that person’s will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

**Fondling**: The touching of the private body parts of another person (buttocks, groin, breasts) for the purposes of sexual gratification, forcibly and/or against that person’s will (non-consensual) or not forcibly or against the person’s will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

2 For example, emotional, economic, or psychological actions or threats of actions that influence another person including behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
Commonwealth of Virginia, and (5) by any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of the Commonwealth of Virginia.

The relationship between the Complainant and Respondent must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

f. **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person’s safety; (2) the safety of others; or (3) suffer substantial emotional distress meaning significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

A “course of conduct” means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

4. **Sexual Misconduct** includes Sexual Harassment, Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking.

5. **Sexual Violence** refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent including the criminal acts of rape, sexual assault, sexual battery, sexual abuse, and sexual coercion as found under Virginia Law (Article 4 of Chapter 4 of Title 18.2).

6. **Consent** is given by voluntary words or actions that communicate a willingness to engage in a specific sexual activity. The existence of consent will be inferred from all of the facts and circumstances. Consent may be withdrawn at any time. Silence, in and of itself, is not consent. Lack of protest or resistance is not consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. A previous or current relationship does not imply consent to sexual activity. Past consent does not imply future consent. Consent cannot be obtained by the use of force to include physical violence, threats, intimidating behavior, and/or coercion.

a. **Physical Violence** means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, strangulation, and brandishing or using any object as a weapon.
b. **Threats** are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person’s reputation, or to cause a person academic or economic harm.

c. **Intimidation** is an implied threat that menaces or causes reasonable fear in another person. A person’s size, alone, does not constitute intimidation; however, a person can use their size or physical power in a manner that constitutes intimidation (i.e., by blocking access to an exit.)

d. **Coercion** is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual activity. When a person makes clear that they do not want to participate in a particular form of sexual contact or sexual intercourse, that they want to stop or that they do not want to go beyond a certain sexual activity, continued pressure may be coercive. In evaluating whether coercion was used, the frequency of the application of pressure, the intensity of the pressure, the degree of isolation of the person being pressured, and the duration of the pressure are all relevant factors.

Consent cannot be given by the following individuals:

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

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

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

**Alcohol, Medications, and Other Drugs:** The use of alcohol, medications, and other drugs by the Respondent is not an excuse for being unable to assess if the Complainant gave consent.
7. **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute Title IX Sexual Harassment under this policy. Sexual exploitation includes, but is not limited to: prostituting another person, non-consensual recording or photographing sexual activity and/or a person’s intimate body parts, non-consensual distribution of photos, other images, or recordings of an individual's sexual activity and/or intimate body parts, non-consensual voyeurism, knowingly transmitting HIV or an STD to another, causing the incapacitation of another person for a sexual purpose, or exposing one's genitals to another in non-consensual circumstances.

8. **Complicity** is any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of a violation of this policy by another person. Complicity is prohibited by this policy.

9. **Retaliation** is prohibited. No individual may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this policy or law, or because the individual has made a report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the underlying allegations of Prohibited Conduct.

Charging an individual for making a materially false statement in bad faith in the course of the Resolution Process under this policy does not constitute retaliation, provided that the determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

The exercise of rights protected under the First Amendment does not constitute Retaliation.

Charging an individual for violations that do not involve sex discrimination or Title IX Sexual Harassment, but arise out of the same facts or circumstances as a report or Formal Complaint of sex discrimination or Title IX Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX or this policy constitutes retaliation.

10. **Online Misconduct** occurring completely outside of CNU’s control (i.e. not on CNU’s networks, websites, or between CNU email accounts) will only be subject to this policy when such online conduct causes a substantial effect on a CNU education program or activity or infringement on the rights of others. Otherwise, such communication is considered speech protected by the First Amendment.

E. **Role of the Title IX Coordinator**
The Director of Title IX and Equal Opportunity ("Director") is the Title IX Coordinator. The Director is charged with coordinating CNU’s compliance with federal civil rights laws; overseeing
the intake, investigation, resolution, and implementation of supportive measures to stop, remedy, and prevent Prohibited Conduct in accordance with this policy; and ensuring appropriate education and training. The Director may delegate responsibilities under this policy to Deputy Title IX Coordinators and other appropriate trained administrators.

The Director acts with independence and authority free from bias and conflicts of interest. The members of the Director’s Office are trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents. The members of the Director’s Office do not serve as advocates for either the Complainant or the Respondent.

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

F. **Supportive Measures**

The Director will promptly offer and implement appropriate and reasonable supportive measures to either or both of the Parties upon receipt of a report of alleged Prohibited Conduct. Supportive measures are available regardless of whether resolution is pursued under this policy.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Parties in order to restore or preserve equal access to CNU’s education program or activity, without unreasonably burdening the other party, including measures designed to protect the safety of all Parties or CNU’s educational environment, and/or to deter Prohibited Conduct.

The Director will consult with the Parties before taking supportive measures to the greatest degree possible. Both Parties will be notified in writing concerning the imposition of supportive measures that impact them.

CNU must maintain the privacy of supportive measures, provided that privacy does not impair CNU’s ability to provide the supportive measures to the parties. Supportive Measures are not intended to be permanent resolutions. They may be amended or withdrawn as additional information is obtained and upon final resolution of the report or Formal Complaint.

Supportive measures may include, but are not limited to:

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

Individuals are encouraged to report concerns about failure of a party to abide by any restriction imposed by a supportive measure. CNU will take immediate action to enforce a previously implemented supportive measure, and disciplinary action may be imposed for failing to abide by a supportive measure.

G. **Expectations of the Parties**

Under this policy, all Parties can expect:

1. Reasonably prompt and equitable resolution of allegations of Prohibited Conduct;
2. Written notice of an investigation, including the potential policy violation(s), nature of the allegation(s), the identities of the Parties involved, and the date, time and location of the incident (if known);
3. The opportunity to offer information, present evidence, and/or identify witnesses relevant to the allegation(s);
4. Reasonable notice of any meeting where the party’s presence is requested;
5. The opportunity to have an Advisor of choice for matters involving Sexual Misconduct or when the allegation of Prohibited Conduct could result in suspension or dismissal, including the opportunity to have that Advisor attend any meetings where the party’s presence is requested;
6. Appointment of an Advisor to conduct cross-examination during Process A if a party does not have an Advisor;
7. Timely and equal access to any information that will be used during the investigation, related meetings, and hearing (if applicable);
8. A reasonable length of time to prepare any response;
9. Written notice of any extension of time frames for good cause;
10. Privacy to every extent possible in accordance with this policy and legal requirements;
11. The opportunity to challenge a member of the Director’s Office or the Decision-Maker for actual bias or conflict of interest;
12. Written notice of the outcome, imposition of any sanction(s), the rationale for each, appeal procedures, change to the finding and/or sanction, if any, after an appeal, and when the outcome and sanctions become final;
13. Reasonably available supportive measures;
14. Limited amnesty as stated in Section S;
15. No tolerance for false information as stated in Section T; and
16. Protection against retaliation.

H. **Privacy and Confidentiality**

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

Privacy and confidentiality have distinct meanings under this policy.

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

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

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

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

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

I. **Confidential Resources and Procedures for Anyone Who Has Experienced Sexual Misconduct**
   1. In a supportive manner, CNU will assist anyone who has experienced Sexual Misconduct by implementing the procedures set out herein. Due to the potential seriousness and sensitivity of the investigations involved, it is important to undertake these investigations properly. Preserving the evidence is often a key step of successful investigation of alleged Sexual Misconduct.

   2. **Recommended Steps**: For anyone who has experienced Sexual Misconduct, the following steps are recommended.
      a. Go to a safe place.
      b. **Confidential Resources (Medical Assistance)**: For your safety and confidential care, report promptly to one or more of the following Confidential Resources:
         (1) **On-Campus Confidential Resource**
             - CNU Health and Wellness Services
             - (757) 594-7661
             - Freeman Center 1st Floor
             - http://cnu.edu/life/health/
         (2) **Off-Campus Confidential Resources**
             - Riverside Regional Medical Center
             - 500 J. Clyde Morris Boulevard,
               Newport News, VA 23601
             - (757) 594-2050
             - You may request a Sexual Assault Advocate if one is not provided.
             - You may receive a forensic sexual assault examination by a Sexual Assault Nurse Examiner (SANE Nurse).
             - Physical evidence may be usable if proper procedures are followed for evidence collection within 72 hours of the assault.
             - http://riversideonline.com/rrmc/
      c. **Confidential Resources (Support and Counseling)**: For professional and confidential counseling support, the following on-campus and off-campus Confidential Resources can be contacted.
### (1) On-Campus Confidential Resource

| CNU Office of Counseling Services | (757) 594-7047  
|                                  | Freeman Center 2nd Floor  
|                                  | [http://cnu.edu/life/counseling/](http://cnu.edu/life/counseling/) |

### (2) Off-Campus Confidential Resources

| The Center for Sexual Assault Survivors (The Center) | (757) 599-9844  
|                                                    | Crisis Hotline (757) 236-5260  
|                                                    | Provides individual and group counseling, outreach, and information for survivors, family, and friends  

| Transitions | 24-Hour Hotline (757) 723-7774  
|            | Provides comprehensive family violence services for Hampton, Newport News, and Poquoson, and a co-provider of services for York County  

| Newport News Victim Services Unit | (757) 926-7443  
|                                 | 2501 Washington Avenue, 6th Floor, Newport News, VA 23607  
|                                 | Victim advocate  

| Virginia Family Violence and Sexual Assault Hotline | (800) 838-8238 (available 24 hours) |

| Virginia LGBTQ Partner Abuse and Sexual Assault Hotline | Call: (866) 356-6998 (available 24 hours)  
|                                                         | Text: (804) 793-9999 (available 24 hours) |

| LGBT Life Center of Hampton Roads | (757) 640-0929  
|                                 | 248 W 24th Street, Norfolk, VA 23517  
|                                 | Provider of resources, advocacy, and counseling  
|                                 | [https://lgbtlifecenter.org/](https://lgbtlifecenter.org/) |

| Planned Parenthood | (757) 826-2079  
|                   | Hampton Health Center, 403 Yale Drive, Hampton, VA 23666  
|                   | Provider of reproductive health care and education  

| AVALON | (757) 258-5022  
|        | 24-hour Helpline (757) 258-5051  
|        | Center for women and children that is located in Williamsburg, VA  
|        | Promotes non-violence and supports survivors of domestic violence and sexual assault  

| National Sexual Assault Hotline (RAINN) | 24-hour Hotline: (800) 656-HOPE (4673) |
d. Contact a trusted friend or family member.

e. **Preservation of Evidence:** It is your right to have evidence collected and retained anonymously by law enforcement while you consider whether to pursue criminal charges. Pending a decision to report, it is strongly encouraged that you take immediate steps to preserve all evidence that might support a future report. Evidence preservation is enhanced in the following ways:

   1. Do not wash your hands, bathe, or douche. Do not urinate, if possible.
   2. Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
   3. Keep the clothing worn when the assault took place. If you change clothing, place the worn clothing in a paper bag (evidence deteriorates in plastic).
   4. Obtain a forensic sexual assault examination by a Sexual Assault Nurse Examiner (SANE Nurse) within 120 hours of the assault.
   5. Do not destroy any physical evidence that may be found in the vicinity of the assault. The victim should not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
   6. Tell someone all the details you remember and/or write them down as soon as possible.
   7. Maintain text messages, voice mails, pictures, online postings, video and other documentary or electronic evidence that may corroborate a report.

3. There is no time limit for filing a report of Sexual Misconduct. However, Complainants should report as soon as possible to maximize CNU’s ability to respond. Not reporting promptly may result in the loss of evidence and limit the investigation.

4. The Complainant shall have the right to file a report with law enforcement and the option to be assisted by the Director’s Office and other University authorities in notifying the proper law enforcement authorities of the alleged Sexual Misconduct.
5. CNU officials (excluding University Police) receiving reports of a possible Sexual Misconduct will follow the procedures listed in this policy. University Police will follow departmental procedures in accordance with standard law enforcement policies.

6. Resources for Anyone who has experienced Sexual Misconduct
   a. Anyone who reports Sexual Misconduct to the Director’s Office, the Office of Counseling Services, or University Police shall receive information, as those offices deem appropriate, outlining resources on and off campus and options.

   b. Students and employees will be assisted with available options such as changing academic, transportation, parking, work, and/or living arrangements, after alleged Sexual Misconduct. Safety arrangements like no-contact orders may be made available as deemed necessary and reasonable.

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

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

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

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

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

2. There is no time limit for filing a report under this policy. However, Complainants should report as soon as possible to maximize CNU’s ability to respond. Not reporting promptly may result in the loss of evidence and/or jurisdiction over the Respondent if he/she is no longer affiliated with CNU and therefore limit the Resolution Process.

3. Any reports of Prohibited Conduct may be made to the Director, a Deputy Title IX Coordinator, or a Responsible Employee.

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

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

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

   - **Matt Kelly**
     Deputy Title IX Coordinator / Investigator
     100 Newport Hall
     (757) 594-8245 (Office)
     [matt.kelly@cnu.edu](mailto:matt.kelly@cnu.edu)

   - **Kate Couch**
     Deputy Title IX Coordinator / Investigator
     100 Newport Hall
     (757) 594-9175 (Office)
     [kate.couch@cnu.edu](mailto:kate.couch@cnu.edu)

4. **Responsible Employee** (Mandated Reporters of Sexual Misconduct): All CNU employees, including full-time, part-time, and students, are Responsible Employees for purposes of reporting Sexual Misconduct as defined in Section D. This does not include employees of contractors. Student employees are Responsible Employees when they receive information while acting in their capacity as a CNU employee.

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

The report from the Responsible Employee should include all relevant details (obtained directly or indirectly) about an incident including the names of the Parties and witnesses (if known), and the date, time and location of the incident. The Responsible Employee may directly contact the Director’s Office or submit a report online by completing the Sexual Misconduct Responsible Employee Reporting Form.

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

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

5. **Online Reporting:** Any reports or complaints of Prohibited Conduct can be submitted through CNU’s website for online reporting by completing the Title IX and EO Community Reporting Form. This form also allows for anonymous reporting.

6. **Reports of Other Discrimination/Harassment Not Sexual Misconduct:** CNU administrators, supervisors, faculty, coaches, and assistant coaches should report other conduct in violation of this policy without undue delay after the incident. Any such report may be made orally or in writing, including electronic mail to the Director or completing the Title IX and EO Community Reporting Form online.

L. **Reporting to External Agencies**

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

| OCR National Headquarters | U. S. Department of Education  
|                          | Office of Civil Rights  
|                          | Lyndon Baines Johnson Building  
|                          | 400 Maryland Avenue, SW  
|                          | Washington, D.C. 20202-1100  
|                          | (800) 421-3481  
|                          | Email: OCR@ed.gov  
|                          | http://www2.ed.gov/about/offices/list/ocr/index.html |

| OCR Regional Headquarters | U.S. Department of Education  
|                          | Office of Civil Rights  
|                          | Lyndon Baines Johnson Building |
Inquiries or complaints concerning discrimination and harassment of employees may also be directed to the following:

| EEOC National Headquarters | U.S. Equal Employment Opportunity Commission  
131 Main Street NE  
Washington, D.C. 20507  
(202) 663-4900  
Email: info@eeoc.gov  
http://www.eeoc.gov/ |
|---|---|
| EEOC Local Office | U.S. Equal Employment Opportunity Commission  
200 Granby Street  
Suite 739  
Norfolk, VA 23510  
(800) 669-4000  
http://www.eeoc.gov/field-office/norfolk/location |
| Commonwealth of Virginia Office of Diversity, Equity and Inclusion | Department of Human Resource Management  
Office of Diversity, Equity and Inclusion  
101 North 14th Street, 12th Floor  
Richmond, VA 23219  
(800) 533-1414  

M. **Timely Warning**

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

N. **Initial Assessment**

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

1. Inform the Complainant that he/she may seek medical treatment, and explain the process and importance of obtaining and preserving evidence and provide assistance if he/she chooses to do so;
2. Inform the Complainant that he/she may contact law enforcement and provide assistance if he/she chooses to do so;
3. Inform the Complainant about CNU resources (including supportive measures) and community resources;
4. Consider whether supportive measures and involvement of other CNU leadership is appropriate;
5. Explain CNU’s prohibition against retaliation;
6. Determine if the report alleges Prohibited Conduct, thereby conferring jurisdiction on the Director’s Office. If the Director determines that the Director’s Office does not have jurisdiction under the policy, the Director shall forward the report to the appropriate office and notify Parties about appropriate resources;
7. Seek to determine whether the Complainant wishes to seek resolution under the policy and procedures or request confidentiality;
8. Inform the Complainant that he/she may seek only supportive measures, Informal Resolution, or Formal Resolution under this policy and procedures and provide assistance if he/she chooses to do so;
9. Seek to determine if the Complainant prefers a response of only supportive measures, Informal Resolution, or Formal Resolution;
   a. If only supportive measures are preferred, the Director works with the Complainant to identify what is sought, assess the request, and implement any reasonably appropriate supportive measures.
   b. If Informal Resolution is preferred, the Director determines whether the Director’s Office has jurisdiction under the policy, whether the matter is suitable for Informal Resolution, and whether the alleged Prohibited Conduct falls within the scope of Process A or Process B.
   c. If Formal Resolution is preferred, the Director determines whether the Director’s Office has jurisdiction under the policy and whether the alleged Prohibited Conduct falls within the scope of Process A or Process B;
10. Communicate with appropriate CNU officials regarding possible Clery Act obligations.

The Director will ensure that the Complainant receives an explanation of available options and resources and is offered the opportunity to meet to discuss those options and resources. When a decision is made to take action under this policy and procedures that impacts a Respondent, the Director will ensure that the Respondent is notified, receives an explanation of available options and resources, and is offered the opportunity to meet to discuss those options and resources.

O. Request for Confidentiality and Anonymous Reporting
Any requests of confidentiality concerning matters of possible Sexual Violence will be handled as stated in Section P. All other requests of confidentiality will be handled as described below.
1. Request for Confidentiality or No Formal Action Be Taken: If the Complainant requests confidentiality or that the report not be pursued, CNU may be limited in the actions it is able to take and its ability to respond while respecting the request. The Director will seek confirmation from the Complainant regarding the desire for confidentiality or no formal action be taken, and the Director will take all reasonable steps to respond to the report or complaint consistent with
the request. The Director will consider the reasons for the request, including concerns about 
continued safety of the Complainant and the members of the CNU community, but the ability 
to maintain or respect the request is expressly limited by the threat assessment required in 
Section P for reports of Sexual Violence. The Director may initiate consultation with 
appropriate CNU leadership concerning the request for confidentiality or no formal action be 
taken. The Director shall make the ultimate decision on whether to conduct an Informal 
Resolution or a Formal Resolution or to respond in another manner, including use of supportive 
measures as stated in Section F. If it is determined that a Formal Resolution must proceed, the 
Director will inform the Complainant prior to notifying the Respondent about the Formal 
Resolution, but in no event will the Complainant be required to participate in the Formal 
Resolution.

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

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

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

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

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

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

2. **Risk Factors:** The Review Committee shall consider the following factors to determine whether there is an increased risk of the Respondent committing additional acts of Sexual Misconduct or other violence, including, but not limited to:
   a. Whether the Respondent has prior arrests, reports and/or complaints related to any form of conduct in violation of this policy or any history of violent behavior;
   b. Whether the Respondent has a history of failing to comply with any CNU No-Contact Order, other CNU protective measures, and/or any legal Protective Order;
   c. Whether the alleged conduct involved multiple Respondents;
   d. Whether the alleged conduct involved physical violence;
   e. Whether the allegation reveals a pattern of conduct in violation of this policy (i.e., by the Respondent, by a particular group or organization, around a particular recurring event or activity, or at a particular location);
   f. Whether the alleged conduct was facilitated through the possible use of “date-rape” or similar drugs or intoxicants;
   g. Whether the alleged conduct occurred while the Complainant was unconscious, physically helpless or unaware that the conduct in question was occurring;
   h. Whether the Complainant is (or was at the time of the alleged incident) under the age of 18; and/or
   i. Whether any other aggravating circumstances or signs or predatory behavior are present.

3. **Review Committee Procedures and Determinations:** Upon the Director’s receipt of information of an alleged act of Sexual Violence, the Review Committee shall meet (in person, by telephone, or by teleconference) within seventy-two (72) hours to review the information and shall meet again as necessary as new information becomes available.

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

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

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

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

Q. Emergency Removal
CNU can remove a Respondent who is a student or student-employee, entirely or partially, from its education program and activity on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual (including themselves, the Respondent, the Complainant, or any other individual) justifies removal. This risk analysis is performed by the Behavioral Intervention Team (“BIT”).

The Respondent shall be given notice and the opportunity to challenge the decision by the BIT either prior to such removal being imposed, or as soon thereafter as reasonably possible.³ The challenge shall be considered by three (3) members of the Threat Assessment Team as identified by the co-chairs of the Threat Assessment Team described in Section P of this policy. The Respondent shall provide a statement regarding why the removal should not be implemented or why it should be modified to the Director within twenty-four (24) hours of the decision by the BIT. If the Respondent does not submit this within twenty-four (24) hours, objections to the removal are considered waived. The Director shall provide Respondent’s statement to the Threat Assessment Team members as designated by the co-chairs as soon as reasonably possible once received.

The decision of the three (3) members of the Threat Assessment Committee is final.

³ The decision by the BIT remains in effect unless and until any appeal results in a different decision.
This section applies to any restrictions a coach or athletic administrator may place on a student-athlete arising from allegations of Prohibited Conduct under Process A.

Violations of an emergency removal under this policy will be grounds for further disciplinary action, which may include dismissal.

Where the Respondent is an employee, existing provisions for interim action are applicable.

R. Academic Record Hold and Transcript Notation

For alleged violations of this policy when the Respondent is a CNU student, the Director upon the initiation of a Formal Resolution under Process B shall immediately notify the University Registrar who shall immediately place a “hold” on the student’s academic record to prevent registration or release of an academic transcript.

If the student requests an academic transcript during a Formal Resolution under Process B for an alleged violation of this policy, the University Registrar shall place a prominent notation on the student’s academic transcript reading “Under Investigation - Sexual Misconduct” and/or “Under Investigation – Discrimination/Harassment” depending on the charge(s) being investigated. It shall also be noted on the academic transcript that the inclusion of this language is not intended to indicate a finding of responsibility for the pending charge, but is included to comply with Va. Code §23.1-900.4

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

If the Formal Resolution under Process B continues to its conclusion including any appeal and the student is found not responsible or if the sanction is other than a suspension or a dismissal, the Director shall notify the University Registrar to remove the “hold” and transcript notation.

If the sanction is suspension or dismissal from CNU under Process A or Process B, the Director shall notify the University Registrar who shall place a prominent notation on the Respondent’s academic transcript reading “Suspended – Sexual Misconduct,” “Dismissed – Sexual Misconduct,” “Suspended – Discrimination/Harassment,” and/or “Dismissed – Discrimination/Harassment” depending on the violation.

- Such notation for a suspension of a dismissal shall be removed if the Respondent is subsequently found not to have committed the offense.

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4 Pursuant to the U.S. Department of Education’s Title IX Regulations effective August 14, 2020, the academic hold and transcript notation of “Under Investigation – Sexual Misconduct” are not available for allegations falling under Process A.
• Such notation will be removed for a suspension or dismissal pursuant to University Policy 9045 (Transcript Notation Policy).

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

S. Amnesty
CNU encourages the reporting of violations of this policy. Alcohol and/or drug violations should not be a deterrent to reporting or cooperating during the Resolution Process. CNU’s primary focus shall be on addressing any alleged Prohibited Conduct and not on alcohol and drug violations that may be discovered or disclosed. CNU does not condone underage drinking or illicit drug use; however, except in compelling circumstances, CNU will extend limited amnesty from consequences related to the personal consumption of drugs or alcohol to Complainants, witnesses, and others who in good faith report alleged incidents of Prohibited Conduct and/or participate in an investigation. CNU may provide referrals to counseling and may require educational initiatives, rather than disciplinary sanctions, in such cases.

T. False Information
CNU is a community grounded in honor; our Honor Code serves as a guide to our university experience. It provides clarity on behavior expected of all members of the community. Engaging in Prohibited Conduct is a serious offense against an individual and the community. It requires every person’s efforts in order to address this unacceptable behavior. Those efforts are undermined by the presentation of false information.

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

U. Violations of Law
Behavior that violates this policy also may constitute a crime under the laws of the jurisdiction in which the incident occurred. For example, the Commonwealth of Virginia criminalizes and punishes sexual assault, dating/domestic violence, sexual exploitation, stalking, and physical assault. The criminal statutes that may apply in cases of Physical Assault and Dating/Domestic Violence are found in various sections of Chapter 4, Articles 1 (Homicide) and 4 (Assaults and Bodily Woundings), of Title 18.2 of the Code of Virginia. The criminal statutes relating to Sexual Assault are found in Sections 18.2-61 to 18.2-67.10 of the Code of Virginia. Section 18.2-60.3 of the Code of Virginia defines and identifies the penalty for criminal stalking. Finally, Sections 18.2-386.1 and 18.2-386.2 of the Code of Virginia provide for criminal penalties in some cases of Sexual Exploitation.
This compilation of criminal statutes is not exhaustive but is offered to notify the CNU community that, in some cases, the alleged conduct may also constitute a crime under Virginia law, which may subject a person to criminal prosecution and punishment in addition to any sanctions under this policy.

V. Education and Awareness
1. For information about Prohibited Conduct including Sexual Misconduct and resources available on and off-campus, please visit the CNU Title IX and Equal Opportunity website at http://cnu.edu/titleix-eo/ and the CNU Sexual Assault and Violence Education (S.A.V.E.) website at http://cnu.edu/save/.

2. The Director together with other institutional leaders oversees education, training, and awareness programs on Prohibited Conduct for students and employees, including training on primary prevention, bystander intervention, risk reduction, consent, and other pertinent topics.
   a. Incoming students and new employees shall participate in primary prevention and awareness programing as part of their orientation.
   b. Returning students and employees shall have ongoing opportunities for additional training and education.

3. This policy shall be disseminated widely to the CNU community through electronic mail, publications, websites, new employee orientation, student orientation, and other appropriate channels of communication.

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

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

Approval and Revisions:

Approved By: CNU Board of Visitors, June 19, 2015.
Revision 1: July 1, 2016
Revision 2: July 1, 2017
Revision 3: July 1, 2018
Revision 4: July 1, 2019
Revision 5: August 14, 2020
Appendix A: Process A Procedures

A. Scope

These procedures apply to reports of Title IX Sexual Harassment (including Sexual Assault, Dating Violence, Domestic Violence, and Stalking) involving students and employees when the Prohibited Conduct:
1. Occurs within the United States; and
2. Occurs within CNU’s education program and activity meaning 1) locations, events, or circumstances over which CNU exercises substantial control over both the Respondent and the context in which the Prohibited Conduct occurs and 2) any building owned or controlled by a student organization that is officially recognized by CNU); and
3. At the time of filing a Formal Complaint, a Complainant is participating in or attempting to participate in CNU’s education program or activity.

All other reports of Prohibited Conduct and reports of Title IX Sexual Harassment (including Sexual Assault, Dating Violence, Domestic Violence, and Stalking) when jurisdiction does not fall within Process A, as determined by the Director, will be resolved under the procedures in Process A may be used to address collateral Prohibited Conduct arising from the investigation of or occurring in conjunction with the alleged policy violation. All other allegations of misconduct unrelated to incidents of the alleged violation will be referred to the appropriate office.

B. Notice, Initial Assessment, and Formal Complaint

Upon receipt of a report of Title IX Sexual Harassment (including Sexual Assault, Dating Violence, Domestic Violence, and Stalking), the Director shall seek to meet with the Complainant within five (5) business days and engage in an initial assessment under Section N of the policy. The Director will seek to determine if the Complainant wishes to file a Formal Complaint (a document submitted/signed by a Complainant or signed by the Director alleging a violation of Title IX Sexual Harassment under the policy by a Respondent and requesting that CNU investigate the allegation), and will assist in doing so, if desired.

If the Complainant declines to file a Formal Complaint, the Director will decide if there is a need to initiate a Formal Complaint due to concerns about the continued safety of the Complainant and/or members of the CNU community because at the conclusion of the Threat Assessment in Section P of the policy, the Review Committee determined that the presence of one or more risk factors requires Formal Resolution regardless of the Complainant’s decision not to file a Formal Complaint.

C. Dismissals (Mandatory and Discretionary)

Once a Formal Complaint is filed, the Director must review it and determine if one or more of the following dismissals of the Formal Complaint is applicable and must continue to assess if one or more is applicable during the investigation and hearing:
1. Mandatory Dismissal

The Director must dismiss a Formal Complaint or allegation therein, at any time during the investigation or hearing, if it is determined that:
   a. The conduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined in the policy, even if proved; and/or
   b. The conduct did not occur in an education program or activity controlled by CNU (including buildings or property controlled by recognized student organizations), and/or CNU does not have control of the Respondent; and/or
   c. The conduct did not occur against a person in the United States; and/or
   d. At the time of filing the Formal Complaint, the Complainant was not participating in or attempting to participate in CNU’s education program or activity.

2. Discretionary Dismissal

The Director may dismiss a Formal Complaint or any included allegation therein, at any time during the investigation or hearing if:
   a. A Complainant notifies the Director in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
   b. The Respondent is no longer enrolled in or employed by CNU; and/or
   c. Specific circumstances prevent CNU from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

The Director will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the Complainant and the Respondent.

The dismissal decision is appealable by the Complainant and/or the Respondent as described in Section J below. A Complainant who withdraws a Formal Complaint may later request to reinstate it or refile it.

Dismissal of a Formal Complaint does not automatically prohibit CNU’s from possibly addressing a report of alleged Prohibited Conduct under the policy or another appropriate CNU policy.

D. Right to an Advisor (Formal Resolution)

The Complainant and the Respondent may be accompanied by an Advisor of their choice at meetings, interviews, and the hearing within the Formal Resolution. The Advisor may be an attorney, advocate, support person, family member, friend, or any other individual a party chooses.
Advisors are expected to maintain the privacy of any records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by CNU.

A party may decide to change Advisors during the Resolution Process. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be obtained.

Advisors are expected to make themselves available for meeting, interviews, and the hearing throughout the Resolution Process as reasonably scheduled by CNU.

1. **Meetings and Interviews:** The Advisor may not speak on behalf of the party during, or participate in, meetings or interviews. The Advisor may be excluded if he or she fails to respect this limitation.

2. **Hearing:** Cross-examination is required during the hearing and must be conducted by the Parties’ Advisors. The Parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for the hearing, the Director will appoint an Advisor for the limited purpose of conducting any cross-examination. A party may decline this appointment and choose their own Advisor. A party may not proceed in a hearing without an Advisor. If the party’s Advisor will not conduct cross-examination, the Director will appoint an Advisor who will.

   The Advisor may not speak on behalf of the party during the hearing other than to conduct the cross-examination. Otherwise, the Advisor may be excluded if he or she fails to respect this limitation. The Advisor will conduct cross-examination by asking questions of the other party and witnesses that have been provided by the party they are advising.

   Parties are expected to inform the Director of the identity of their Advisor at least two (2) days before the hearing if they are going to use an Advisor of their choice.

   If one party selects an Advisor who is an attorney, CNU is not obligated to provide an attorney for the other party.

**E. Resolution Process**

There are two possible methods for resolution of a Formal Complaint alleging violations of this policy: 1) Informal Resolution and 2) Formal Resolution (Investigation and Hearing). The Director shall explain the Informal Resolution and Formal Resolution procedures to the Complainant and the Respondent, if known.

CNU will make every effort to avoid any actual bias or conflict of interest during the Resolution Process.
F. Informal Resolution

1. The Complainant may seek Informal Resolution in place of Formal Resolution. The Director has the discretion to determine whether the nature of allegation of Prohibited Conduct is appropriate for Informal Resolution. (Informal Resolution is not available to resolve allegations that an employee sexually harassed a student.) The Director will conduct a preliminary investigation only to the extent fact-finding is needed to resolve the conflict and to protect the interests of the Parties, CNU, and the campus community. Both Parties will be permitted to request witnesses to be interviewed by the Director and other evidence to be considered in the preliminary investigation.

Under Informal Resolution, there is no disciplinary action taken against the Respondent, and the resolution will not appear on the Respondent’s disciplinary record.

2. To initiate Informal Resolution, a Complainant must submit a Formal Complaint. If a Respondent wishes to initiate Informal Resolution, the Respondent should contact the Director.

   It is not necessary to pursue Informal Resolution first in order to pursue Formal Resolution. Any party participating in Informal Resolution may stop the process at any time before agreeing to a resolution and may begin or resume Formal Resolution.

3. Prior to beginning the Informal Process, the Director will provide the Parties with written notice of the alleged Prohibited Conduct and any outcomes that may result from participating in such a process including information regarding any records that will be maintained or shared by CNU.

   The Director will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not compel the Parties to participate in Informal Resolution. CNU will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of a Formal Complaint. Similarly, CNU will not require, encourage, or discourage the parties from participating in an Informal Resolution.

   Typically, an Informal Resolution will be completed within thirty (30) business days of receipt of notice. If an extension beyond thirty (30) business days is necessary, all parties will be notified in writing of the expected resolution time frame. If at any point during the Informal Resolution procedure, the Complainant, Respondent, or the Director wish to proceed with a Formal Resolution instead, such request shall be granted and every effort will be made to complete the Formal Resolution within ninety (90) business days of that decision.

4. Any resolution of a Formal Complaint through the Informal Resolution must adequately address the concerns of the Complainant, as well as the interests of the Respondent and the responsibility of CNU to prevent, address, and remedy alleged violations of this policy.
Informal Investigation resolution remedies may include the following:

i. Training;

ii. Adjustments to work, academic, or housing arrangements;

iii. Informal counseling with a Respondent whose conduct, if not ceased, could rise to the level of discrimination or harassment;

iv. Advisory discussion with the Respondent’s supervisor, professor, coach, etc.;

v. No-contact order;

vi. Written notice or written warning; and/or

vii. Other actions as deemed appropriate.

All Parties, supervisors, and other necessary parties will be provided written notification of the resolution of the Formal Complaint upon completion of the Informal Resolution process.

5. Upon completion of Informal Resolution, the matter is considered resolved and closed. There shall be no right of appeal afforded to the Complainant or the Respondent following an Informal Resolution.

6. If Informal Resolution does not produce an agreement acceptable to the Director, the Complainant, and the Respondent, and the Director determines that further action is necessary, Formal Resolution may be initiated. If a Respondent fails to comply with the terms of the Informal Resolution, disciplinary action may be imposed and/or Formal Resolution may be initiated.

G. Formal Resolution (Investigation and Hearing)

1. Notice of Investigation and Allegation(s)

The Director will provide written notice of the investigation and allegation(s) (“NOIA”) to the Respondent upon commencement of Formal Resolution. The Complainant will receive a copy of the NOIA.

The NOIA will include:

a. The identities of the Parties (if known);

b. The specific section of the policy allegedly violated;

c. The precise conduct allegedly constituting the potential violation;

d. The date, or a reasonable approximate date, and location of the alleged incident (if known);
e. A description of the applicable procedures including the Informal Resolution;

f. A statement of the potential sanctions/remedies that could result;

g. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Formal Grievance Process;

h. A statement that Parties may have an Advisor of their choice, who may be, but is not required to be, an attorney;

i. A statement that Parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the investigation;

j. A statement that the policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process; and

k. Information on how a party may request disability accommodations during the interview process.

Amendments to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of charges.

Notice will be made in writing and may be hand-delivered or emailed to the party’s email account. Once received in-person or emailed, notice is presumed delivered.

2. Resolution Timeline

CNU will make a good faith effort to complete the Resolution Process within ninety (90) business days after the investigator(s)’ first interview with the Complainant, excluding any appeal. This can be extended as necessary for appropriate good cause by the Director, who will provide notice and rationale for any extensions or delays to the Parties and the expected time frame.

3. Ensuring Impartiality

Any individual materially involved in the administration of the Resolution Process (including the Director, Investigator(s), and Decision-Maker) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

Formal Resolution consists of an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual’s status or participation as a Complainant, Respondent, or witness.
4. **Investigation**

   a. **Investigation Process**

      The Director will designate one or more investigators from the Director’s Office to conduct a prompt thorough, reliable, and impartial investigation of the Formal Complaint. Only the Director, a trained member of the Director’s Office, or a trained investigator assigned to the Director’s Office shall conduct the investigation. All investigations shall be overseen by the Director. If a member of the Director’s Office is found to have an actual bias or conflict of interest in the matter, that person will not be allowed to participate in the investigation.

      Investigations involve interviews with all relevant Parties and witnesses and obtaining available, relevant evidence. The Director’s Office shall explain to the Parties that each has the opportunity to suggest witnesses and questions to be asked of the witnesses, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

      When participation of a party is expected, that party will be notified in writing of the date, time, and location of the meeting.

      The Director may temporarily delay the investigation for good cause, including but not limited to, the absence of a party and/or witness, concurrent law enforcement activity, the need for language assistance, and/or accommodations for disabilities.

   b. **Witness Participation**

      Witnesses who are CNU employees are expected to cooperate with and participate in the Resolution Process. Failure to cooperate with and/or participate may warrant disciplinary action.

   c. **Party and Witness Interviews**

      While in-person interviews for Parties and witnesses are ideal, circumstances may require individuals to be interviewed remotely. CNU will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

   d. **Recording of Interviews**

      No unauthorized audio or video recording of any kind is permitted during investigation meetings or interviews. If the Investigator(s) decide to audio and/or video record interviews, all involved Parties shall be aware of the recording.

   e. **Investigation Evidentiary Considerations**

      The investigation does not consider: 1) incidents not directly related to the alleged policy violation unless they evidence a pattern of behavior; or 2) questions and evidence about the
Complainant’s sexual predispositions or prior sexual behavior, unless such questions and evidence about the Complainant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent.

Within the boundaries stated above, the Investigator(s) can consider character evidence generally, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

The Investigator(s) must not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

f. Investigation Report and Evidence Inspection and Review

Prior to the conclusion of the investigation, the Parties and their Advisors shall be provided a draft Investigation Report that fairly summarizes the relevant evidence in a secured electronic format or a hard copy, as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the alleged policy violation, including evidence upon which CNU does not intend to rely in reaching a determination, for a ten (10) business day review and written comment period so that each party may meaningfully respond to the evidence. The Parties may elect to waive the full ten (10) days. The Parties will submit any comments in writing to the Investigator(s).

The Parties and their Advisors will be provided with each party’s written responses, in electronic format or hard copy.

g. Final Investigation Report

The Investigator(s) will incorporate relevant elements of the Parties’ written responses into the final Investigation Report, include any additional relevant evidence, make any necessary revisions, and finalize the Investigation Report.

The Final Investigation Report shall be shared with all Parties and their Advisors through secure electronic format or hard copy at least ten (10) business days prior to the hearing.

The Parties may choose to provide a written response to the Final Investigation Report, which must be submitted to the Investigator(s) at least five (5) business days prior to the start of the hearing. The Parties and their Advisors will be provided with the other party’s written response at least (2) business days prior to the hearing.
5. **Hearing**

   a. **Hearing Referral**

      The Director will refer the matter to a hearing once the Final Investigation Report is shared with the parties provided that the Formal Complaint has not been dismissed or resolved through Informal Resolution.

      The hearing cannot be less than ten (10) business days from the time the Final Investigation Report is provided to the parties and the Decision-Maker.

   b. **Decision-Maker**

      The Director will designate a Decision-Maker for the hearing. The Decision-Maker must be an individual that has not previously been involved in the investigation. The Director may not serve as the Decision-Maker but may serve as the administrative facilitator of the hearing.

      Prior to the hearing, the Decision-Maker will be provided with the Final Investigation Report, the evidence obtained as part of the investigation that is directly related to the alleged policy violation, including relevant evidence upon which CNU does not intend to rely in reaching a determination, and any written responses regarding the investigation report.

   c. **Hearing Evidentiary Considerations**

      The Decision-Maker does not consider: 1) incidents not directly related to the alleged policy violation unless they evidence a pattern of behavior; or 2) questions and evidence about the Complainant’s sexual predispositions or prior sexual behavior, unless such questions and evidence about the Complainant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent.

      Within the boundaries stated above, the Decision-Maker can consider character evidence generally, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

      The Investigator(s) must not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

   d. **Notice of Hearing**
The Director will provide written notice no less than ten (10) business days prior of the hearing to the Parties by hand-delivery or email to the party’s email account. Once received in-person or emailed, notice is presumed delivered.

The Notice of Hearing will include:
(1) A description of the alleged policy violation(s) and the policy(s) allegedly violated;
(2) The time, date, and location of the hearing;
(3) The identity of the Decision-Maker and a statement that a party may object to the Decision-Maker on the basis of demonstrated bias by notifying the Director in writing detailing the rationale for the objection within three (3) business days prior to the hearing.
(4) Notification that the Parties may have an Advisor of their choosing at the hearing and shall be required to have one present for any questions they may want to ask the other party and/or witnesses. The party must notify the Director if they do not have an Advisor at least two (2) days prior to the hearing, and the Director will appoint one for that party. Without exception, each party must have an Advisor present;
(5) Any technology that will be utilized for the hearing;
(6) Information about the option for the live hearing to occur with the Parties located in separate rooms using technology that allows the Decision-Maker and Parties to see and hear a party or witness answering questions. If a party wishes to request this option, the Director must be notified at least three (3) business days prior to the hearing;
(7) Information on how the hearing will be recorded and on how the Parties may access the recording after the hearing;
(8) A statement that if any party or witness does not appear at the hearing, the hearing may be held in their absence, and the party’s or witness’s testimony and any statement given prior to the hearing will not be considered by the Decision-Maker. The Decision-Maker may reschedule the hearing for compelling reasons; and
(9) Information on how a party may request disability accommodations, language assistance, and/or interpretation services during the hearing at least seven (7) business days prior to the hearing.

e. Pre-Hearing

The Decision-Maker shall provide the names of the persons participating in the hearing and the Final Investigation Report to the Parties at least ten (10) business days prior to the hearing after consulting with the Parties, Investigator(s), and/or the Director, if needed.
Any witnesses scheduled to participate in the hearing must have been first interviewed by the Investigator(s), unless all Parties and the Decision-Maker agree to the witness’s participation in the hearing. Any evidence offered at the hearing must have been first offered during the investigation, unless all Parties and the Decision-Maker agree to the admission of the evidence at the hearing. If the Parties and the Decision-Maker do not agree to the admission of newly offered evidence at the hearing, the Decision-Maker may delay the hearing and instruct the re-opening of the investigation to consider the new evidence.

A party may object to the Decision-Maker on the basis of demonstrated bias by notifying the Director in writing detailing the rationale for the objection within three (3) business days prior to the hearing. Decision-Makers will only be removed if the Director concludes that their actual bias or conflict of interest precludes an impartial hearing.

The Parties may choose to provide a written response to the Final Investigation Report, which must be submitted at least five (5) business days prior to the start of the hearing to the Decision-Maker.

f. Joint Hearings

Hearings that involve more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the Director may combine the hearings. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

g. Hearing Order

(1) Introduction and Explanation of Procedures

The Decision-Maker explains the procedures and introduces the Parties. The Decision-Maker has absolute discretion with respect to administering the hearing, and may change the order of the hearing as described below. The Hearing Facilitator may oversee the following, but is not limited to, the logistics of rooms for the Parties and/or witnesses, the flow of Parties and/or witnesses to and from the hearing room, ensuring recording and/or virtual conferencing technology is working properly, etc. The Director’s Office or another appropriate office may serve as the Hearing Facilitator.

(2) Investigator(s) Present Final Investigation Report

The Investigator(s) will present a summary of the Final Investigation Report and will be subject to questions by the Decision-Maker and the Parties through their Advisors. The Investigator(s) will be present during the entire hearing except for the deliberations of the Decision-Maker.

Neither the Parties nor the Decision-Maker should ask the Investigator(s) their opinion on credibility, recommended findings, or determinations, and the Investigator(s), Advisors, and Parties must refrain from discussion of or questions about these
assessments. If such information is introduced, the Decision-Maker must direct that it will be disregarded.

(3) Testimony and Questioning (Cross-Examination)

Parties and witnesses may provide relevant evidence beginning with the Complainant, and then in order as determined by the Decision-Maker. The Parties/witnesses will submit to questioning by the Decision-Maker and then by the Parties through their Advisors. Such cross-examination shall be conducted directly, orally, and in real time by the party’s Advisor and never by a party personally. The Decision-Maker shall permit each party’s Advisor to ask the other party and any witnesses all relevant questions and follow-up questions designed to test the veracity and accuracy of these individuals’ statements, including those challenging credibility.

(4) Relevancy Determinations

All questions of Parties and witnesses are subject to a relevance determination by the Decision-Maker. The Advisor, who will remain seated during questioning, will offer the proposed question orally, electronically, or in writing (orally is preferred, but other means may be permitted by the Decision-Maker upon request if agreed to by all Parties and the Decision-Maker). The proceeding will pause to allow the Decision-Maker to consider the proposed question, and the Decision-Maker will determine if the question is allowed, disallowed, or needs to be rephrased.

The Decision-Maker may, but is not required to, allow arguments regarding relevance with the Advisors. The Decision-Maker will state the decision about the question on the record and advise the party/witness to whom the question was directed. The Decision-Maker will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Decision-Maker will limit or disallow questions on the basis that they are irrelevant, unduly repetitious, or abusive. The Decision-Maker’s determination is final. The Decision-Maker will not hear arguments from an Advisor on relevance once the Decision-Maker has ruled on a question.

(5) Refusal to Submit to Cross-Examination and Inferences

If a party or witness chooses not to submit to cross-examination because they do not attend the hearing or they attend but refuse to participate in questioning, then the Decision-Maker may not rely on any prior statements made by that party or witness at the hearing (including those contained in the Final Investigation Report) in the final determination of responsibility. The Decision-Maker must disregard those statements. Evidence provided that is something other than a statement by the party or witness may be considered. Only statements that have been tested for credibility will be considered by the Decision-Maker in reaching a determination regarding responsibility.
The Decision-Maker shall not draw any inference solely from a party’s or witness’s absence from the hearing or refusal to answer cross-examination or other questions.

(6) Hearing Recording

The hearing (not including any deliberations by the Decision-Maker) are recorded by CNU for the purpose of review in the event of an appeal. The Parties shall not record the proceedings and no other unauthorized recordings are permitted.

The hearing recording will be available for inspection and review by the Decision-Maker, the Parties (and their Advisors), and appropriate CNU administration in a controlled environment determined by the Director. No person will be given or be allowed to make a copy of the recording without permission of the Director.

(7) Standard of Evidence

At the conclusion of the hearing, the Decision-Maker shall determine whether a preponderance of the evidence substantiates that a violation of the policy occurred. A Respondent will not be found in violation of the policy absent a finding by a preponderance of the evidence that the violation occurred.

The “preponderance of the evidence” standard requires that the evidence, in totality, supports a finding that it is more likely than not that the alleged policy violation occurred.

(8) Determination of Hearing and Sanctions

The Decision-Maker will deliberate in private to determine whether the Respondent is responsible or not responsible for the alleged policy violation(s) on the basis of the preponderance of the evidence.

The Decision-Maker will determine the appropriate sanction(s) in consultation with necessary CNU Administrators and the Director, as stated in Section H below.

The Decision-Maker will provide in writing to the Director the Decision-Maker’s Report detailing the determination, rationale, the evidence used in support of the determination, the evidence disregarded, credibility assessments, and any sanction recommendation(s) within ten (10) business days of the conclusion of the hearing. The Decision-Maker may request an extension. Such extension must be deemed necessary by the Director who will notify the Parties in writing of any extension and expected time frame.

(9) Notice of Outcome

The Director will provide the Notice of Outcome in writing to the parties simultaneously within five (5) business days of receiving the Decision-Maker’s Report
by hand-delivery or email to the party’s email account. Once received in-person or emailed, notice is presumed delivered.

The Notice of Outcome will include:

i. A description of the alleged policy violation(s) and the policy(s) allegedly violated;

ii. A description of the procedural steps taken by CNU from the receipt of the report/Formal Complaint to the determination, including any and all notifications to the Parties, interviews with the Parties and witnesses, site visits, methods used to gather evidence, and hearings held;

iii. Finding of each alleged policy violation and the findings of fact that support the determination(s);

iv. Conclusions regarding the application of the relevant policy to the facts at issue;

v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;

vi. Any sanctions issued that CNU is permitted to share according to state or federal law;

vii. Any remedies provided to the Complainant designed to ensure access to CNU’s educational or employment programs or activities to the extent CNU is permitted to share according to state or federal law. (This information is normally not shared with the Respondent unless the remedy directly relates to the Respondent.);

viii. Information on when the Resolution Process is considered final; and

ix. The procedure and permissible bases for any available appeal for either party.

H. Sanctions

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

1. Students: Sanctions for students shall be determined by the Decision-Maker in consultation with the Dean of Students or designee and the Director. Sanctions may include, but are not limited to, disciplinary penalties described in the Student Handbook which include, but are not limited to, verbal warning, letter of censure, restitution, fees/fines, parental notification,
community service, educational experience, loss of privilege/delayed privilege, deferred sanction, disciplinary probation, removal from CNU housing, suspension, and/or dismissal.

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

a. Such notation for a suspension or a dismissal shall be removed if the Respondent is subsequently found not to have committed the offense.

b. Such notation will be removed for a suspension or a dismissal pursuant to University Policy 9045 (Transcript Notation Policy).

2. **Administrative/Professional Faculty**: Sanctions for Administrative/Professional Faculty shall be determined by the Decision-Maker in consultation with the appropriate Vice President or designee, and the Director. Sanctions may include, but are not limited to, counseling, training, reassignment, admonition, written warning, suspension, or dismissal/termination of employment.

3. **Classified Employees**: Sanctions for classified employees shall be determined by the Decision-Maker in consultation with the appropriate Director, the Director of Human Resources, and Director. Sanctions may include, but are not limited to, counseling, training, issuance of a written notice, suspension, or termination of employment.5

4. **Hourly Employees**: Sanctions for hourly employees shall be determined by the Decision-Maker in consultation with the appropriate Director or designee, the Director of Human Resources, and the Director. Sanctions may include, but are not limited to, counseling, training, reassignment, suspension, or termination of employment.

5. **Instructional Faculty**: Sanctions for Instructional Faculty shall be determined by the Decision-Maker in consultation with the Provost and the Director. Sanctions may include, but are not limited to, counseling, training, admonition, written warning, suspension, or termination.6

6. **Multiple Capacities**: If the Respondent serves in multiple capacities at CNU (i.e., student and employee), the Decision-Maker may consult with more than one CNU authority and the Director.

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5 The federal regulations adopted for the enforcement of Title IX expressly preempt the Commonwealth of Virginia’s Standards of Conduct Policy and applicable Commonwealth of Virginia personnel procedures, effective August 14, 2020.

6 The federal regulations adopted for the enforcement of Title IX expressly preempt the University Handbook procedures regarding Instructional Faculty personnel procedures, effective August 14, 2020.
Sanctions will be implemented either upon the outcome of any appeal or after the time to appeal has expired and no appeal was requested.

All Respondents are expected to comply with sanctions within the timeframe specified. Failure to abide by any sanction may result in additional sanctions/disciplinary actions including suspension, dismissal, and/or termination from CNU.

I. Remedies

Remedies may be provided in addition to any sanctions. The Decision-Maker shall consult with the Director regarding the implementation of remedies with respect to the Parties and/or campus community that are intended to stop the Prohibited Conduct, remedy its effects, and prevent its reoccurrence.

Remedies may include, but are not limited to:

1. Academic arrangements;
2. Housing and dining arrangements;
3. Work-related arrangements;
4. Limitations on extracurricular or athletic activities;
5. No-contact order;
6. Limitations on access to campus, CNU facilities, and CNU events;
7. Referral and coordination of counseling and health services;
8. Referral to the Employee Assistance Program (EAP);
9. Training for students, faculty, and/or staff;
10. Informal counseling with a Respondent whose conduct, if not ceased, could rise to the level of discrimination or harassment;
11. Advisory discussion with the Respondent’s supervisor, professor, coach, etc;
12. Any other remedy that may be arranged by CNU (to the extent reasonably available) to ensure the safety and well-being of the Parties and the CNU community.

CNU will maintain the privacy of any remedies, provided privacy does not impair CNU’s ability to provide these services.

All Respondents are expected to comply with remedies within the timeframe specified. Failure to abide by them may result in additional sanctions/disciplinary actions including suspension, dismissal, and/or termination from CNU.
When no policy violation is found, the Director may provide supportive measures and/or remedies to the parties if deemed necessary and reasonable.

J. **Appeals**

Appeals under this procedure will be heard by an Appeal Officer. Appeals may be filed by either party at the following junctures during the process:

1. Upon the dismissal of a Formal Complaint or any allegation therein.
2. Upon receiving the Notice of Outcome of the hearing.

Once the Notice of Outcome has been provided, both parties have seven (7) business days from the date notice is hand-delivered to the party or received into the party’s email account to file an appeal.

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

1. Procedural irregularity that affected the outcome of the matter; and/or
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
3. The Director, Investigator(s), Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

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

A request for an appeal must be submitted in writing to the Director and must set forth the grounds upon which the appeal is based. The Director shall confirm that the appeal is timely and shall forward it within three (3) business days to the Chief of Staff or designee who shall assign the appeal to the Appeal Officer within five (5) business days of receipt. If an extension beyond five (5) business days is necessary, all Parties will be notified in writing of the expected time frame. The Director will notify the parties in writing of the date the appeal was assigned for review.

If adequate grounds for appeal have been stated, the Appeal Officer will consider the merits of the appeal. In considering the merits of the appeal, the Appeal Officer may review any pertinent materials in the record and meet with the Parties and witnesses as needed. Any information included in the appeal that does not support one of the above three reasons for fining an appeal shall not be considered in the appeal process.

The decision of the Appeal Officer shall be final. The decision and the rationale for the decision shall be provided in writing to both Parties simultaneously and the Director within twenty (20)
business days from the Appeal Officer receiving the appeal. If an extension beyond twenty (20) business days is necessary, all Parties will be notified in writing of the expected time frame.

Notification will be made in writing and may be hand-delivered or emailed into the Parties’ email account. Once received in-person or emailed, notice is presumed delivered.

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

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated. CNU may still place holds on official transcripts, course registration, and graduation (pursuant to University Policy 9055: Conduct Violation – Degree Conferral and Graduation Policy) pending the outcome of an appeal when the original sanctions included suspension or dismissal.

The decision of the CNU senior administrator shall be final.

K. Withdrawal or Resignation Before Conclusion of Formal Resolution

If a party decides not to participate in the Formal Resolution, the process may proceed. A finding of responsibility and imposition of sanctions may occur without the participation of the Respondent.

L. Documentation and Recordkeeping

CNU will maintain for at least ten (10) years records of the following pertaining to matters handled under Process A:

1. Each Title IX Sexual Harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal law;

2. Any disciplinary sanctions imposed on the Respondent;

3. Any remedies provided to the Complainant designed to restore or preserve equal access to CNU’s education programs or activities;

4. Any appeal and the result;

5. Any Informal Resolution and the result;

6. All materials used to train the Director, Investigators, Decision-Makers, and any person who facilitates an Informal Resolution; and

7. Any actions, including any supportive measures, taken in response to a report or Formal Complaint of Title IX Sexual Harassment, including:

   a. The basis for all conclusions that the response was not deliberately indifferent;
b. Any measures designed to restore or preserve equal access to CNU’s education programs and activities; and

c. If no supportive measures were provided to the Complainant, the reason(s) why such a response was not unreasonable in light of the known circumstances.
Appendix B: Process B Procedures

A. Scope
These procedures apply to reports of Prohibited Conduct not covered by Process A.

B. Resolution Process
There are two possible methods for resolution of a report alleging violations of this policy: 1) Informal Resolution and 2) Formal Resolution (Investigation). The Director shall explain the Informal Resolution and Formal Resolution procedures to the Complainant and the Respondent, if known.

CNU will make every effort to avoid any actual bias or conflict of interest during the Resolution Process.

1. Informal Resolution
   a. If the Complainant, Respondent, and the Director all agree that an Informal Resolution should be pursued, the Director shall attempt to facilitate a resolution that is agreeable to the Parties. Under this procedure, the Director will conduct a preliminary investigation only to the extent fact-finding is needed to resolve the conflict and to protect the interests of the Parties, CNU, and the campus community. Both Parties will be permitted to request witnesses to be interviewed by the Director and other evidence to be considered in the preliminary investigation. Typically, an Informal Resolution will be completed within thirty (30) business days of receipt of notice. If an extension beyond thirty (30) business days is necessary, all Parties will be notified of the expected resolution time frame. If at any point during the Informal Resolution, the Complainant, Respondent, or the Director wish to proceed with a Formal Resolution instead such request shall be granted and every effort will be made to complete the Formal Resolution within ninety (90) business days of that decision.

   Under Informal Resolution, there is no disciplinary action taken against the Respondent, and the resolution will not appear on the Respondent’s disciplinary record.

   b. Any resolution of a report through the Informal Resolution must adequately address the concerns of the Complainant, as well as the interests of the Respondent and the responsibility of CNU to prevent, address, and remedy alleged violations of this policy.

   Informal Resolution remedies may include the following:
   (1) Training;
   (2) Adjustments to work, academic, or housing arrangements;
(3) Informal counseling with a Respondent whose conduct, if not ceased, could rise to the level of discrimination or harassment;

(4) Advisory discussion with the Respondent’s supervisor, professor, coach, etc.;

(5) No-contact order;

(6) Written notice or written warning; and

(7) Other actions as deemed appropriate.

All Parties, supervisors, and other necessary parties will be provided written notification of the resolution of the report upon completion of the Informal Resolution.

c. Upon completion of the Informal Resolution, the matter is considered resolved and closed. There shall be no right of appeal afforded to the Complainant or the Respondent following an Informal Resolution.

d. If Informal Resolution does not produce an agreement acceptable to the Director, the Complainant, and the Respondent, and the Director determines that further action is necessary, Formal Resolution may be initiated. If a Respondent fails to comply with the terms of the Informal Resolution, disciplinary action may be imposed and/or Formal Resolution may be initiated.

2. **Formal Resolution (Investigation)**

a. **Initiation of Formal Resolution**

   Formal Resolution is commenced when one of the following occurs:
   
   (1) A Complainant verbally or in writing informs the Director’s Office that someone has engaged in Prohibited Conduct and wants to pursue a Formal Resolution.
   
   (2) Informal Resolution did not resolve a report of Prohibited Conduct and the Complainant or the Director decides that Formal Resolution is appropriate.
   
   (3) At the conclusion of the Threat Assessment in Section P of the policy, the Review Committee has determined that the presence of one or more risk factors requires Formal Resolution regardless of the Complainant’s request that no investigation be pursued.

   If a Complainant has requested Formal Resolution and the Director has determined that the information available does not provide a reasonable basis/cause for conducting an investigation under the policy or that the policy is not applicable, the Director will notify the Complainant.

b. **Transcript Hold and Notation**: For alleged violations of this policy when the Respondent is a CNU student, the Director upon the initiation of Formal Resolution shall immediately
notify the University Registrar who shall immediately place a “hold” on the student’s academic record to prevent registration or release of an academic transcript.

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

c. **Investigation Timeframe:** Every effort will be made to issue a finding and sanctions, if any, within ninety (90) business days after the investigator(s)’ first interview with the Complainant, excluding any appeal. If an extension beyond ninety (90) business days is necessary, all Parties will be notified in writing of the expected revised timeframe.

d. **Overview of Investigation:** The Director’s Office shall conduct a prompt, thorough, reliable, and impartial investigation of the report. The Director’s Office shall discuss the report with the Complainant and Respondent as appropriate and provide information about the Formal Resolution and available resources. The report may be supplemented by additional supporting documents, evidence, or recommendations of witnesses to be interviewed during the course of the investigation. The Complainant must also disclose if a formal complaint has been filed with another local, state, or federal entity for the same offense.

**Notice of Investigation and Allegation(s) ("NOIA"):** The Respondent will be provided written notice of the investigation and allegations upon commencement of the investigation. Such notice will be provided in advance of any interview of the Respondent with sufficient time to prepare for meaningful participation. The Complainant will receive a copy of the NOIA. Notice may be hand-delivered or emailed to the party’s email account. Once received in-person or emailed, notice is presumed delivered.

The NOIA will include:
1. The identities of the Parties involved (if known);
2. The specific section of the policy allegedly violated;
3. The precise conduct allegedly constituting the potential violation; and
4. The date, or a reasonable approximate date, and location of the alleged incident.

Amendments to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition of charges.

The Director’s Office shall explain to the Parties that each has the opportunity to provide evidence and to suggest witnesses to be interviewed during the course of the investigation.
The Director’s Office will notify and seek to meet separately with the Complainant, Respondent, and witnesses, and will gather other relevant evidence and information. Both the Complainant and Respondent shall have the same opportunity to review and respond to evidence obtained during the investigation. The Complainant and Respondent shall be presented with all of the evidence gathered during the investigation in separate meetings. During these meetings, the Parties will be allowed to respond at that time and shall have five (5) business days after the meeting to provide any further comments and/or information for consideration during the Formal Resolution.

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

Witnesses who are CNU employees are expected to cooperate with and participate in investigations. Failure to cooperate with and/or participate may warrant disciplinary action.

While in-person interviews for Parties and witnesses are ideal, circumstance may require individuals to be interviewed remotely. CNU will take appropriate steps to reasonably ensure the security/privacy or remote interviews.

**Recording of Interviews:** No unauthorized audio or video recording of any kind is permitted during investigation meetings or interviews. If the Investigator(s) decide to audio and/or video record interviews, all involved Parties shall be aware of the recording.

e. **Presumption of Non-Responsibility and Participation by the Parties:** The investigation is a neutral fact-finding process. The Respondent is presumed to be not responsible. This presumption may be overcome only where it is concluded during the investigation that there is sufficient evidence, by a preponderance of the evidence, to support a finding that the Respondent violated the policy. Neither the Complainant nor Respondent is required to participate in the investigation and no adverse inferences may be drawn from a decision by either party not to participate. However, the investigation may proceed and a finding of responsibility and imposition of sanctions may occur without the participation of the Complainant and/or the Respondent.

f. **Acceptance of Responsibility:** The Respondent may accept responsibility for the Prohibited Conduct.

g. **Advisor:** For reports involving Sexual Misconduct or when the allegations of Prohibited Conduct could result in suspension or dismissal, the Complainant and Respondent may be accompanied by an Advisor or support person of their choice (who is not otherwise a party or a witness) to meetings and interviews at which he or she is present. The Advisor or
support person may not speak on behalf of the individual during, or participate directly in, meetings or interviews. The Advisor may be excluded if he or she fails to respect this limitation. Advisors are expected to maintain the privacy of any records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by CNU.

Advisors are expected to make themselves available for meetings and interviews throughout the Formal Resolution as reasonably scheduled by CNU.

h. **Prior or Subsequent Conduct:** Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar conduct. Evidence of a pattern of conduct by the Respondent, regardless of whether there has been a prior finding of a policy violation, may be deemed relevant to the determination of the Prohibited Conduct under investigation.

i. **Prior Sexual History:** The sexual history or sexual character of a Complainant or Respondent will not be used to prove character or reputation. Where there is a current or ongoing relationship between the Complainant and Respondent, and the Respondent alleges consent, the prior sexual history between the Parties may be relevant to assess the manner and nature of the communications between the Parties. However, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent.

j. **Credibility:** Discretion exists to assess and make findings that consider the credibility and truthfulness of the Parties and witnesses interviewed.

k. **Relevance:** Discretion exists to determine the relevance of any proffered evidence and to include or exclude certain types of evidence. In general, statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party’s general reputation for any character trait will not be considered.

l. **Standard of Evidence:** At the conclusion of the investigation, the Director shall determine whether a preponderance of the evidence substantiates that a violation of this policy took place. A Respondent will not be found in violation of this policy absent a finding by a preponderance of the evidence that the violation occurred.

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

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

m. Notification of Outcome and Sanctions: The Director shall issue a written investigation report, which shall be provided to both the Complainant and the Respondent separately but concurrently with the sanctions, if any, and notification of the right to appeal as stated in Section E below. In most cases the written investigation report shall be provided to both Parties within ninety (90) business days of notice of the allegation. If extension of the time frame for the Director to finalize the investigation report beyond ninety (90) business days is necessary, all Parties shall be notified in writing of the expected time frame for completion of the investigation report. Notice will be made in writing and may be hand-delivered or emailed to the party’s email account. Once received in-person or emailed, notice is presumed delivered.

a. Finding of No Policy Violation: If the Director does not find by a preponderance of the evidence that a violation of this policy occurred, the matter will be documented as closed for purposes of this policy, unless the Complainant or the Respondent submits an appeal as stated in Section E below.

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

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

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

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

1. **Students**: Sanctions for students shall be determined by the Dean of Students or designee in consultation with the Director. Sanctions may include, but are not limited to, disciplinary penalties described in the Student Handbook which include, but are not limited to, verbal warning, letter of censure, restitution, fees/fines, parental notification, community service, educational experience, loss of privilege/delayed privilege, deferred sanction, disciplinary probation, removal from CNU housing, suspension, and/or dismissal.

   **Transcript Notation**: If the sanction is suspension or dismissal from CNU for a violation(s) of this policy, the Director shall notify the University Registrar who shall place a prominent notation on the Respondent’s academic transcript reading “Suspended – Sexual Misconduct,” “Dismissed – Sexual Misconduct,” “Suspended – Discrimination/Harassment,” and/or “Dismissed – Discrimination/Harassment” depending on the violation.
   a. Such notation for a suspension or a dismissal shall be removed if the Respondent is subsequently found not to have committed the offense.
   b. Such notation will be removed for a suspension or a dismissal pursuant to University Policy 9045 (Transcript Notation Policy).

2. **Administrative/Professional Faculty**: Sanctions for Administrative/Professional Faculty shall be determined by the appropriate Vice President or designee, in consultation with the Director. Sanctions may include, but are not limited to, counseling, training, reassignment, admonition, written warning, suspension, or termination of employment.

3. **Classified Employees**: Sanctions for classified employees shall be determined by the appropriate Director in consultation with the Director of Human Resources and Director in accordance with the Commonwealth of Virginia’s Standards of Conduct Policy and applicable Commonwealth of Virginia personnel procedures. Sanctions may include, but are not limited to, counseling, training, issuance of a written notice, suspension, or termination of employment.

4. **Hourly Employees**: Sanctions for hourly employees shall be determined by the appropriate Director or designee, in consultation with the Director of Human Resources and the Director. Sanctions may include, but are not limited to, counseling, training, reassignment, suspension, or termination of employment.
5. **Instructional Faculty**: Sanctions for Instructional Faculty or referral to a Faculty Dismissal Hearing Panel shall be determined by the Provost in consultation with the Director. Sanctions may include, but are not limited to, counseling, training, admonition, written warning, suspension, or initiation of termination proceedings according to procedures in the University Handbook.

6. **Contractors**: Contractors shall assign for duty only employees acceptable to CNU. CNU reserves the right to require the Contractor to remove from campus any employee who violates this policy.

7. **Visitors**: Visitors who violate this policy will be directed to immediately leave campus and may be subject to a permanent bar from campus.

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

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

All Respondents are expected to comply with sanctions within the timeframe specified. Failure to abide by any sanction may result in additional sanctions/disciplinary actions including suspension, dismissal, and/or termination from CNU.

**D. Remedies**

Remedies may be provided in addition to any sanctions. The individual determining the sanctions shall consult with the Director regarding the implementation of remedies with respect to the Parties and/or campus community that are intended to stop the Prohibited Conduct, remedy its effects, and prevent its reoccurrence.

Remedies may include, but are not limited to:

1. Academic arrangements;

2. Housing and dining arrangements;
3. Work-related arrangements;

4. Limitations on extracurricular or athletic activities;

5. No-contact order;

6. Limitations on access to campus, CNU facilities, and CNU events;

7. Referral and coordination of counseling and health services;

8. Referral to the Employee Assistance Program (EAP);

9. Training for students, faculty, and/or staff;

10. Informal counseling with a Respondent whose conduct, if not ceased, could rise to the level of discrimination or harassment;

11. Advisory discussion with the Respondent’s supervisor, professor, coach, etc;

12. Any other remedy that may be arranged by CNU (to the extent reasonably available) to ensure the safety and well-being of the Parties and the CNU community.

CNU will maintain the privacy of any remedies, provided privacy does not impair CNU’s ability to provide these services.

All Respondents are expected to comply with remedies within the timeframe specified. Failure to abide by them may result in additional sanctions/disciplinary actions including suspension, dismissal, and/or termination from CNU.

When no policy violation is found, the Director may provide supportive measures and/or remedies to the parties if deemed necessary and reasonable.

E. Appeal

Once written notification of the outcome of the Formal Resolution including the investigation and sanctions has been provided, the Complainant and the Respondent have seven (7) business days from the date notice is hand-delivered to the party or received into the party’s email account to file an appeal. All appeals will be reviewed and decided by at least one Appeal Officer.

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

1. Procedural irregularity that affected the outcome of the matter; and/or

2. New evidence that was not reasonable available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or

3. The Director and/or Investigator(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.
The sufficiency of the evidence and the severity of the sanction are not available as grounds for an appeal. A request for an appeal must be submitted in writing to the Director and must set forth the grounds upon which the appeal is based. The Director shall confirm that the appeal is timely and shall forward it within three (3) business days of receipt to the Chief of Staff or designee who shall assign the appeal to an appropriate CNU senior administrator within five (5) business days of receipt. If an extension beyond five (5) business days is necessary, all Parties will be notified in writing of the expected time frame. The Director will notify both parties in writing of the date the appeal was assigned for review.

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

Disciplinary actions, sanctions, and/or supportive measures, if any, taken as a result of the original report may be implemented and enforced even while an appeal is pending. The Director may temporarily suspend the imposition of the sanction(s) and/or remedies while the appeal is pending.

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

Notification will be made in writing and may be hand-delivered or emailed into the Parties’ email account. Once received in-person or emailed, it is presumed delivered.

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

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

F. **Documentation and Record Keeping**

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

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

A. The Honor System

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

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

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

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

B. Academic Integrity and the Honor System

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

A central mission of any university is the student’s acquisition of knowledge. Led by committed faculty members, CNU’s academic standards are high. The awarding of a degree from Christopher Newport University means the student has met the demands placed upon him or her by faculty members and has done so with the highest standards of academic integrity as demanded by professors within the academy. When a student fails to meet the standards for academic integrity, he or she has committed a violation of the classroom expectations of the faculty member as well as the Honor Code of the University.
In situations involving the academic integrity of a student, faculty members and Student Honor Council members hold important but distinct roles in resolving the issue. Faculty members are experienced educators who have demonstrated proficiency in the academic standards of their chosen disciplines. CNU professors have learned and understand the proper scholarly procedures expected of educated people and impart these expectations to their students. Faculty members apply the appropriate scholarly standards in their assessment of a student’s academic work product. This application includes both the quality of the work and the student’s ability to meet the required principles of academic integrity. Thus, it is the faculty member’s responsibility to assess the scholarly integrity of the work submitted. It is also the faculty member’s obligation to issue the appropriate grade for the work in question. Just as it is the faculty member’s charge to issue a grade for the quality of work, it is also his or her responsibility to issue a grade when a student meets, or fails to meet, the expectations of scholarly integrity. When a student has failed to meet academic integrity standards, it is the faculty member’s duty to report this issue.

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

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

C. Student Regulations

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

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

A violation of any principle is considered cheating and any resulting work dishonest.
The application of these principles is not exclusive to the academic setting. They may also be applied to conduct occurring outside the classroom environment.

1. Infractions

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

**Cheating** is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to: (1) the act of plagiarism*; (2) the acts of attempting to give or receiving unauthorized aid to another student or attempting to receive or giving 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:

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.

The faculty member may issue 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.

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/. 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 Core 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. This expression is 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 as a whole. 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. race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, political affiliation, or any other status protected by law. 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**

Christopher Newport University 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 in admissions, employment, and education programs or activities based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, political affiliation, or any other status protected by law.

All student requests for disability accommodations and assistance should be directed to the Student Disability Support Specialist 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 or the Director of Title IX and Equal Opportunity.

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 Life 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 Office of Student Affairs. 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.

   a. 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.

   b. 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. Harassment of a legally protected class will be addressed through the Discrimination, Harassment and Sexual Misconduct Policy. Please see SECTION I.

   c. Retaliation is also considered abusive conduct and 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.

2. Disorderly Conduct/Conduct Infringing on the Rights of Others is defined as behavior that interferes with the orderly functioning of the University or interferes with the performance of the duties by University personnel or disturbs the peace and/or comfort of persons.
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/](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 bongs, 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/](http://law.lis.virginia.gov/vacode/title4.1/chapter3/)) and University policy. For a more detailed explanation of this policy, refer to SECTION VI-PART VI.

Alcohol is not permitted in University housing; this policy applies to all students and their guests, regardless of age.

Public intoxication that results in disorderly behavior that negatively impacts the University community and community at large is also a violation of the Alcoholic Beverage Policy.

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 addressed through the Discrimination, Harassment and Sexual Misconduct Policy. Please see SECTION I.D.5.e.

G. Failure to Comply with a University Official

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

H. Misuse of Identification Cards

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

I. Failure to Observe Rules and Regulations

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

J. Damage or Destruction

Damage or Destruction refers to the attempted or actual damage to or destruction of University property or property of a member of the University community or other public or private properties. Attempts to damage, or actions that could damage property will also not be tolerated.
K. **Misuse of Fire-Fighting Equipment/Arson/Disregard of Fire Alarm/Tampering**

Misuse of Fire-Fighting Equipment/Arson/Disregard of Fire Alarm/Tampering refers to the misuse of fire-fighting equipment, including tampering, removing or discharging a fire extinguisher or any other fire emergency equipment except when the need is real. It also refers to the unauthorized burning of any material in any University building or on University property.

The disregard of a fire alarm system or the refusal to vacate a building or section of a building when a fire alarm is sounding is prohibited. Unauthorized use of an emergency exit door also will not be tolerated.

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

L. **Tampering with University Property**

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

M. **Unauthorized Entry or Access**

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

N. **Involvement in a University Violation**

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

A. Preamble

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

B. Jurisdiction

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

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

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

C. Student Honor Council

The Student Honor Council was established during the 2011-2012 academic year. An officially recognized student organization, the SHC plays a critical role in the University Judicial System. The President of the University has entrusted these students with the administration of the most serious situations involving alleged violations of community standards.
The Honor Council Executive positions of President and Vice President are chosen by their peers in a campus-wide election; other board members and 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 successfully 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 Fall, Winter and Spring Breaks. The written allegations should contain a clear, concise statement of the alleged violation(s). Any member of the University may report an incident online at 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.

Notice of Incident
Once a report has been filed, the responding party (see Glossary of Terms) 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 (see Glossary of Terms). 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.

**Initial Conference**
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.

**Evidentiary Standard**
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 or designee to assist with Recess Panels.

The type of panel will be determined by the alleged violation

i. Honor Panels

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.

ii. Hearing Panels

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.

iii. Combined Panels

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.
iv. Recess Panels

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. 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.

i. Panel Chairperson and Panel Members

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.

ii. Community Advocate

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.

iii. Student Advocate
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.

In the event of a recess panel and a student honor council member is not available to serve in the student advocate role, a staff member in the Center for Honor Enrichment and Community Standards may assume this role.

iv. Staff Adviser
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 Community Advocate will make an opening statement, followed by the responding student, with assistance from his/her Student Advocate. Students are encouraged to outline their opening statement prior to the hearing so that he/she can present all of the information desired.

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 Community Advocate followed by the panel members. 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 adviser 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 finding 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 (VPSA)/Dean of Students. The VPSA/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 VPSA/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 appropriately 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 VPSA/Dean of Students. The appeal should be submitted to the VPSA/Dean within five (5) business days of the panel decision.

The VPSA/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 VPSA/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 VPSA/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 remedies for classroom academic misconduct 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 may include:

1. **Dismissal**: Permanent separation of the student from the University. Dismissal will be noted on the transcript.

2. **Suspension**: Separation of the student from the University for a defined period of time, after which the student is eligible to return. Conditions for return or readmission may 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 academic suspension must meet the academic requirements as outlined by the University Registrar. Students are encouraged to meet with the Office of the Registrar to review recommended courses to be completed elsewhere for transfer to Christopher Newport and progress towards graduation. Suspension will be noted on the transcript.

3. **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.

4. **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.

5. **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.

6. **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.

7. *Education Experiences:* The student is required to demonstrate his/her responsibilities within the University community by performance of certain reasonable and relevant activities. Failure to complete the educational experience in the time prescribed may result in a more significant sanction. Any fees associated with the educational experiences will be the responsibility of the student.

8. *Community Service:* The student is required to give back to the community by contributing service. This may be service on campus or off campus depending on the nature of the violation. Failure to complete the service experience in the time prescribed may result in a more significant sanction.

9. *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.

10. *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.

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

12. *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.

13. *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 Office of Student Affairs 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. 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. Please refer to University Policy 9045 Transcript Notation Policy for more information on the removal of a transcript notation. (http://cnu.edu/public/policies/policy/student-services-policies/cnu-policy-9045_transcript_notation_policy.pdf)
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 VII – 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 Anchor Organization and recognized student organizations (RSOs) shall be open to all qualified matriculated students currently enrolled at CNU. 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)
Panhelleanic 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 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;
5. Receive a student organization mailbox;
6. Participate in campus-wide events (club fair, fall/spring fest, etc.);
7. 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. 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;

5. 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. Attend a New Student Organization interest meeting;

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. Complete a registration application through the Compass;
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 are strongly encouraged to 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.

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 under-graduate membership of at least ten members;
   ii. include not less than three undergraduate chapters, which have been part of the national 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 and/or the Office of Student Activities.

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. In the event that no relevant council exists, the Office of Student Activities may make a recommendation to the VPSA for the organization to be recognized as a Fraternity or Sorority 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 Government Association 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 Government Association 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. RSOs 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. All RSO events must be planned in accordance with the Use of University Facilities by Members of the University Community Policy 7000. 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 that extends that status to them. 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 re-quest 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 Sternos 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 pre pared. 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

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 3rd 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 on The Compass in the Student Organization Digital Resource Library.
• 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, 3rd Floor of the David Student Union, Suite 3125, 757-594-8947.
• Posting in the Freeman Center is coordinated through the Trieshmann Health and Fitness Pavilion Director.

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, Tobacco, 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.
   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
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. Tobacco

Christopher Newport University fully complies with the tobacco regulations of the Commonwealth of Virginia. All state laws apply to CNU students, faculty and staff.

Effective July 1, 2019, the code of Virginia, § 18.2-371.2, prohibits the purchase or possession of tobacco products, nicotine vapor products, and alternative nicotine products by a person under 21 years of age or sale of tobacco products, nicotine vapor products, and alternative nicotine products to persons under 21 years of age.

Additionally, smoking and/or vaping inside or within 25 feet of building entrances or windows is prohibited.

G. 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.

H. 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.

Effective July 1, 2020, the code of Virginia 18.2-250.1, pertaining to possession of marijuana, have changed and are defined as follows:

It is unlawful for any person knowingly or intentionally to possess marijuana unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized by the Drug Control Act (§ 54.1-3400 et seq.). The attorney for the Commonwealth or the county, city, or town attorney may prosecute such a case.

Any person who violates this section is subject to a civil penalty of no more than $25. A violation of this section is a civil offense. Any civil penalties collected pursuant to this section shall be deposited into the Drug Offender Assessment and Treatment Fund established pursuant to § 18.2-251.02.

Except as authorized in the Drug Control Act (§ 54.1-3400 et seq.), it is unlawful for any person to sell, give, distribute or possess with intent to sell, give, or distribute marijuana.

Any person who violates this section with respect to:

1. Not more than one ounce of marijuana is guilty of a Class 1 misdemeanor;

2. More than one ounce but not more than five pounds of marijuana is guilty of Class 5 felony;

3. More than five pounds of marijuana is guilty of a felony punishable by imprisonment of not less than five nor more than 30 years.

There shall be a rebuttable presumption that a person who possesses no more than one ounce of marijuana possesses it for personal use.
If such person proves that he gave, distributed, or possessed with intent to give or distribute marijuana only as an accommodation to another individual and not with intent to profit thereby from any consideration received or expected nor to induce the recipient or intended recipient of the marijuana to use or become addicted to or dependent upon such marijuana, he is guilty of a Class 1 misdemeanor.

Any person who gives, distributes, or possesses marijuana as an accommodation and not with intent to profit thereby, to an inmate of a state or local correctional facility, as defined in § 53.1-1, or in the custody of an employee thereof is guilty of a Class 4 felony.

Any person who manufactures marijuana, or possesses marijuana with the intent to manufacture such substance, not for his own use is guilty of a felony punishable by imprisonment of not less than five nor more than 30 years and a fine not to exceed $10,000.

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 may be confiscated by law enforcement officials.

I. 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.

J. 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.

K. 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.

L. **Intervention and Prevention**

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

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

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

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

M. **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/](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 person-ally 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 I 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/watch/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?ChristopherNewportUniversity
- 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 )
- North American Interfraternity Conference (www.nicindy.org )
- National Panhellenic Conference (www.npcwomen.org )
- National Pan-Hellenic Conference (www.nphchq.org)
- Stop Hazing Organization (www.stophazing.org)
• Hazing Prevention (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:

      i. Interrogating an individual in an intimidating or threatening manner;

      ii. 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

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Freedom of Expression

Christopher Newport University is committed to free and open inquiry in all matters, and offers to its students, faculty and staff the broadest possible latitude to speak, write, listen, challenge and learn. Of course, the ideas of different members of the University community will often and quite naturally conflict. But it is not the proper role of the University to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable or even deeply offensive.

Members of the CNU community shall always exercise their freedom of expression in a manner that does not interfere with or disrupt the operation of the University or the activities of other members of the community. To ensure this, the University will reasonably regulate the time, place and manner of expression. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the University’s commitment to a completely free and open discussion of ideas. Speech which violates the law – including speech or conduct intended to threaten, harass or intimidate – will not be tolerated.

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, illegal harassment and false advertising.

Maintaining Orderly Operations
No person may engage in expressive conduct that has the effect of disrupting or preventing the orderly conduct of the University operations and activities. 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) blocking the flow of pedestrian or vehicular traffic; and (4) conduct creating an unsafe or unhealthy condition.

Expressive Activity:
Any expression protected by the First Amendment to the United States Constitution, including but not limited to speaking, silent protest, distributing literature such as leaflets or pamphlets, displaying signs, wearing certain clothing or accessory items, dancing, meetings, performances, demonstrations, rallies and vigils.

All outdoor spaces are available to students for expressive activities subject to the conditions established by this policy and any other reasonable time, place and manner restrictions as might be deemed necessary by the University. Such use of outdoor areas should be scheduled at least 24 hours in advance, if possible, in order to avoid interference with or disruption of ordinary, routine, or previously scheduled activities and to ensure safety and health. University services such as set up, technical assistance, catering and parking may not be available on short notice.
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. See University Policy 7000 Use of University Facilities by Members of the University Community Policy

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 per-form 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

What is illegal according to copyright law?

- Playing a movie 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 live broadcast (not individually recorded) television programs.
- 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 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 with the Student Disability Support Specialist in the 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 3rd floor of the David Student Union (Telephone 594-7160).*

Faculty members should direct questions regarding accommodations to the Student Disability Support Specialist in the Office of the Vice President of Student Affairs/Dean of Students or refer students to this office to discuss the process of formally requesting services and 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.
Rights and Responsibilities of Students with Disabilities

11. 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 regarding testing procedures, environmental influences, evaluation and access to University facilities, programs and services.

12. Students have a right to information. Information concerning procedures, facilities, possible accommodations, services or other aids should be readily available to students.

13. 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.

14. Students have a right to participate in all University activities provided they can perform what are considered essential aspects of the activity or program.

15. Students with disabilities have the responsibility to maintain academic standards and follow procedures established by the University.

16. 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.

17. 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.

18. 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.

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
ACCEPTABLE USE OF COMPUTING RESOURCES POLICY

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

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

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

1. Acceptable use must demonstrate respect for:
   • the rights of others, including the right of privacy;
   • intellectual property rights (e.g., as reflected in licenses and copyrights);
   • ownership of data;
   • system mechanisms designed to limit access; and
   • individuals' rights to be free of intimidation, harassment and unwarranted annoyance.

2. Policy toward Violations
   • CNU regards any violation of this policy as a serious offense (See Enforcement Regulations below).

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

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

3. Unacceptable Use
In making acceptable use of resources you must NOT:

• Install, copy, distribute, share or otherwise make available or use software, files or content of any kind in violation of any local, state or federal law, copyright law and/or End User Licensing Agreement.
• Alter system software or hardware, disrupt or interfere with the delivery or administration of system resources.
• Access or attempt to access or facilitate access to another user's account, server, workstation, computing device, files, voice mail or e-mail without the owner's permission.
• Share personal information, including but not limited to account information, user credentials and/or access to university systems.
• Misrepresent your identity in electronic communication.
• Engage in conduct or the use of computing resources which interferes with others' use of IT systems, the activities of other users or otherwise impedes workplace productivity.
• Commit acts of vandalism, theft or tampering with computer resources.
• Use computer programs to decode passwords or to access control information.
• Attempt to circumvent or subvert security measures.
• Engage in any activity that might be harmful to systems or to any information stored therein, such as creating or propagating viruses, disrupting services, or damaging files.
• Use University systems for commercial or for partisan political purposes.
• Make or use illegal copies of copyrighted software, store such copies on University systems, or transmit them over University networks.
Use mail or messaging services to harass or to intimidate another person, for example, by broadcasting unsolicited messages, by sending unwanted mail, or by using someone else's name or User ID.

Waste computing resources, by intentionally placing a program in an endless loop, by using excessive amounts of paper through printing needlessly, frivolously, or for amusement, or by sending chain letters.

Use the University's systems or networks for personal gain, by selling access to your User ID or to University systems or networks, or by performing work for profit with University resources in a manner not authorized by the University.

Publish Web pages that use or attach the University name to material that is not appropriate to the University's educational, research or service mission.

Engage in any activity that does not conform to the General Principles statement above.

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

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

D. Protecting Electronic Access Privileges

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

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

   a. The owner of a user password (PIN) and user name (user ID) is accountable for its use. It is the owner's responsibility to protect the integrity of accessible systems and to preserve the confidentiality of accessible information as appropriate.

   b. Unauthorized electronic access is prohibited.

   c. Guidelines for managing your password:

      • Passwords should be managed solely by the owner.
      
      • Passwords should remain confidential.
• Passwords will be changed every 90 days and at any time there is a reason to suspect a password has been compromised.

• Passwords should follow guidelines issued by the granting agency of the University (At least eight characters in length; and comprised of upper/lower case alphabetical and special characters).

• Passwords should never be displayed, printed, or otherwise recorded in an unsecured manner.

d. Reporting Suspected Security Breaches

Anyone who has reason to suspect a breach of established security policy or procedure should promptly report it to the appropriate Dean, Director, Department Head, or the Information Technology Services Department.

E. Enforcement Regulations
1. User Responsibility
   All users of University computing resources are responsible for being aware of University policies governing computing and communications resources.

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

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

ACADEMIC ADVISING
Dr. David P. Heddle, Faculty Director of Academic Success
Luter 315
(757) 594-8434

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.
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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 AND THE
ALICE F. RANDALL WRITING CENTER
Christopher Newport Hall Suites 123 & 124
(757) 594-7684
Email: academicsuccess@cnu.edu · 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

THE OFFICE OF ADMISSION
Christopher Newport Hall 200
(757) 594-7015 [Toll Free: (800) 333-4268]
Fax: (757) 594-7333
Web Address: http://cnu.edu/admission/
Email: 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-

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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
Web Address: www.cnusports.com/

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.
Men compete in:

<table>
<thead>
<tr>
<th>baseball</th>
<th>basketball</th>
<th>cross country</th>
</tr>
</thead>
<tbody>
<tr>
<td>indoor track and field</td>
<td>sailing (co-ed)</td>
<td>soccer</td>
</tr>
<tr>
<td>tennis</td>
<td>golf</td>
<td>outdoor track and field</td>
</tr>
<tr>
<td>football</td>
<td>lacrosse</td>
<td>cheerleading (co-ed)</td>
</tr>
</tbody>
</table>
Women compete in:

<table>
<thead>
<tr>
<th>basketball</th>
<th>field hockey</th>
<th>cross country</th>
<th>volleyball</th>
</tr>
</thead>
<tbody>
<tr>
<td>outdoor track and field</td>
<td>sailing (co-ed)</td>
<td>softball</td>
<td>cheerleading (co-ed)</td>
</tr>
<tr>
<td>tennis</td>
<td>indoor track and field</td>
<td>soccer</td>
<td>golf</td>
</tr>
<tr>
<td>dance team (CNU Storm)</td>
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</tbody>
</table>

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, teamwork, 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, dodgeball, and volleyball. A number of non-traditional intramural sports are also offered including eSports, combine/skills competitions and lawn game type tournaments. 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 healthy 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
OFFICE OF STUDENT ACCOUNTS, CASH SERVICES
Christopher Newport Hall 342
(757) 594-7354
Web Address: 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 1st 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:
CASHIER’S OFFICE
Christopher Newport Hall, First Floor
Website: 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/

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.

CENTER FOR CAREER PLANNING
Christopher Newport Hall Suite 305
(757) 594-8887
Web Address: http://cnu.edu/careerplanning/
Email: 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. The CCP also strives to foster an environment that embraces and supports the diverse worldviews and identities of our community and the employment world. 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

THE OFFICE OF COUNSELING SERVICES
Freeman Center – H230, Second Floor
(757) 594-7047
Email: ccp@cnu.edu

The Office of Counseling Services (OCS) supports students in their academic and personal development at CNU. As part of the University student 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.

Counseling Services
Individual Appointments and Group Sessions
Individual and group counseling sessions are available to assist students in addressing a wide range of personal issues that may impact academic progress. Concerns may arise related to academic stressors and challenges, roommate interactions, emotional issues, relationship difficulties or a number of other personal experiences. Professional staff provide student-focused brief treatment to help students identify issues and find ways to deal with those concerns effectively.

Professional staff 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; information will not be released without the expressed permission of the student, except as required by law. Group counseling is available upon request and based on student needs.

Crisis Intervention
24-hour-a-day crisis intervention services are available to the CNU student community. Crisis intervention is a quick and multi-team response system available to support currently enrolled students when a student experiences any life-threatening emergencies and needs this type of personal assistance.
Consulting
OCS 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 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. Consulting services are not confidential services but are considered private conversations.

Workshops and Other Outreach
Professional staff offer workshops on topics such as: stress management, anxiety, depression, interpersonal relationships, decision-making, and other areas as requested. Staff members also collaborate within the university community in education efforts related to various outreach programming such as suicide, anxiety and depression, alcohol use and abuse, sexual assault and responsibility and other topics of interest to the students and university community.

DAVID STUDENT UNION (DSU)
(757) 594-7000

The David Student Union is a state-of-the-art 151,000 square foot facility built primarily for the student population of Christopher Newport University. Named for the Buddy David family, in honor of their generous support and contributions over the years, the David Student Union opened in the fall of 2006. Amenities within the DSU include four retail dining options, a residential dining hall, four conference rooms, an elegant boardroom, and a spectacular ballroom, along with various administrative and student organization offices.
The DSU is home to Auxiliary Services Administrative Offices, the Captains Card Office, the Captains Locker, Catering Services, Dining Services, Disability Services, Multicultural Affairs, Residence Life, Student Activities, Student Services, and the Scheduling, Events and Conferences office. The David Student Union is proud to host a plethora of student activities, departmental meetings and functions, community events, and large University events.

DSU Customers
The David Student Union’s primary customers are the University’s student population. All activities and operations in the DSU are designed to have the best interests of our student population in mind. In addition, several Student Affairs staff located within the DSU who are stewards of students’ social and academic life are also very important customers and tenants of the DSU. Some of these include, but are not limited to, the following:

- Residence Life – Suite 3125
- Student Activities, Student Engagement/Orientation – Suite 330
- Student Affairs – Suite 3127
  - Vice President of Student Affairs/Dean of Students
  - Associate Dean of Students
• Special Assistant to the Vice President of Student Affairs for Diversity and Inclusion
• Honor Enrichment and Community Standards
• President’s Leadership Program
• Disability Support Services

**DSU 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 should be shown for the furniture so as not to damage it. Refrain from moving the furniture from its designated areas; should furniture need to be moved, please contact the building supervisor.

**DSU 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.

- Director of Buildings Operations: Wes Mann

- Building Maintenance Supervisor: Robert Johnson

- Maintenance Assistant: Randy Caldwell

- Housekeeping Manager: Carland Strickland
• Housekeepers: Kia Allen, Odilka DeLewis Clarke, Julian Cousins, James Day, Brian Howard, Sarah Long, James Oliver, Gregory Stewart.

DSU Staff
The DSU staff members are part of a group of services within Auxiliary Services. Various departments in Auxiliary Services are vital to the success and smooth operation of the David Student Union. Under the leadership of the Associate Vice President for Auxiliary Services, Wayne E. Reed, Auxiliary Services units include Captains Card and Campus Vending Services (including beverage vending, laundry vending, and snack vending), Catering Services, Dining Services, Scheduling, Events and Conferences, Housing, Buildings Operations (including David Student Union, Freeman Center, Ferguson Center for the Arts, Regattas, Hidden Hussey Commons, Alumni House, Pope Chapel, and Yoder Barn), Parking and Transportation, Captains Locker/University Bookstore, Student Mail Room, and Financial and Administrative Services.

Captains Card Office and Welcome Desk
The Captains Card Office is responsible for maintaining students’ Captains Card accounts, including Meal Plans, Dining Dollars, Captains Cash, and Print Funds, and maintaining contracts associated with Blackboard Transact. The Captains Card Office also oversees beverage, laundry, and snack vending services.

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 issues ID cards and club office keys and handles cash refunds of monies lost in vending machines.

• Senior Manager of Captains Card Program and Campus Vending Services: Tracy Leota

• Welcome Desk Coordinator/Captains Card Assistant: Sharon Kelly

• Welcome Desk Assistants: Student Workers

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

<table>
<thead>
<tr>
<th>Athletic Ticket Office</th>
<th>Health and Wellness Center</th>
<th>Parking and Transportation</th>
<th>Laundry Machines</th>
<th>Vending Machines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captains Locker</td>
<td>Select Off-Campus Merchants</td>
<td>Copy and Print Stations</td>
<td>Dining Services</td>
<td>Freeman Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fitness Pavilion</td>
</tr>
</tbody>
</table>

As a debit account, each purchase will be automatically deducted from your account balance. Deposits can be made online at cnu.edu/captainscard, at Captains Cash Kiosk machines located in the Trible Library or DSU, or through the CNU Cashiers’ Office. There is not an annual limit to the amount you can deposit. You can also track your purchases and balances, report your card lost or stolen, and gain more information through the Captains Card link inside CNU Connect.
funds will roll over semester to semester and over the summer. Refunds can be requested at the Captains Card Office, DSU Welcome Desk, or online. Questions regarding Captains Cash should be directed to Tracy Leota, Senior Manager of Captains Card Program and Campus Vending Services, located in DSU Suite 380, at (757) 594-8834 or via email at captainscard@cnu.edu.

Captains Locker
The Captains Locker is the spirit shop on campus and is operated through a contract with Follett Higher Education Group. The Captains Locker offers a wide variety of CNU apparel and spirit items, handles graduation announcements and regalia, and offers CNU class rings by Jostens. Reference materials, study aids, and all required and recommended textbooks for the courses taught at CNU are also available via an online virtual bookstore. Visit the Captains Locker website to order your CNU apparel, spirit items, and course materials that can be picked up in the Captains Locker or shipped to you. Visit www.captainslocker.com.

- Captains Locker Manager: Sharolyn Meyers
- Course Materials Manager: Richelle Sayles

Catering Services
Catering Services provides food and beverage services for a wide variety of events, meetings, and functions in locations across the entire campus, including meeting rooms, offices, lobbies, and other University-owned properties. Catering orders and waivers must be submitted to the Catering office ten business days before an event.

- Director of Catering Services/Executive Chef: Erika Nestler
- Catering Sales and Service Manager: MJ Taylor
- Catering Training Coordinator: Scott Sprowl
- Assistant Catering Managers: Jason Correiro, Mark Mason, Delina Virella

Dining Services
Dining Services is one of the largest Auxiliary Services operations on campus, feeding thousands of students, staff, faculty, and guests on a daily basis, as well as providing services to major University events. About half of the Dining Services operation is housed in the David Student Union, all of which accept Dining Dollars and Captains Cash:

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

**Scheduling, Events and Conferences Office**
The Scheduling, Events and Conferences Office is responsible for scheduling and providing events management for events in University facilities, including but not limited to, the David Student Union, the Freeman Center, the Ferguson Center for the Arts, academic facilities, outdoor areas (except the athletic fields), and parking facilities. The Scheduling, Events and Conferences Office works closely with various departments to ensure all scheduled events are a success.

• Director: Alicia Brown

• Assistant Director: Patricia Burgoon

• Events Operations Manager (AV, Video, and other Production requests)
  o Walter Walker

• Events Coordinators
  o David Student Union – Collin Norman
  o Freeman Center – Edwin Perez
  o Outside/Academic Areas – Collin Norman
  o Ferguson Center for the Arts – Leonard Forts
  o House Manager/Yoder Barn – Patricia Larrison

**OFFICE OF FINANCIAL AID**
Christopher Newport Hall 107
(757) 594-7170
Email: finaid@cnu.edu

Christopher Newport University 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 Office of Financial Aid 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 cost of attendance at Christopher Newport 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 Christopher Newport is March 1 for consideration for the following academic year. The FAFSA can be completed online at fafsa.ed.gov. We recommend that students file by the December 15th 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 a financial aid package. We begin sending aid package notifications for prospective freshman as early as December, depending upon the student’s admit type. We begin sending aid package notifications 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 Christopher Newport will be expected to have a minimum GPA of 2.00.
Attempted credit hours include all credit hours for which a student is registered at the end of the add/drop period, including credit hours earned/attempted when a student is not a financial aid recipient.

This policy is specific to financial aid eligibility and is separate and apart from other academic progress related policies at the University. The complete SAP Policy can be found online at 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 Christopher Newport Financial Aid website at cnu.edu/financialaid/.

**FREEMAN CENTER**

(757) 594-7980  
Web Address: [http://cnu.edu/life/fitness/](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. In the Freeman Center, you can watch our indoor Captains athletic teams compete, exercise in our workout spaces, watch movies in our theater, visit health and wellness and counseling services, 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, four basketball courts (which can also be used for volleyball), the Trieshmann Health and Fitness Pavilion (17,000 square feet of fitness space), the Carney-Smith room (meeting space) and four additional meeting rooms. The Freeman Center accommodates up to 6,000 people for concerts and 5,000 for convocations.

The Freeman Center has hosted a wide variety of activities, from intramural and athletic contests, to dinner galas and concerts. The Freeman Center is an exciting gathering place for CNU students, faculty, and staff, as well as numerous campus guests and visitors. This building is a true multipurpose facility.

The Trieshmann Health and Fitness Pavilion offers the following:
- Fitness Classes
- Fitness Assessments
- Fitness/Wellness Programs and Events
- Personal Training
- Over 7,000 lbs. of Free Weights and Dumbbells
- 15+ pieces of Circuit Training Equipment
- 30+ Cardiovascular machines
- 2 Multipurpose Rooms

UNIVERSITY HEALTH AND WELLNESS SERVICES
Freeman Center – First Floor
(757) 594-7661 Fax: (757) 594-8853
Web Address: http://cnu.edu/life/health/
Email: uhws@cnu.edu

University Health and Wellness Services (UHWS) 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) and medical assistants (MA) are available by appointment to assist students with wellness and sick care needs. The nurse practitioners 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 website. The clinic does not accept or file for insurance and payment is due at the time of service. Cash, credit card, 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 typically would not be reimbursed by most insurance companies.

**Scheduling:**
To avoid an extended wait time, appointments are required and given priority. However, 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 theOffice of the Registrar.

UHWS staff can assist with questions or concerns regarding this form. Additionally, TB screenins and PPD skin testing are available at UHWS. Unless students are participating in a class or sport that requires a pre-participation physical, no general health physical is required for freshmen, transfer or graduate students.

**Health Education Opportunities:**
UHWS staff participate in and support various health and wellness education opportunities through presentations when students arrive on campus and throughout the academic year. 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 a student has a medical question or concern, or needs 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) 595-6363 and request to speak to The Riverside Nurse.

UNIVERSITY HOUSING
Christopher Newport Hall 300
(757) 594-7756
Email: housingadmin@cnu.edu

At Christopher Newport University, our 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 residence halls are contained in the University Catalog and the Housing and 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:

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Dining Services
Each of our meal plans includes Dining Dollars based on the particular meal plan the student chooses. Dining Dollars are encoded onto the student’s Captains Card, which is then used like a debit card for food purchases. These Dining Dollars can be used at Einstein’s, Discovery Bistro, Discovery Grille, Discovery Pizzeria, and Chick-fil-A.

Dining Plans – Dining for residents is available in The 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 commuter students and upperclassmen with kitchens

Residential Dining Halls – At either of the conveniently located residential dining halls, 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 feature “all you care to eat” dining options. 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 Retail Dining – Several retail dining options are available within the DSU, including the very popular Chick-fil-A and Discovery Pizzeria venues. You can also find hearth baked bread and a wonderful array of twenty first century tastes at the Discovery Bistro, including fresh sushi and Panini sandwiches. And be sure to enjoy the Discovery Grille, your destination for Philly cheesesteaks, burgers, fries, onion rings, cheese sticks and much, much more! Of course, Captain's Cash, Dining Dollars, and cash may be used at all of these locations.

Einstein’s Café – When you need a great cup of coffee or are craving croissants, Einstein’s Café is the place for you. Located in the Paul and Rose Mary Trible Library, this upscale breakfast option, featuring Starbucks coffee, also offers a variety of sandwiches and caters to dessert lovers with specialty desserts, milkshakes, and phosphate drinks.

INFORMATION TECHNOLOGY SERVICES
Helpdesk: Trible Library, 24/7 Room
Administrative Offices: Ratcliffe Hall
(757) 594-7079
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 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 Trible Library, McMurran 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 Trible Library, Luter Hall, McMurran 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 University 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 Christopher Newport.

The Help Desk in the Trible 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.

Parking AND TRANSPORTATION SERVICES
Ferguson Center Parking Garage, First Floor
(757) 594-7129
Web Address: http://parking.cnu.edu

For the safety and convenience of those who operate vehicles on campus, parking regulations at CNU have been prepared 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.

Current CNU parking decals are required at all times for students, faculty, and staff who park in CNU parking facilities and lots and are available in the Parking and Transportation Services Office. A valid CNU parking decal 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 visitor permits may park in any lot or in spaces marked “Visitor.” Visitors’ passes may be obtained at the Parking and Transportation Services Office (757-594-7129) during normal business hours or at the CNU Police Department (757-594-7777) 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. Faculty, staff, and students parking in spaces designated as handicapped spaces must also display a valid University parking permit, along with handicapped identification or state-issued handicapped license plates. Vehicles bearing a valid University decal and handicapped identification/plates may use parking spaces in any CNU parking facilities or parking lots. Parking is prohibited in or at yellow-curbed areas, against the flow of traffic, along or on service roads, and on the grass and sidewalk areas unless otherwise indicated by Parking Services or as posted by signs. Reserved, Visitor, and Handicapped parking is restricted every day, 24 hours per day.

Periods Designated for Open Parking – All main campus parking lots are designated for “Open Parking” from 5:30 p.m. to 7:30 a.m. for all vehicles with a valid CNU decal. East campus parking 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 near the Trible 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 Registrar
Christopher Newport Hall, First Floor
(757) 594-7155
Email: register@cnu.edu

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
- Manages online course registration
- Processes and manages course enrollment schedule adjustments, including drops, adds, exceptions, and all types of withdrawals
- Provides online access to faculty for entry of grades and student viewing of three-week, midterm and final grades and degree progress evaluations
- Provides access to and training for online access of student records for faculty advisors
- Provides online access to academic records
• Facilitates meetings of the Undergraduate Degrees Committee (UDC) and the Academic Status Committee (ASC)

• Provides academic accommodations to students with authorized accommodations under the Americans with Disabilities Act

• Certifies student enrollment and other student record information to authorized requesting agencies

• Verifies and records students’ certificates of immunization

• Serves as university official regarding the Family Educational Rights and Privacy Act (FERPA) and use of student data and provides relevant training

• Manages the Veterans Affairs Educational Benefits program

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’ Online Access to Academic Record

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

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 or incident causing the need for the medical withdrawal. The student must also provide a written statement on official letterhead from the student’s treating physician (MD or DO) certifying that the student is/was incapacitated and is physically incapable of completing the term due to medical reasons. Appeals for medical withdrawals which are received after the last day of regular classes will be considered late and must have a written statement by the student indicating the compelling reason for the late request. Late requests are strongly discouraged and will be considered on a case by case basis; only those requests involving exceptional, well-documented circumstances, which could not have been addressed earlier in the semester, will be considered.
After the Office of the Registrar receives all required documentation, the University Registrar will begin a thorough review of the student’s request and determine the appropriateness of the medical withdrawal. After the review has been completed, the University Registrar will approve or disapprove the request, and the student will be notified in writing of the decision. If the request is approved and the student wishes to return to the University for a future term, the student will need to provide written documentation from the treating physician that the student is eligible to return to full-time study. If the student has not enrolled for two consecutive semesters, the student must apply for readmission to the University in addition to providing written documentation from the treating physician of the student’s eligibility to return to full-time study.

It is extremely rare that two consecutive medical withdrawals will be approved. It is also rare that a request for a medical withdrawal received near the end of a term or after a term has ended will be approved or that a medical withdrawal will be approved retroactively for a previous period of enrollment. In such extreme instances of physical incapacitation, additional documentation from the physician (MD or DO) and the student will be required to justify the lateness of the appeal and the extenuating circumstances contributing to the need for the withdrawal.

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, the Vice President for Enrollment and Student Success, or the Provost). After the individual 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 student’s 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. 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 submission 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 Registrar 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.

**Immunization Requirements for New Students**

In an effort to provide a healthy environment in which to live and learn, Christopher Newport University has created an immunization policy that incorporates the guideline for immunizations set forth in the *Code of Virginia*, Section 23-7.5. Students may have received these immunizations as a child or later in life. **All entering full time students (including graduate, nondegree, and transfer students) are required to provide a completed Certificate of Immunization, which must be signed or stamped by a licensed health care professional.**

Failure to do so will result in the student’s inability to move into university-assigned housing or attend classes at the beginning of the semester. In some cases, students may sign a waiver of the recommended immunization and be in compliance with University policy and the Code of Virginia. Copies may be obtained from the Office of the Registrar website (registrar.cnu.edu/forms/) or by contacting the Office of the Registrar. Questions about this requirement of the waiver should be directed to the Office of the Registrar at (757) 594-7155 or via email at registrar@cnu.edu.

**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. 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 (FERPA) is a federal law that protects student privacy. Under FERPA, eligible students are granted certain rights with regard to education records:

- Right to inspect and review their education records within 45 days of the request;
- Right to request amendment of education records if the student believes they are inaccurate;
- Right to require Christopher Newport University to obtain written consent to disclose personally identifiable information from the student’s education record unless an exception applies:
- Right to file a complaint concerning alleged FERPA violations with the Family Policy Compliance Office (FCPO) within the U.S. Department of Education:

  Family Policy Compliance Office  
  US Department of Education  
  400 Maryland Avenue, SW  
  Washington, DC 20202-4605

Disclosing Education Records:
In general, Christopher Newport does not disclose non-directory information to third parties unless the student has provided written permission, the release is to the parent of a dependent student (with appropriate documentation), as required by §23.1-1303.B.5 of the Code of Virginia, or the disclosure meets a qualified exception under FERPA.
Disclosure of General Directory Information: FERPA allows for the designation of certain academic record information as “directory” or public information [education record information not requiring prior written permission to release]. Christopher Newport defines directory information as follows:

- Student’s name
- Date of birth
- Dates of attendance at the University, field of concentration, degrees, honors and awards
- Enrollment status – full-time or part-time
- Height and weight of members of athletic teams
- Participation in officially recognized activities

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 University Registrar. All other student information will be released only upon written request of the student, excepting those instances cited below.

Although University email addresses are not publicly available pursuant to state law, they may be provided to University employees who meet the definition of School Official below.

Disclosure to members of the University community:

- “School Official” is defined as a person employed by the University in an administrative, supervisory, academic or research, or any University employee operating in support of the University’s overall mission and goals; 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.

- 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 in support of the University’s overall mission and goals and not for purposes extraneous to the official’s area of responsibility or extraneous to 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 or to assist in accomplishing the University’s overall mission and goals. A school official is determined to have a
legitimate educational interest if the official needs to review an education record
in order to fulfill their professional responsibility.

- A school official acknowledges that access to education records is intended to be
  for legitimate educational needs only and any other use is prohibited.
- Information requested by student organizations of any kind will be provided
  only when authorized by the Vice President of Student Affairs/Dean of Students.

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.

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.

Christopher Newport assumes that students who do not ‘opt out’ of directory information have
consented to the release of their directory information.

Opting Out of Directory Information:

Currently enrolled students may opt out of disclosure of their directory information by completing the
Request for Privacy Restriction Form (available from the Office of the Registrar) and submitting it to
the Office of the Registrar. Students may rescind their request to opt out at any time.

Opting out of directory information prevents disclosure of all student information unless the student
makes a request for disclosure in writing. Students who opt out must conduct all University business
in writing or via their Christopher Newport email address. No student information will be released via
phone. Further, the student’s name will not appear on Dean’s List posting or in any convocation or
commencement program(s) unless such a release is provided in writing by the student.

Request to Inspect Education Record:

Eligible students are provided the right to review and inspect all education records maintained by the
University. The following procedures must be followed to allow a student to review and inspect their
education record:

- Student must provide a written request indicating the type of education record(s) they wish to
  review and inspect;
- Student must submit the written request to the University Registrar, and an official of that
  office will arrange for the review and inspection appointment;
• Students will be provided an opportunity to review and inspect the requested education records within 45 days of submitting the formal request;

• An official of the Office of the Registrar will oversee the review and inspection appointment;

• Student may be allowed to make notes during the appointment, however, the student will not be permit to remove any documents or records;

• At the end of the inspection appointment, both the University official and the student will sign a copy of the written request noting the date, time, and location of the inspection.

• Exclusions: The following records are not available for review and inspection:
  • Parent Financial Records
  • Records which contain information about other students
  • Records associated with a denied application for admission
  • Confidential letters and/or recommendations to which access has been waived
  • Any other record which FERPA excludes from the definition of a student education record

• Request to Amend an Education Record: After reviewing and inspecting their education record, a student may believe that a portion of that record contains inaccurate or misleading information. Students may request an amendment of that education record. The following procedures must be followed to allow an amendment to the student’s education record:
  • Student must provide a written request and indicate the record to which the request for amendment is made and the reason they believe the record to be misleading or inaccurate;
  • Student must submit the request to the University Registrar;
  • The University Registrar will review the request and determine whether the amendment can be made to the record and notify the student accordingly. If the amendment can be made, the University Registrar will ensure that such amendment is completed;
  • The review and decision will take place within 30 days and the student will be informed in writing no later than the 30th day of the decision.
  • If the department has concluded no amendment will occur, the student may then request a hearing or to place a document in the record which explains why they believe the educational record to be wrong or misleading. Requests should be directed to the FERPA Compliance Specialist in the Office of the University Registrar.
• If the student requests a hearing, the student will be informed in writing of the date and time of the hearing.

Listed below is the annual 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. An admitted student is determined to be enrolled upon their first day of classes at the University.

Note: Students should access cnu.edu/registrar/ferpa/ for the latest changes to CNU directory information and updates regarding the Family Educational Rights and Privacy Act of 1974 (FERPA). The Vice President for Enrollment and Student Success and the University Registrar serve as the University’s FERPA officials and implement policies and procedures to facilitate compliance with this federal requirement.

A. Policy Intent
   1. The University student (education) 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 refuse the designation of any or all of the types of information about the student as directory information. A written request must be submitted prior to the start of the fall or spring semester.

   2. 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.

   3. 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 student has signed a waiver of his or her right of access. Letters of recommendation are removed from admissions files before the files are forwarded to the Office of the Registrar.

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 offices 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.

1. 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.

2. 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, he/she should write the University official responsible for the record, clearly identify the part of the record he/she wants changed, and specify the information he/she 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 Vice President for Enrollment and Student Success.

3. 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 C.3. below).

4. Students have the right to file a complaint with the US 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:
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.

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. The request must be submitted, in writing, prior to the start of fall or spring semesters. 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 any University employee operating in support of the University’s overall mission and goals; 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, in support of the
University’s overall mission and goals, and not for purposes extraneous to the official’s area of responsibility or extraneous to 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 or to assist in accomplishing the University’s overall mission and goals. A school official is determined to have a legitimate educational interest if the official needs to review an education record or needs access to components of an education record in order to fulfill their 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.

d. Effective July 2008, the Commonwealth of Virginia required higher education institutions to release educational record information to parents of dependent children. This state legislation is allowable within the guidelines of FERPA. Students who are tax dependents of their parent(s) or legal guardian(s) may authorize the receipt of mid-term or final grades and/or academic transcripts by contacting the Office of the Registrar to complete the documentation necessary for this disclosure. Proof of tax dependency may be required.

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, 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
Web Address: https://interweb.cnu.edu/studentlife/
Email: dosa@cnu.edu

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 AND ORIENTATION
Student Union Suite 330
757/ 594-7767
Web Address: https://interweb.cnu.edu/studentlife/orientation/
Email: orientation@cnu.edu studentengagement@cnu.edu

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
Web Address: https://interweb.cnu.edu/plp/
Email: preslead@cnu.edu

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 AND INCLUSION
Student Union Suite 3140
(757) 594-0715
Web Address: https://interweb.cnu.edu/studentlife/diversity/

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.

OFFICE OF RESIDENCE LIFE
Student Union Suite 3125
(757) 594-7527
Web Address: https://interweb.cnu.edu/living-on-campus/
Email: reslife@cnu.edu

Residence Life is dedicated to serving residential students and cultivating a safe and inclusive learning focused community that supports the academic mission of the University. CNU Residence Life enhances the co-curricular experience by providing opportunities for students to explore their personal identities and define their role within the community. Residence Life staff facilitate holistic growth while preparing students to pursue lives of meaning as responsible and contributing members of society.

In Residence Life, we believe in the inclusion and development of our students through community and individual interactions designed to enhance the curricular experience and we strive to educate for interdependence in our diverse world. Alongside the students, we facilitate intentional opportunities for learning that aligns with our five goals for residents: gain understanding of self and others, build positive relationships, make connections at the university and within the community, take ownership for experiences and impact, and move towards independence.

Staff
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 among the community, often 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.

**STUDENT ACTIVITIES**
*David Student Union Room 330*
(757) 594-7260
Web Address: [http://cnu.edu/life/](http://cnu.edu/life/) · [http://thecompass.cnu.edu](http://thecompass.cnu.edu)
Email: [osa@cnu.edu](mailto:osa@cnu.edu)

The Office of Student Activities (OSA) enhances campus life through advising and experiences that encourage students to discover their passions, enhance their academic pursuits and inspires them to learn about themselves and others.

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

**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 within the campus, and local communities. Members of these organizations are a driving force in the campus involvement experience and university programs.

**Campus Activities**
The Office of Student Activities, assists with the planning of major student organization events, including Homecoming, Captain’s Ball, and Light the Night. The office also supports the promotion of events to all students through a variety of print and digital mediums that help them find opportunities to connect outside the classroom.
CENTER FOR HONOR ENRICHMENT AND COMMUNITY STANDARDS
Student Union Room 3142
(757) 594-7190
Web Address: https://interweb.cnu.edu/checs/
Email: checs@cnu.edu

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
Web Address: http://cnu.edu/police/
Email: cnupd@cnu.edu

Safety and security are an important element of the Christopher Newport experience. Through a community policing model which includes nearly two dozen sworn police officers, a fully staffed 24-hour emergency communications center, and nearly two dozen unarmed campus security officers, University Police provide a safe environment in which students can focus on the rich academic and co-curricular experiences available to them. Christopher Newport University has been designated a Certified Crime Prevention Campus by the Virginia Department of Criminal Justice Services.

DISABILITY SUPPORT SERVICES
(757) 594-7160
Web Address: www.cnu.edu/life/disability/
Email: dosa@cnu.edu

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 Services and Accommodations form obtained from Student Affairs (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

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.

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 Office of Admission 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 Office of Admission (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:
2. Provide appropriate documentation. Appropriate documentation of a disability is required before services or accommodations 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 a student’s 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, students can be referred 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 students request accommodations 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 faculty 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 accommodations were determined and seek to revise the accommodations. 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 Student Disability Support Specialist 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 accommodations that allow a student to access educational programs 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 accommodations that allow a student to access educational programs. 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 accommodations 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 accommodations, 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/titleixo/
Director (Title IX Coordinator): Michelle L. Moody
Title IX Investigator (Deputy Title IX Coordinator): Kate Couch, 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 in admissions, employment, and education programs and activities based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, political affiliation, or any other status protected by law.
Under Title IX of the Education Amendments of 1972, discrimination and harassment on the basis of sex in any education program or activity including admission and employment is prohibited. This prohibition includes all forms of sexual harassment including sexual assault, dating/domestic violence, and stalking. Inquiries about this may be directed to the Director of Title IX & EO or to the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue SW, Washington DC, 20202, (800) 421-3481, OCR@ed.gov.

The Office of Title IX and EO provides information about reporting options, confidentiality, CNU resources, community resources, the resolution 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 this form.)

**Amnesty:** CNU encourages the reporting of violations of this policy and the cooperation with investigations; therefore, potential alcohol or drug violations should not be a deterrent to reporting or cooperating. CNU’s primary focus shall be on addressing any alleged Prohibited Conduct and not on alcohol and drug violations that may be discovered or disclosed. CNU does not condone underage drinking or illicit drug use; however, except in compelling circumstances, CNU will extend limited amnesty from consequences related to the personal consumption of drugs or alcohol to Complainants, witnesses, and others who in good faith report alleged incidents of Prohibited Conduct 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 (Mandated Reporters) who must report all incidents of possible sexual harassment including sexual assault, dating/domestic violence, 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 of Title IX & EO web site at [http://cnu.edu/titleix-eo/](http://cnu.edu/titleix-eo/).

THE OFFICE OF TRANSFER ENROLLMENT
Christopher Newport Hall – First Floor
(757) 594-7296
Web Address: [http://cnu.edu/admission/transfer/](http://cnu.edu/admission/transfer/)
Email: transfer@cnu.edu

The Office of Transfer Admission and Enrollment provides the following services:

- Reviews and acts on undergraduate transfer, non-degree and re-admission applications.
- Serves as institutional official for matters related to visas and is liaison to the U.S. Department of State and the Department of Homeland Security.
- Facilitates international student services and maintains associated records.
- Coordinates the Domicile Appeals Committee, makes decisions regarding non-freshman undergraduate applications for in-state tuition, and reviews applications for reclassification.
- Manages the evaluation, articulation, and awarding of transfer, dual enrollment, Advanced Placement (AP), International Baccalaureate (IB), and University of Cambridge International Examination (CIE) credit.
- Reviews and provides guidance on the Request to Take Course(s) Elsewhere process and the Virginia Tidewater Consortium (VTC) agreements (see “Academic Policies and Procedures” section of the Undergraduate Catalog).
Transfer Admission
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. For more information on applying to transfer to Christopher Newport, please visit cnu.edu/admission/transfer/.

Readmission to the University
Students must apply for readmission if they do not have 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. For more information on applying for readmission to Christopher Newport, please visit cnu.edu/admission/readmit/.

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 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.
<table>
<thead>
<tr>
<th>Nature of Issue</th>
<th>Contact Person</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Complaint</td>
<td>Dr. Robert Colvin, Vice Provost for Undergraduate Education</td>
<td><a href="mailto:acadcomplaints@cnu.edu">acadcomplaints@cnu.edu</a></td>
<td>(757) 594-7050</td>
</tr>
<tr>
<td>Sexual Assault Or Misconduct, Discrimination or Harassment</td>
<td>Ms. Michelle Moody, esq., Director of Title IX and Equal Opportunity</td>
<td><a href="mailto:titleixo@cnu.edu">titleixo@cnu.edu</a></td>
<td>(757) 594-8819</td>
</tr>
<tr>
<td>Non-Academic Complaint</td>
<td>Ms. Patricia McDermott, Director of Planning and Budget</td>
<td><a href="mailto:nonacadcomplaints@cnu.edu">nonacadcomplaints@cnu.edu</a></td>
<td>(757) 594-7222</td>
</tr>
</tbody>
</table>

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
Revision 2: Policy Committee, October 12, 2017

e. Next Review Date:
October 2019
### CAMPUS OFFICES DIRECTORY

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

### FUNCTION AND DEPARTMENTS | LOCATION | PHONE #
--- | --- | ---
Academic Advising | MCM 365 | 594-8434
Academic Success / Alice F. Randall Writing Center | CNH 123 & 124 | 594-7684
Accounting Discipline Coordinator | Luter | 594-7184
Add/Drop (Registrar) | CNH – 1st Floor | 594-7155
Address Change (Registrar/Fin. Aid if applicable) | CNH – 1st Floor | 594-7155/7170
Admission | CNH 200 | 594-7015
Alumni Relations | CNH 306 | 594-7712
Arts & Humanities (Dean’s Office) | MCM 303 | 594-7052
Athletics | FC 206 | 594-7025
Business Office | NH 342 | 594-7354
Captain’s Locker | DSU 1st | 599-5170
Captain’s Log Newspaper | DSU 393 | 594-7196
Career & Academic Planning | CNH 304 | 594-8887
Cashier’s Office | CNH 106 | 594-7042
Center for Community Engagement | Luter 144 | 594-7233
Club Information | DSU 330 | 594-7260
Communication Studies | LUTR 255 | 594-8732
Counseling Services | FC - H230 | 594-7047
Vice President of Student Affairs/Dean of Students | DSU 3127 | 594-7160
Deferred Payment Plan (Student Accounts) | CNH - 1st floor | 594-7354
Economics | UTR 227r | 594-7068
Employment (Student) | CNH - 304 | 594-8887
English Department | MCM 205 | 594-7024
Executive Vice-President | CNH – 4th Floor | 594-7040
Ferguson Center For The Arts | FCA 110 | 594-7448
Ferguson Ticket Office | FCA T159 | 594-8752
Finance Discipline Coordinator | LUTR 119 | 594-7727
Financial Aid | CNH 107 | 594-7170

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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 – 1st Floor ...................................... 594-7155
Graduate Studies ................................................... MCM 159B ........................................... 594-7297
Graduation (Registrar) ............................................ CNH – 1st Floor ...................................... 594-7155
Greek Life ............................................................. DSU 330 ................................................. 594-8187
Health & Wellness Services ..................................... FC – 1st Floor .......................................... 594-7661
History ................................................................. MCM 305 ................................................. 594-7567
Honor Enrichment & Community Standards ................. DSU 3142 ............................................ 594-7190
Honors Program ..................................................... LIB – 2nd Floor ....................................... 594-7072
Housing Administration .......................................... CNH 300 ................................................. 594-7756
Human Resources .................................................. BTC 101 .............................................. 594-7145
I.D. Cards ............................................................. DSU 386 ................................................. 594-8834
IT Services Help Desk ............................................... LIB 24/7 Room ......................................... 594-7079
Department ............................................................ RATC 121 .............................................. 594-7180
Media Center Office ............................................... LIB – 2nd Floor ....................................... 594-7136
Information ............................................................ DSU 1st Floor Lobby ..................................... 594-7100
Leadership & American Studies ................................ LUTR 213 .............................................. 594-8907
Library: Information ................................................ LIB ............................................................. 594-7133
Periodicals Department .......................................... LIB ............................................................. 594-7494
Reference Desk ..................................................... LIB ............................................................. 594-7132
Reference Librarian ............................................... LIB 162 ................................................. 594-7046
Luter School of Business ......................................... LUTR 114 .............................................. 594-7184
Luter School Department Chair ................................ LUTR 125 .............................................. 594-7075
Mail Room ............................................................ SERV ...................................................... 594-7935
Management Discipline Coordinator ......................... LUTR ...................................................... 594-7265
Marketing Discipline Coordinator ............................. LUTR 116 .............................................. 594-7099
Mathematics Department ........................................ LUTR 360 .............................................. 594-7194
Military Science/ROTC .......................................... LUTR 126 .............................................. 594-7851
Modern & Classical Language Department ................... MCM 105 ............................................ 594-7020
Molecular Biology & Chemistry ................................ FH 3022 ................................................. 594-7056
Music ................................................................. FCA A133 ................................................. 594-7089
Natural & Behavioral Sciences (Dean’s Office) .............. FH 3035 .............................................. 594-8069
Notary Public (Human Resources) ............................. BTC 101 .............................................. 594-7145
Organismal & Environmental Biology ......................... FH 1021 .............................................. 594-7126
Parking Decals and Fines ........................................ Ferguson Parking Deck ......................... 594-7129
Payroll ................................................................. CNH – 3rd Floor ........................................ 594-7145
Philosophy & Religious Studies ................................ MCM 261 .............................................. 594-8827
Physics & Computer Science .................................... LUTR 313 .............................................. 594-7065
Plant Operations/Housekeeping ................................ SERV ...................................................... 594-7035
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President’s Leadership Program ........................................ DSU 3127 ......................................................... 594-7207
President of the University ........................................... CNH – 4th Floor .................................. 594-7002
Provost ........................................................................ CNH – 4th Floor .................................. 594-7050
Psychology .................................................................. FH 2022 ...................................................... 594-7094
Purchasing ................................................................... BTC 309 ...................................................... 594-7553
Registrar ....................................................................... CNH – 1st Floor ........................................ 594-7155
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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 – 1st Floor .................................. 594-7330
Student Affairs .......................................................... DSU 3127 .................................................. 594-7160
Student Activities ....................................................... DSU 330 ..................................................... 594-7260
Greek Affairs .............................................................. DSU 330 ..................................................... 594-8437
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Student Union Scheduling ........................................... DSU 380 ..................................................... 594-7018
Student Assembly ....................................................... DSU 367 ..................................................... 594-7197
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Theater & Dance ........................................................ FCA A134 ................................................ 594-7475
Title IX and Equal Opportunity ................................... CNH 401 .................................................. 594-8819
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TRANSCRIPTS (Registrar) ........................................ CNH – 1st Floor .................................. 594-7155
University Advancement .......................................... BTC 405 .................................................. 594-7179
University Police ........................................................ 12270 Warwick Blvd ......................................... 594-7053
University Relations .................................................. BTC 4th Floor ........................................... 594-7974
Veterans Affairs ........................................................ CNH – 1st Floor .................................. 594-7175
Warehouse ............................................................... SERV ......................................................... 594-7255