



REGENT UNIVERSITY

STUDENT HANDBOOK

Effective July 1, 2011

This handbook is provided to students and employees for their general guidance only.

It does not constitute a contract; either expressed or implied, and is subject to change at the University's discretion.

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PREFACE

- 1.1. The *Student Handbook* is not a contract but only a statement of University policy regarding such topics as University organizational structure, student academic policies, and student life and services. This *Handbook* represents the official position of the University on any policy or procedure that it addresses. No person at the University now has, or in the past has had, the authority to make any binding promises, assurances or representations regarding students different from those defined in this *Handbook*.
- 1.2. Policies and procedures in this *Student Handbook* are effective immediately and are subject to change at any time. Revisions to this Handbook will be incorporated periodically. Students are responsible for checking the University website at [Student Handbook](#) to keep abreast of alterations and additions.

THE UNIVERSITY

History

- 2.1. Dr. M. G. "Pat" Robertson, founder of the Christian Broadcasting Network, had an inspired vision of establishing a graduate-level institution (now also undergraduate-level) that would train mature men and women for the challenge of representing Christ in their professions. In 1977, that dream materialized when CBN University was incorporated as a nonprofit educational institution in Virginia Beach, Virginia. In the fall of 1978, 77 students began classes in modest, rented facilities.
- 2.2. By October 1989, CBN University had grown from a College of Communication and the Arts (now known as the School of Communication & the Arts) to seven professional Schools with nearly 800 students. On January 1, 1990, in recognition of this growth, the Board of Trustees, with the blessing of the Christian Broadcasting Network, unanimously voted to change the name of CBN University to Regent University. A regent is one who represents a king in his absence. For us at Regent University, a regent is one who represents Christ, our Sovereign, in whatever sphere of life s/he may be called to serve Him.

2.3. The University has grown to over 5,000 students, offering associates, bachelors, masters, and doctoral degrees through on-campus and online programs.

Vision, Mission, and Values

2.4. *Vision.* Our vision, to become a leading global Christian University, will be accomplished by developing an international reputation for academic excellence, scholarship and action and by significant expansion of enrollment and global reach.

2.5. *Mission.* Our mission is to serve as a leading center of Christian thought and action providing an excellent education from a Biblical perspective and global context in pivotal professions to equip Christian leaders to change the world.

2.6. *Values.*

2.6.1. Christ-centeredness. Regent University has as its focal point the teachings, practices and person of Jesus Christ.

2.6.2. Excellence. Regent will be recognized for its excellence in education, scholarship, service and workplace. Christ demands no less than this from us and our constituents deserve nothing less.

2.6.3. Integrity. In all activities Regent will display the highest level of integrity. We will develop bonds based on trust and endeavor to maintain that trust with faculty, staff, students and others who interact with us.

2.6.4. Innovation. Regent will continue to promote and reward innovation in order to remain at the forefront of higher education and be prepared to implement change as the world demands it.

Statement of Faith

2.7. Regent University is a Christ-centered institution. The Board of Trustees, along with the faculty, staff and students of the University, are committed to an evangelical interpretation and application of the Christian faith. The campus community is closely identified with the present-day renewal movement, which emphasizes the gifts, fruit and ministries of the Holy Spirit. All employees are expected to understand and adhere to the following articles of belief:

- 2.7.1. That the Holy Bible is the inspired, infallible and authoritative source of Christian doctrine and precept.
- 2.7.2. That there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- 2.7.3. That man was created in the image of God but, as a result of sin, is lost and powerless to save himself.
- 2.7.4. That the only hope for man is to believe on the Lord Jesus Christ, the virgin-born son of God, who died to take upon Himself the punishment for the sin of mankind, and who rose from the dead so that by receiving Him as Savior and Lord, man is redeemed by His blood.
- 2.7.5. That Jesus Christ will personally return to earth in power and glory.
- 2.7.6. That the Holy Spirit indwells those who receive Christ for the purpose of enabling them to live righteous and holy lives.
- 2.7.7. That the Church is the Body of Christ and is composed of all those who through belief in Christ have been spiritually regenerated by the indwelling Holy Spirit. The mission of the Church is worldwide evangelization and the nurturing and discipling of Christians. (Board of Trustees, Resolution #3, September 25, 1977)

Principle of Integrity

2.8. Regent University certifies that the institution is committed to the principle of integrity in all its dealings, both internal and external, including its relationship to the Commission on Colleges of the Southern Association of Colleges and Schools. Regent University's commitment to integrity is an underlying principle that is reflected in all aspects of the University. The University provides accurate information to the public regarding college activities. Inaccurate information is never knowingly disseminated, either on campus or off campus. The University maintains open communication with, and provides timely information to the Commission on Colleges. Integrity is a seminal value that guides all University actions, decisions, and programs, including its relationship with students, faculty, staff and the Commission.

University Administrative Officers

2.9. The table below contains the current administrative officers of the University:

Administrative Officer	Position
Dr. M. G. “Pat” Robertson	Founder, Chancellor, and Executive Chairman of the Board of Trustees
Dr. Carlos Campo	President
Dr. Paul J. Bonicelli	Executive Vice President
Mr. Louis Isakoff	VP and General Counsel
Ms. Ann LeBlanc	VP for Advancement
Ms. Martha Smith	VP for Human Resources
Ms. Tracy Stewart	VP for Enrollment Management and Information Technology
Ms. Sherri Stocks	VP for University Marketing and Public Relations
Mr. Dean Wooten	VP for Finance

2.10. *President.* The President is the chief executive of Regent University. The President's main duty is to provide focus and direction for the institution and to recommend appropriate policies to the Board of Trustees. The President serves as a member of both the Board and its executive committee and submits an annual report to the Board concerning the work, condition and needs of the University and any other matters pertinent to the institution or to the cause of higher education.

2.10.1. Further, the President recruits and develops a first-rate administrative team with whom he works to establish a strong, cohesive community within the University. He represents the institution and interprets its mission and purposes to its various constituencies, as well as provides leadership in developing the resources and assuring the fiscal viability of the University. The President has ultimate control of the University's fund-raising activities.

- 2.10.2. In regards to faculty relationships, the President calls and presides at meetings of the faculty except as otherwise provided in the bylaws of the University and makes sure that the regulations and policies of the Trustees affecting the administration and work of the University are observed. The President recommends the appointment of all members of the faculty to the Board and, except as otherwise provided for in the bylaws, appoints all committees thereof, maintaining veto power of any action of any faculty, or committee, or agency of the faculty.
- 2.11. *Executive Vice President.* The Executive Vice President oversees Academic Affairs and Student Affairs, and administers the budgets of Regent's eight schools, the University Library, and the department of Professional and Continuing Education. The Executive Vice President is the chief academic officer of the University. The individual in this position is a member of the faculty of each school. The Executive Vice President promotes and leads in the development of academic programs and maintains primary responsibility for the development of academic and related administrative policy. The Executive Vice President chairs the Academic Council and supervises the deans and the University Registrar.
- 2.12. *Vice President for Advancement.* The Vice President for Advancement provides leadership for services related to the advancement of the University. The individual in this position is responsible for supporting the President in a successful University-wide fund development effort, including annual fund initiatives, corporate and foundation relations, planned and deferred giving, and special events. The Vice President for Advancement advises the President and other senior staff on revenue generation and constituency development working to implement the strategic plan for Regent University. The individual in this position also is responsible for maintaining and enhancing the University's relationships with targeted constituents and for increasing the University's image and reputation with key publics. The Vice President for Advancement provides guidance and training to the advancement staff in Biblical stewardship, comprehensive fund development programs, and institutional marketing and communications. The Vice President for Advancement supervises the departments of advancement, alumni relations, advancement marketing and research, and advancement events.
- 2.13. *Vice President for Finance.* The Vice President for Finance is responsible for establishing policies and procedures to ensure the proper safeguarding of University assets and the proper use of University funds. The individual in this position is responsible for the planning, implementing, and monitoring the University's annual budget. The Vice President for Finance acts as liaison to the Board of Trustees for fiscal and administrative matters. The individual in this position oversees the management of the University's

endowment assets as the liaison with the University's endowment consultant and the Investment Committee. The Vice President for Finance serves as liaison with external auditors conducting the annual audit of the University. The Vice President for Finance provides leadership and direction to the employees in Mail and Copy Services, Administrative Services, Purchasing, and the Business Office.

- 2.14. *Vice President and General Counsel.* The Vice President and General Counsel is the chief legal officer of the University. The individual in this position provides legal counsel to each school and to the central administration. The Vice President and General Counsel maintains primary responsibility for the development of legal and related administrative policy as well as representing the University in outside legal and administrative proceedings. The Vice President and General Counsel supervises outside legal counsel.
- 2.15. *Vice President for Human Resources.* The Vice President for Human Resources is responsible for leading the University's strategic management of its human resources as a vital part of overall marketplace competitiveness. The individual in this position is responsible for developing and implementing strategies to establish and maintain a healthy and positive workplace environment for faculty, staff, and students. The Vice President for Human Resources develops University-wide personnel policies and procedures to improve organizational effectiveness and oversees all record keeping and procedural functions required to ensure that employment, compensation, benefits, safety, personnel and equal opportunity policies and practices comply with applicable criteria of accrediting agencies, governmental agencies, and federal and state labor laws. The Vice President for Human Resources supervises the benefits manager, director of employment services, and the human resources information systems manager.
- 2.16. *Vice President for Enrollment Management and Information Technology.* The Vice President for Enrollment Management and Information Technology has responsibility for supporting all the academic and administrative computing and telecommunications needs of the University. The individual in this position provides leadership, strategic planning, budgetary management, technical contribution and the direction or assignment of the work activities for all employees within the enrollment management and information technology departments. The Vice President for Enrollment Management and Information Technology manages the overall enrollment for the University including recruiting and retention of students and supports efforts of admissions directors in all schools to achieve success in student enrollment goals.
- 2.17. *Vice President for University Marketing and Public Relations.* The Vice President for University Marketing and Public Relations initiates and oversees the establishment of

integrated strategies, plans and programs designed to ensure that all institutional communication, marketing and public relations efforts are cohesive, consistent and effective in supporting the University's mission and advancement goals. This individual in this position focuses the brand message pertaining to the University's distinction in academic excellence, and uses print and other media to communicate and market the message to major constituencies; formulates and presents a strategic communications plan to senior University leadership. The Vice President for University Marketing and Public Relations oversees the University's communication with the media and provides counsel to University leaders as they manage issues that place the University in the public eye. The individual in this position also serves as a source of expertise and support to colleagues and constituencies across the University in the development and implementation of outreach communication and marketing strategies.

2.18. *Deans:*

Dr. Alan Arroyo	School of Education
Dr. Mitch Land	School of Communication & the Arts
Dr. Sara Baron	University Library
Mr. Jeffrey Brauch	School of Law
Dr. William Hathaway	School of Psychology & Counseling
Dr. Gerson Moreno-Riano	School of Undergraduate Studies
Dr. Michael Palmer	School of Divinity
Dr. Gary Roberts (Interim)	Robertson School of Government
Dr. Bruce Winston	School of Global Leadership & Entrepreneurship

2.19.1. *Dean of the University Library.* The dean of the library is responsible for the overall management of all library functions. S/he plans for and authorizes the acquisition of all materials, equipment, supplies and recommends policies to facilitate their use.

2.19.2. *Dean of a School.* The dean of a school serves as its chief administrative officer. The dean is appointed by the trustees upon the recommendation of the President. As the academic leader of a school, the dean is charged to maintain academic standards in teaching, research and other services performed by his or her faculty, and to conduct academic relations with other schools and colleges. All the deans are members of the President's Cabinet and the Academic Council.

Faculty

2.20. The faculty of each School is composed of the Executive Vice President, the Dean of the School, such officers designated by the President to be primarily responsible for instruction and research, all full-time individuals of the rank of full instructor or above who are engaged in work from which recognized college degrees are awarded, and faculty emeriti. For a complete listing of Regent University faculty, please refer to the [Regent University Graduate and Undergraduate Catalogs](#) as appropriate.

2.21. In cooperation with the President, the Executive Vice President and officers of the University, the faculty of each School is responsible for the conduct of instruction and research in that School. Each School faculty, with the consent of the Deans and the Executive Vice President, recommends such regulations to the President as it deems necessary to carry on instruction and research, promote faculty and student welfare, advance the standard of work and otherwise further the aims of each academic unit within the University. It also recommends such persons as it determines fit to receive degrees or other marks of distinction as well as recommends new degrees or diplomas.

Questions? Who to Contact?

2.22. Regent University: 757.352.4000

2.23. Student Services: 757.352.4103

2.24. Business hours: Monday-Friday, 8am-5pm, Tuesdays until 6pm.

2.25. Additional phone numbers (direct dial 757.352 + extension):

Office	Extension
Academic Affairs	4320

Advancement/Development	4009
Alumni Relations	4027
Bookstore	4065
Business Office	4050
Campus Ministries	4840
Career Services	4103
Cashier	4059
Classroom Reservations	4049
Class Schedules	4049
Community Building (Regent Village)	4890
Conflict Resolution	4867
Counseling (Personal)	4488
Counseling (Career)	4927
Diplomas/Degree Clearance	4045
Facilities Scheduling	4008
Facilities Services	4444
Financial Aid	4125
Food Pantry	4486
Graduation Procedures	4048
Housing (on & off campus)	4890

Intramurals/Recreation	4103
Libraries:	
University Library Circulation	4150
University Library Information	4150
University Library Reference	4159
Law Library	4450
Lost and Found	4927
Mail Services	4198
Marketing	4034
Office of the President	4015
Psychological Services Center	4488
Regent Ordinary (Café)	4931
Regent University Commons	4652
Regent University Village	4890
Robertson School of Government	4579
School of Communication & the Arts	4389
School of Divinity	4417
School of Education	4136
School of Global Leadership & Entrepreneurship	4225
School of Law	4046
School of Psychology & Counseling	4252

School of Undergraduate Studies	4410
Security	(226-)2075
Special Events	4036
Student Activities (COGS)	4637
Student Emergency Fund	4486
Student Employment	4491
Student Health Insurance	4867
Student Life	4867
Student Loan Deferment	4049
Student Organizations	4867
Student Services	4103
Transcripts	4124
University Calendar	4047
University Computing (Helpdesk)	4076
University Personnel	4021
University Relations	4045

The Regent University Community

2.26. *The Student Body.* Nearly all 50 states and over 50 foreign nations are represented in the Regent University community. It is a diverse community, where there is a dynamic unity centered in the person of Jesus Christ.

2.27. *The Campus.* In addition to student housing, there are six main buildings on campus, which currently house academic and administrative offices.

2.27.1. Administration Building:

Academic Affairs	First Floor
Administrative Services	First Floor
Advancement	First Floor
Alumni Relations	First Floor
Business Office	First Floor
Creative Marketing	Second Floor
Development	First Floor
Facility Services	First Floor
Human Resources	First Floor
President's Office	First Floor
Purchasing	First Floor
School of Education	Second Floor
University Relations	Second Floor

2.27.2. Classroom Building:

Psychological Services Center	First Floor
School of Undergraduate Studies	First/Second/Third Floors

School of Psychology & Counseling	First/Second Floors
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2.27.3. Communication Building:

Information Technology	Third Floor
School of Communication & the Arts	First/Second Floors
Theatre	First Floor

2.27.4. Library Building:

Atrium	Second Floor
Auditorium	Second Floor
Enrollment Management	First Floor
Law Library	Third Floor
Mail & Copy Services Library	First Floor
Prayer Chapel	Second Floor
School of Undergraduate Studies	First/Second Floors
University Library	First/Second Floors
University Receiving	First Floor

2.27.5. Metroplex Building (1333 Regent University Drive):

School of Global Leadership & Entrepreneurship	First Floor
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2.27.6. Robertson Hall:

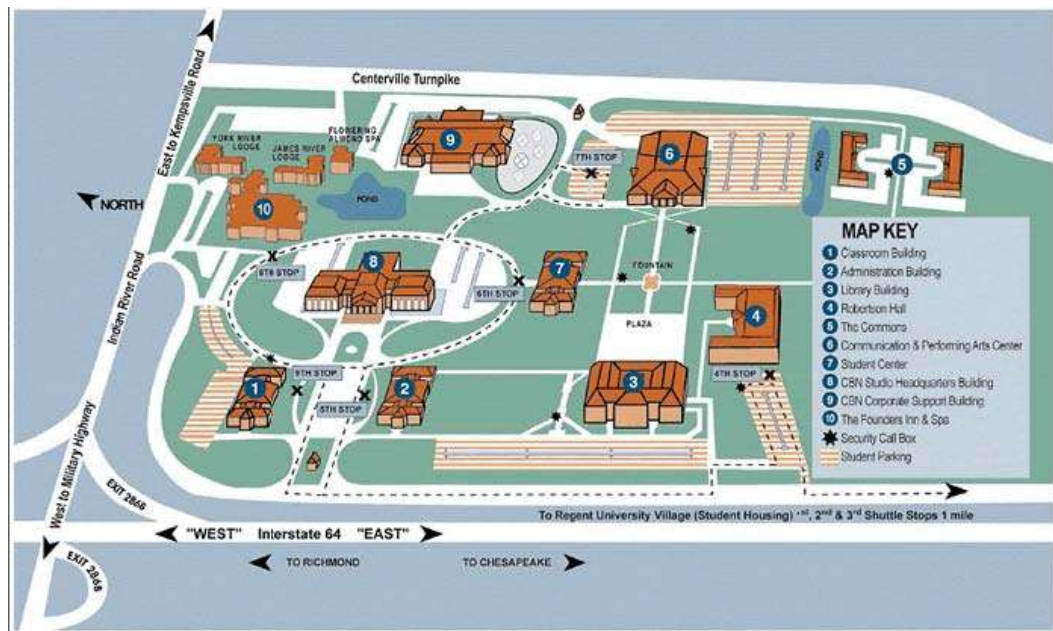
Campus Ministries (Director)	Third Floor
Career Planning Services (Government & Law)	Second Floor
Robertson School of Government	Second/Third Floors
School of Divinity	Third/Fourth Floors
School of Law	Second/Third Floors
School of Undergraduate Studies	Fourth Floor

2.27.7. Student Center:

Computer Lab	First Floor
Council of Graduate Students (COGS)	First Floor
Financial Aid (Central)	Second Floor
Office of International Student Services (OISS)	Second Floor
Regent Bookstore	First Floor
Regent Ordinary (Café/Dining Services)	First Floor
Regent Undergraduate Council (RUC)	First Floor
Registrar's Office	Second Floor
Student Development	Second Floor
Student Services	Second Floor

Student Life	Second Floor
Undergraduate Admissions	Second Floor
University Shuttle Services	Second Floor
University Writing Center	First Floor

2.27.8. Regent University campus map including CBN:



2.27.9. Virginia Beach

2.27.9.1. Regent University is located in the southwest corner of Virginia Beach, Virginia, about 15 miles from the Virginia Beach resort strip and about one mile from Chesapeake and Norfolk.

2.27.9.2. Virginia Beach is a young city. Prior to its annexation with Princess Anne County, Virginia Beach was limited to the strip that is commonly known as the oceanfront resort area. The local municipal facilities (i.e. courthouse, etc.)

are found on Princess Anne Road traveling east, not far from the small community of Pungo (known for its Strawberry Festival).

2.27.9.3. Students who are residents of Virginia Beach will find excellent resources for recreational activities within the city. The Parks and Recreation Department operates a number of parks, pools and gymnasium facilities. The Virginia Beach Recreation Center, which is located at 800 Monmouth in the Kempsville Area, provides excellent pool, gymnasium, weight and exercise facilities. Theater and meeting rooms are included in the complex. A small annual fee is charged.

2.27.9.4. Virginia Beach's climate is best described as "mild and moderate" with wonderful changes of season. The average annual snowfall is around three inches, and January and February are typically the coldest months.

CAMPUS SERVICES

Introduction

3.1. In this section, information on a variety of topics related to student life is presented. These details make up an important part of day-to-day life at Regent University and should be carefully reviewed. They will assist students in taking maximum advantage of University resources. While each student is an individual in terms of goals and progress toward God's ideal, there are some significant commonalities to our commitment.

3.2. Intellectually, Regent University students agree to receive an education in accordance with our Philosophy of Education. Affirming the principle that all knowledge and wisdom come from God, each student's intellectual pursuit is characterized by a unique combination of disciplined academic preparation and compassionate, service-motivated application. Regent University students recognize that the discovery of truth may take them in a variety of directions. There is a commitment to the proposition that all truth is God's Truth. Students are challenged to filter through various avenues of learning to discover the essence of God's undergirding Truth.

3.3. Socially and culturally, Regent University students seek to discover the meaning of Christ's command that His followers are "to be in the world but not of it." Each student submits to the Standard of Personal Conduct and The Honor Code of Regent University

throughout the time of his or her enrollment. The maturing Regent University student is committed to the highest standards of personal and professional integrity, a growing sensitivity to the needs of mankind, deepening personal humility which recognizes the hand of God in all that is accomplished and a sincere desire to cultivate and maintain meaningful life-long personal relationships. As a community of committed scholars, students recognize that it is necessary to maintain a posture of both contributing to and receiving from that community.

3.4. Although spiritual growth is ultimately an individual responsibility, Campus Ministries encourages and facilitates spiritual development among Regent community members.

3.5. In summary, Regent University students are preparing to live a life of honor to God, of service to mankind and of fullness to oneself. The goal is to help each student actualize his or her inherent potential and make a meaningful contribution to the activities of the University and society. You can obtain more information on Student Services [online](#).

Activities and Special Events

3.6. Recognizing the unique needs of students for social and recreational activities, the Council of Graduate Students (COGS) and Regent Undergraduate Council (RUC) promote programs that bring the University family together at the school level and University-wide. Banquets, intramural sports, coffee houses, field trips and other related activities are offered periodically throughout the school year. Students who have special interests or suggestions on various activities, or who would be interested in coordinating an activity, are encouraged to contact their COGS senators or RUC representatives.

Campus Mail

3.7. Students with mail for University faculty and staff may deposit it at any of the mail drop locations on campus for inter-campus distribution. Student Housing residents will receive their US mail at the Regent Commons or Regent Village complex where they reside. Students living off campus should make arrangements to receive their US mail at their private residence or at a nearby post office. The closest US Post Office to Regent University is Acredale, located on Kempsville Road beside Kemp's River Shopping Plaza. The next closest is at 1425 Battlefield Blvd. in Chesapeake. University correspondence to students (i.e., grades, financial aid notifications, etc.) will be delivered to students' home addresses.

Career Services

3.8. Regent schools offer career assessment and counseling on an individual and/or group basis. Career services include the exploration and development of interests, gifts and career opportunities. The use of personality and interest inventories, current career information, literature and job lists, and the sensitive and skilled counsel of a career counselor contributes to the individual's knowledge and understanding of God's purpose and plan for one's life. Various career tests/inventories are also available through the Career Resource Center, which is located in Student Services.

Cashing Checks

3.9. Students in good standing may cash personal checks in the Business Office and Bookstore during posted hours. Each student is permitted to cash one check per day not to exceed \$10 in the Bookstore or \$25 in the Business Office.

Conflict Resolution

3.10. The office of Student Life in Student Services is available to mediate with respect to relational disputes and complaints by students. Contact the Student Life Office for further information.

Council of Graduate Students

3.11. Working with Student Services and the dean of each school, the [Council of Graduate Students](#) participates in planning and implementing University programs. The council is governed by a constitution, which calls for election and appointments of student representatives from each of the University's graduate schools. Students are encouraged to work closely with their senators in communicating needs and concerns to the University administration. A current listing of members is available in the Office of Student Services and each school.

Counseling Services

3.12. The [Psychological Services Center](#) (PSC) is located on the first floor of the Classroom Building. Various counseling services are offered by the PSC.

Facility Scheduling for Activities

- 3.13. University student activities that involve the use of University facilities, equipment or personnel must be scheduled with the appropriate department. Students who desire to promote an activity must have approval from the Office of Student Services.

To Reserve:	Contact:
Classrooms	Scheduling Coordinator: Registrar's Office
Communication & Arts Main Theatre	School of Communication & the Arts Operations Manager
Library Atrium or Auditorium	Administrative Services
Regent Ordinary Fountain View Room	Regent Ordinary
Regent Village Community Room	Student Housing Office
Robertson Hall Moot Courtroom	Administrative Services

Financial Aid Information

- 3.14. Upon inquiry and application to the University, prospective students receive financial aid information. For additional information, please contact the [University Financial Aid Office](#) or the individual schools.

Notice to Students Concerning Loss of Financial Aid for Drug Violations

- 3.15. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the

student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult. The table below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3rd or more offense	Indefinite period	Indefinite period

- 3.16. If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.
- 3.17. Students denied eligibility for an indefinite period can regain it only after successfully completing an approved rehabilitation program or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
- 3.18. The Higher Education Opportunity Act requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

Health Programs

- 3.19. The University does not maintain a health center or retain a campus physician. Students are urged to establish themselves with a family physician early in the school year. The University does work with an insurance brokerage firm in making available a student health insurance plan, which is available for a fee to most students enrolled in on-

campus courses. For more information about the health insurance plan, including eligibility and pricing, please visit www.regent.edu/healthinsurance.

Identification Cards and Keycards

- 3.20. Student identification cards are provided during initial registration. ID cards will be required for attending many Regent University sponsored activities and checking out library books. Students should carry and display their ID cards at all times. ID cards and Keycards can be obtained by visiting the Office of Student Services.
- 3.21. Students living in Regent Commons and those enrolled in the Communications program will be issued a Keycard. All other students will be issued a Student ID. Upon issuance of your Student ID or Keycard students agree to the following:
- 3.21.1. The ID/Keycard should be in your possession at all times and you will produce it any time requested by a University official.
 - 3.21.2. The ID/keycard will be returned to Student Services upon your graduation, or as requested by Student Services, whichever comes first.
 - 3.21.3. Lending, selling, or otherwise transferring a Student ID or Keycard is strictly prohibited.
 - 3.21.4. There is a non-refundable replacement fee of \$5 for the Student ID.
 - 3.21.5. There is a replacement fee of \$15 for a keycard. If you subsequently find your keycard and turn it in to Student Services, you will be reimbursed \$10.

International Students

- 3.22. For international students, all matters of admission are coordinated by the school of the individual student in consultation with the International Admissions Coordinator in the office of Central Enrollment Management. Once a student is admitted, immigration matters and cultural adaptation issues are coordinated through the Office of International Student Services.

Intramurals

- 3.23. A variety of seasonal intramural sports are offered by Student Services through the Office of Student Life. The programs vary in competition level and structure to meet the needs in the community. Intramural sports include flag football, volleyball, basketball, soccer, tennis, ping pong, and softball.

The King's Pantry

- 3.24. The King's Pantry is an emergency food pantry located in the Community Building at Regent University Village and is available for students who are in need. The Pantry is sustained by donations from the Regent community and the Food Bank of Southeastern Virginia. If you have a need for food items, or if you have any questions, please contact the Director of Community Life. To make a donation of non-perishable food items, bring them to the Community Life Office in Student Services. For monetary donations please make your check payable to the "Student Emergency Fund," specifically designated for "The King's Pantry."

Lost and Found

- 3.25. Lost and found is located in the Office of Student Services on the second floor of the Student Center.

Regent Bookstore

- 3.26. The Regent Bookstore is located on the first floor of the Student Center and is open to both the University community and the general public. Store hours are Monday-Friday, 9:00 a.m. to 5:00 p.m., and until 6 p.m. on Tuesdays. The Regent Bookstore is closed for holidays coinciding with University closings. During the first week of the semester, the bookstore is open extended hours. All schedule changes are posted 48 hours in advance.
- 3.26.1. The bookstore accepts personal checks, Visa, MasterCard and Discover for the amount of the purchase. Personal checks are cashed up to a whole-dollar amount of \$10. Current identification is necessary for all check handling.
- 3.26.2. The Regent Bookstore offers much more than textbooks and school supplies. There are also complete lines of Christian greeting cards, Regent insignia products, the nation's best-selling trade books and Bibles, gift items, snacks and much more.

3.26.3. Textbook return and refund policies coincide with the University's drop-add policy. Students returning unused textbooks in new condition during the first two weeks of classes will receive a 100 percent refund, a 50 percent refund during the third and fourth weeks; returns will not be accepted after the end of the fourth week. Books submitted for return must be in their original condition (no pencil or pen marks, folds or tears) and accompanied by the sales receipt. Used textbooks may not be returned.

The [Regent Bookstore](#) is here to serve you. The Bookstore telephone number is 757.352.4065.

Regent Ordinary (Café)

3.27. In colonial days, an Ordinary was an establishment that served good food at reasonable prices. Regent Ordinary is the University's effort to replicate the past today with good food in a delightful setting. Come and visit the Regent Ordinary in the Student Center. Students will find it to be an extraordinary experience. The Ordinary serves soups, salads, sandwiches, burgers, pasta, pizza, plated meals, as well as a variety of breakfast items. Starbucks coffee (espresso and other coffee/tea specialty drinks) and Coca Cola products are also featured. For menus and additional information, see [Regent Ordinary](#).

Regent Undergraduate Council (RUC)

3.28. Regent Undergraduate Council is a body of undergraduate students consisting of representatives from each undergraduate program with the goal of connecting students with University administration and faculty. Elected by the student body, RUC representatives are dedicated to fostering and supporting an environment that integrates Christian principles and enables the student body to pursue their academic goals to their fullest potential. A current listing of representatives is available in the University Office of Student Services and in the School of Undergraduate Studies Office of Student Services.

Relocation to Hampton Roads

3.29. As many new students quickly discover, the transition to student life can be a major undertaking. Settling into the Regent University community involves decisions such as where to work, where to live, opportunities for spiritual growth, finding a local church, student activities, student housing, etc.

Students with Disabilities

- 3.30. The Office of Student Life is responsible for non-academic advising of students with disabilities at Regent University. In addition, the Regent University Library has equipment available to assist the visually impaired. For more information contact Student Services. Also see the Accommodation for Disabilities section in this *Handbook*.

Student Emergency Fund

- 3.31. The [Student Emergency Fund](#), managed by the Office of [Community Life](#), is available to assist enrolled students who are experiencing a financial emergency, excluding tuition-related expenses. The fund is sustained by monetary contributions made by students, staff, alumni and friends of the University community.
- 3.31.1. Students who are experiencing a financial emergency and who have exhausted other resources are encouraged to avail themselves of this ministry. Requests for emergency assistance are considered on the basis of what is clearly recognized as a bona fide emergency. As such, the Student Emergency Fund Committee considers each request separately. This fund is not to be viewed as a means of regular support.
- 3.31.2. Contributions to the fund may be made through the Student Services Office. Normally, contributions to the fund are tax deductible. For more information contact [Community Life](#) at 757.352.4486.

Student Health Insurance

- 3.32. Regent University has an excellent student medical insurance plan for students and student dependents. In order to get lower premiums for students, the plan is administered on a "tight waiver" basis. This means that all Virginia Beach area graduate students enrolled in six or more on-campus credit hours, and all undergraduate students enrolled in nine or more on-campus credit hours are required to enroll in the plan. Students have the option of purchasing coverage for spouses and children as well. Students with comparable health insurance may waive out of this plan by showing proof that they already have coverage. Brochures that describe the plan more fully are available in the Office of Student Services and the Business Office. Additional information is available [online](#).

Student Housing

- 3.33. Student Housing strives to provide as many housing options as possible. However, it does not assume responsibility for arranging or supplying housing for Regent University students.
- 3.33.1. *Regent Commons*. [Regent Commons](#) is located on campus, adjacent to the Communication and Performing Arts Center. The complex consists of a total of 300 beds. The Commons is comprised of three types of furnished housing units: (a) one-bedroom, (b) studios (single room with a private bath), and (c) four-bedroom/ two-bath suites (four single students per suite). Rental fees for these units include furniture, electricity, cable television, internet service, water/sewage, and use of the fitness center. For more information call 757.352.4890.
- 3.33.2. *Regent Village*. [Regent Village](#) is located three quarters of a mile from campus. The complex consists of 224 two- and three-bedroom, unfurnished units between 1,000-1,190 square feet each. The apartments are equipped with refrigerators, ranges, and dishwashers. For more information call 757.352.4890.
- 3.33.3. *Off-Campus Housing*. Student Housing also maintains an off-campus housing referral service. This housing referral service does not arrange or provide housing for students; however, information is provided to assist students. Student Housing maintains listings of rooms, apartments, townhouses and houses for rent. There are also limited listings on real estate offered for purchase. While off-campus housing is a self-service operation, the housing staff will send housing information upon request.

Student Organizations

- 3.34. The University invites and encourages the establishment of a variety of student organizations for the purpose of meeting the varied interests and needs of the campus community. While students will normally find the rigorous responsibilities of a higher education curriculum somewhat limiting for involvement in extracurricular organizations, such groups are desirable as a complement to the developmental philosophy of the institution. Students wishing to form such organizations are encouraged to talk with the Associate Director of Residence Life and Community Honor or with the staff or faculty member who oversees student organizations in the respective school. A current list of officially chartered student organizations and the applications for chartering a student organization may be obtained from this [website](#).

Town Meetings

- 3.35. The purpose of these periodic meetings shall be to provide an informal forum for the expression of students' ideas, suggestions, and concerns. Town meetings are held in the individual schools. These meetings are designed to:
- 3.35.1. Solicit and understand the students' ideas, needs and concerns;
 - 3.35.2. Solicit suggestions for student events and activities;
 - 3.35.3. Relay communication from the President's Cabinet and the Executive Board; and
 - 3.35.4. Involve students in the aspects of the determination, creation, and execution of programs, events, and activities which affect them academically, spiritually and socially.

University Library

- 3.36. The [University Library](#) occupies the first two floors of the Library Building. The [Law Library](#) is located on the third floor. Orientation tours are scheduled regularly at the beginning of each semester. Other individual and group tours may be arranged at the Reference Desk. A slide/tape program on library use is also available for individual and group viewing. The *Library Handbook* (available in the library) describes the services offered.

University Publicity

- 3.37. University sponsored events and information are normally publicized in one or more of the following ways:
- 3.37.1. Official University Bulletin Boards are located throughout the University buildings. Some are for general University use, some are designated for each school office and others are for student use. All of these bulletin boards are for official University use only. Students desiring to post information must obtain approval from Mail Services for general use bulletin boards and from the appropriate school/office for individual school/office bulletin boards. Students wanting to place announcements on the student bulletin boards in the Student Center must have their announcement approved by the Office of Student Services. Unapproved announcements and information will be removed. Students are

strongly encouraged to read announcements and information publicized on these boards.

3.37.2. The University Master Calendar is updated weekly on the Internet. All student organization activities and events should be registered with the Student Life Office in an attempt to alleviate any conflicts and facilitate communication. Before scheduling any event, students, faculty and staff should review the University Master Calendar to determine open dates.

3.37.3. Electronic Newsletters - University announcements are distributed weekly via the Regent Upcoming Events email and in a more expanded version monthly through the Student Services E-newsletter.

University Shuttle Service

3.38. The University [Shuttle Service](#) provides free shuttle transportation from Regent Village to the main campus and at various stops on the main campus Monday through Friday on a regular schedule: 7:30 to 9:00 AM, 11:30 AM to 1:00 PM, 5:00 to 6:30 PM, and 9:00 to 10:30 PM. For further information, [email](#) us.

University Writing Center

3.40. The University Writing Center offers free, one-on-one assistance to any Regent student working on an academic writing assignment. The Writing Center staff follows a coaching model, offering individualized guidance in applying principles of effective writing and in identifying the source of the student's writing problems. Coaching sessions are available in person and over the phone, making it feasible for local and distance education students to take advantage of available services. Coaching sessions are 45 minutes in length and focus on any aspect of the writing assignment.

3.41. The Writing Center also offers Academic Writing Seminars to help students navigate through academic writing assignments. The seminars are a semester long and follow an Oxford study model format. There is a fee charged to participate in the AWS. Students can register for the seminars via Genisys or through their advisors.

3.42. Throughout each semester, the Writing Center also offers workshops to help students with their writing needs. These workshops are designed to instruct students how to avoid several of the most common errors in writing, write papers in the different styles

required by the various Regent schools, improve the overall structure and presentation of their papers, and avoid plagiarism.

SPIRITUAL LIFE AT REGENT UNIVERSITY

Introduction

- 4.1. *The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ. For we were all baptized by one Spirit into one body—whether Jews or Greeks, slave or free—and we were all given the one Spirit to drink.* 1 Corinthians 12:12-13.
- 4.2. Nearly 40 Christian denominations make up the Regent community. Who can unite this startling display of diversity? Jesus Christ! He unites the many under one head, one Lord, one mission. We are enriched, not divided, by our differences.
- 4.3. Campus Ministries exists to encourage Regent Students on their spiritual growth journey. When we as a body grow together, there is more faith, more love, more hope for all. Together, we are becoming a community that "grows and builds itself up in love, as each part does its work." For more information regarding programs and services offered contact [Campus Ministries](#). To get involved, contact the Director of Campus Ministries at 757.352.4840.

The Journey Up

- 4.4. *Chapel.* University Chapel meets each Wednesday at noon in the Moot Courtroom of Robertson Hall. Attendance is encouraged of all students, faculty, and staff as a visible expression of our spiritual unity. Services are also streamed live and archived on the Campus Ministry tab of the My Regent web portal. Individual schools may also hold chapel services. Scripture encourages us not to "give up meeting together..." but to "encourage one another" by our communal worship and prayer. You'll attend and participate, because you want to!

- 4.5. *Prayer*. Prayer is the key to growth in all phases of our Christian walk. Individuals at Regent University are encouraged to develop and participate in various intercessory prayer groups in and around the campus community. Special calls to prayer are made throughout the year. Often, entire chapel services are devoted to corporate prayer and worship.
- 4.6. *Personal Walk with God*. Each individual must assume responsibility for his or her own spiritual life. The University undergirds this by providing materials and teachings related to developing skills in personal devotion, Bible study, and prayer.
- 4.7. *Fall Convocation*. At the start of the fall semester of each academic year, the Regent community gathers for a time of spiritual renewal and preparation for the coming year. This special time includes a variety of special chapels, guest speakers, and praise and worship experiences.
- 4.8. *Seven Days Ablaze/Week of Prayer*. The autumn is a season of in-gathering both at the Christian Broadcasting Network's television outreach and at Regent University. Each year between the Jewish holy days of Rosh Hashanah and Yom Kippur, the Regent University family joins CBN for a special weeklong chapel series to pray and seek God's blessing and guidance.

The Journey Together

- 4.9. *LIFE Groups*. LIFE groups are small student groups that exist to build Real Christian Community among Regent students. They typically consist of 3-12 students meeting regularly for the purposes of welcome, worship, the word, warmth, waiting, and work in the name of Christ. Check the Campus Ministry [website](#) for the latest listing of groups.
- 4.10. *Local Church Involvement*. University students are encouraged to become involved in a local church. An online database of many Hampton Roads area churches is available on the Campus Ministries tab on the My Regent web portal. Don't see your church? Email Campus Ministry ministry@regent.edu.
- 4.11. *Spiritual Life Committee (SLC)*.
- 4.11.1. Through the Spiritual Life Committee, the University encourages and facilitates spiritual development among its community members. The SLC gives direction to the spiritual activities of the University. Chaired by the University's Director of Campus Ministries, the committee is composed of students, faculty and staff from the various schools and departments. The objectives of this group are to:

- 4.11.1.1. Be in intercessory prayer for the campus.
 - 4.11.1.2. Focus attention on spiritual matters.
 - 4.11.1.3. Facilitate programs and activities that will lead to spiritual growth for all.
- 4.11.2. The Spiritual Life Committee recognizes that there are many activities, which could be developed to meet the various spiritual life needs of the campus. The objectives above are reviewed continuously. Activities are added or deleted on the basis of priorities established by the Spiritual Life Committee and interest expressed by the campus community.
- 4.11.3. Comments and suggestions regarding spiritual life at Regent University should be addressed to the Director of Campus Ministries Office at 757.352.4840.
- 4.12. *Spiritual Life Seminars & Workshops.* Various seminars and workshops are offered addressing topics related to spiritual life such as Marriage Enrichment, Interpersonal Communication, Prayer and Fasting, and Worship. Students and spouses are encouraged to participate in these programs.

The Journey Out

- 4.13. *Regent Serves.* Several outings each academic year are sponsored jointly by Campus Ministries and the office of Community Life to aid in serving ministry and non-profit organizations in the Hampton Roads area. Recent activities have included opportunities for students to serve Union Mission of Norfolk, People in Need (PIN) of Virginia Beach, Habitat for Humanity, the Crisis Pregnancy Center, and Loving and Caring Homeless Ministry of Virginia Beach.
- 4.14. *Ministry Training.* Periodic training is given in personal evangelism, apologetics, prayer and counseling ministry, coaching, hearing the voice of God, as well as pastoral internships.
- 4.15. *Missions Trip.* Each Spring term join a group of students and staff as we venture out to serve a ministry or evangelism need in a specific area of the United States or internationally. The Campus Ministries office coordinates this annual trip, which is typically slated for the week of Spring break. Visit the Campus Ministry [website](#) for more information.

STUDENT RESPONSIBILITIES AND PRIVILEGES

Introduction

5.1. Attendance at the University and participation in institutional activities are viewed as privileges rather than rights. Along with these privileges come a variety of responsibilities. It is assumed that all students are mature individuals needing limited guidance and direction regarding personal and behavioral activities. Biblical standards for personal conduct are assumed to be understood by University participants. By agreeing to follow the Standard of Personal Conduct, a student certifies that he or she will submit himself or herself to the standards of the Regent University community throughout the time of enrollment as a student. Regent University members maintain a life of discipline, which promotes the well-being of both themselves and other members of the institution.

Equal Opportunity Policy

5.2. Regent University does not discriminate on the basis of race, color, religion, gender, national or ethnic origin, disability, or veteran status in admissions, or in the administration of educational policies, scholarships, loan programs, athletics or other University administered student programs. All students must agree to be taught according to Christian principles.

Freedom of Expression

5.3. Regent University holds the right of expression as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. Consequently, University members—individually and collectively—may express their views through the normal student, faculty and administrative channels of communication.

5.4. Students, particularly those producing theses, dissertations, portfolios and other creative works may pursue truth within their disciplines by research, discussion and other forms of inquiry. Exercising academic freedom requires a responsibility to truth and scholarly integrity as well as complete honesty and loyalty to the Mission Statement, the Standard of Personal Conduct and the Student Honor Code.

Standard of Personal Conduct

5.5. Regent University encourages a close and edifying relationship among faculty, staff, and students, one that will deepen the spiritual growth of each and stimulate a vigorous intellectual life in the Regent Community. In order to accomplish these aims, it is imperative that Regent University faculty, staff, and students conduct themselves in a Christ-like and professional manner and maintain an exemplary and involved lifestyle. Students, faculty, and staff are encouraged to become involved in a local church and to attend church regularly. In addition, community members are also invited and encouraged to participate in activities of the Regent community and its founding organization, CBN.

5.6. Regent University has developed its Campus policies from a Christian perspective and desires to be a redemptive community. From a Christian understanding, a redemptive community is one in which we recognize the goodness of Creation (Gen. 1:31), the reality of the Fall (Gen. 3:17-19), and the redemptive work of Jesus Christ in bringing about God's purposes (Rom. 8:22). A redemptive community is one in which we honor one another as made in the image of God (Gen. 1:26). We do this by treating one another with respect, by extending grace and mercy to one another, by being loving and understanding, and by being patient and trustworthy. All this must be done in a manner that maintains order and discipline. In order for this to occur the University believes that members of the University community need the opportunity to learn and grow through accepting responsibility for their actions. A redemptive community is characterized by the fruit of the spirit: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." (Gal. 5: 22-23). The Regent University community wishes to model and foster these qualities of redemption and personal responsibility in the lives of faculty, staff, and students.

5.7. The University has adopted the following policies:

5.7.1. Regent University calls us to a sober mind and sound judgment. The University requires that members of the Regent community—faculty, staff and students—refrain from the illegal use of drugs and the abuse of addictive substances controlled by law.

5.7.2. In keeping with a call to a sober mind and sound judgment, Regent also forbids the use of alcohol and tobacco on campus and prohibits the abuse of these substances. The Apostle Paul exhorts the body of Christ that, if they truly loved their fellow man, they would set aside personal freedom by refraining from

behavior that might be a stumbling block to weaker brethren. Regent University encourages members of the Regent community to exercise personal responsibility and, guided by Paul's admonition, appropriately set aside personal freedom and refrain from the use of alcohol and tobacco.

5.7.2.1. *Counseling, Treatment, and/or Rehabilitation.* Any student who believes he/she has a problem with drug and/or alcohol abuse is urged to seek counseling and treatment at a clinic of his or her choice. A list of some of the available clinics which provide counseling and/or treatment in this area are listed below. All counseling and treatment sessions, as well as referrals, will be handled in a confidential manner.

1. *Hampton Roads.* The Hampton Roads area has several qualified clinics and therapists who work with addictive behaviors. Some are listed below, but the University does not recommend any particular clinic or therapist. Additional information may be obtained from the Human Resources Office or from the Office of Student Services.

Chesapeake Community Services Board – Mental Health Division
757.548.7011

Chesapeake Community Services Board – Substance Abuse Services
757.547.9334

Christian Psychotherapy Services – Chesapeake/Greenbriar
757.312.8002

Christian Psychotherapy Services – Chesapeake/Western Branch
757.398.2881

Christian Psychotherapy Services – Newport News 757.873.0735

Christian Psychotherapy Services – Norfolk 757.622.2114

Christian Psychotherapy Services – Virginia Beach 757.490.0377

Covenant Counseling Services 757.547.7877

Eden Counseling Services 757.466.3336

Hampton-Newport News Community Services Board 757.788.0300

Norfolk Community Services Board 757.441.5300

Norfolk Community Services Board – Substance Abuse Program
757.664.6670

Norfolk Psychiatric Center 757.496.6000

Portsmouth Community Services Board 757.393.8618

Regent University Psychological Services Center 757.352.4488

Regent University Student Services 757.352.4103

Resource Guidance Services Inc 757.463.9600

SENTARA Mental health management Employee Assistance Program
757.363.6777; 800.899.8174
Virginia Beach Community Services Board – Developmental Services
757.385.0600
Virginia Beach Community Services Board – Substance Abuse
Division 757.385.0866
Virginia Beach Psychiatric Center 757.627.5433

2. *Additional Organizations.*

AL-ANON World Service Office – Information Services
757.499.1443
AL-ANON World Service Office – Newport News 757.875.9429
AL-ANON World Service Office – Williamsburg 757.253.1234
Alcoholics Anonymous (AA) – Newport News 757.595.1212
Alcoholics Anonymous (AA) – Virginia Beach 757.490.3980
Alcoholics Anonymous (AA) – Williamsburg 757.253.1234
Cocaine Hotline 800.COCAINE, 800.262.2463
Drug Information – National Institute of Drug Abuse (NIDA)
800.622.HELP
Lawyers Helping Lawyers www.valhl.org 804.644.3212
Narcotics Anonymous 800.777.1515
Narcotics Anonymous – Virginia Beach 757.437.6150, 757.459.8467

5.7.2.2. *Policy on Sanctions.*

1. In applying sanctions as provided by the *Employee Handbook* or *Student Handbook*, it will be the policy of Regent University to concentrate upon the work results and performance of its employees and the academic performance of its students.
2. Any employee or student who voluntarily admits, in the absence of reasonable suspicion or of any conduct which alone would subject the employee or student to discipline, that he or she has a drug-related or alcohol-related problem may be referred to one of the clinics listed above and shall not be disciplined solely as a result of the admission.
3. Any employee or student found to be in violation of substance abuse related policies and/or who has received a final conviction in local,

state, or federal court will be subject to discipline up to and including termination.

- 5.7.3. Consistent with this policy, the use, possession, manufacture, distribution or sale of illegal drugs, controlled substances or drug paraphernalia is prohibited. The use, possession, distribution or sale of alcohol or tobacco on University premises, including University housing, at any official function, any event supported by Regent University funds or any event identified with or directly linked to the University is prohibited.
- 5.7.4. Any use of alcohol, tobacco, or controlled substances that results in a criminal violation, e.g., drunken driving, public nuisance, disorderly conduct, use of these substances by a minor, etc., is considered a substance abuse violation and will be dealt with through the disciplinary process, whether or not the student is charged with or convicted of a crime.
- 5.7.5. Any incident that occurs as a result of the use of alcohol that, in the judgment of the University administration, reflects negatively on the image of the University will be considered a violation of the Standard of Personal Conduct and will be dealt with accordingly. In some instances, violations could result in removal from student housing or suspension or dismissal from the University.
- 5.7.6. We are to be content with what we have and what God has given us; as such, the University has a policy against theft or misuse of property. No member of the University community shall steal, damage, take without authorization, or attempt to steal, damage, take or use without authorization property of another, nor shall he/she remove or attempt to remove property of another from the place or divert it from the use and/or place to which it was assigned. No member of the University community shall recklessly or knowingly help or assist another in stealing, damaging, taking without authorization, or attempting to steal, damage, or take without authorization property of another. Possession of another's property knowingly and without permission is a violation of this regulation. Theft includes misappropriation of another person's ideas or expressions, such as copyright infringement, plagiarism and illegal downloads of materials. Misuse of property includes plagiarism, or unauthorized copying or use of another's works contrary to the course syllabus or other guidelines. See Academic Honor Code and Disciplinary Policy in this *Handbook*.
- 5.7.7. As a redemptive community, we support life, health, and well-being. The University prohibits threats or violence to the health and safety of others.

Engaging in any act, such as fighting, physical assault, unlawful detention, interference with the freedom of movement of another person, verbal abuse, threats, stalking, intimidation, harassment, coercion or any other conduct which endangers or has the reasonable potential to endanger the health or safety of the student or other members of the University community including oneself or visitors is prohibited. As a Christian organization, we expect members of the University community to treat each other with respect and civility.

- 5.7.8. *Abuse, Harassment, or Intimidation.* Harassing or threatening another person, including racial or sexual harassment or threats is prohibited. Harassment includes, but is not limited to, striking, laying hands upon, threatening with violence, or offering to do bodily harm to another person, or other treatment of a demeaning, abusive, taunting, or alarming nature. It also includes obscene, abusive, or repetitive telephone calls, telephone messages, electronic mail, instant messages using electronic mail programs, or other obscene, abusive, or repetitive communications.
- 5.7.9. *Weapons Possession.* Regent University faculty, staff, students or visitors are prohibited from using or possessing fireworks, firearms, or adjoining property owned by CBN. Firearms are defined as any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets, or shoot regardless of propellant used. Weapons include, but are not limited to, knives, razors, metal knuckles, hatchets, foils, stun guns, tasers, blackjacks, nunchuks, bows and arrows, or any explosive or incendiary devices. Exception to this policy will apply to sworn or authorized public safety personnel in the performance of their duties.
- 5.7.10. Regent University fully accepts the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.
- 5.7.11. Scripture exhorts us to honesty and integrity. Lying or making a false statement which the maker knows to be false, or which is made with reckless disregard for the truth of the matter asserted, is prohibited. Lying also includes any deliberate attempt to mislead or intentionally misrepresent attendance or online participation, or falsifying attendance/participation reports.

- 5.7.12. *Violation of Housing Rules or Regulations is Prohibited.* These rules are contained in the Office of Student Housing [Residence Hall Handbook](#).
- 5.7.13. *Profanity.* Profane or obscene expressions including, but not limited to, speech, which violates accepted standards of decency and Biblical conduct is prohibited (except when used in an appropriate academic context).
- 5.7.14. *Misuse of Computer Privileges or Facilities.* Unauthorized access to, or use of, the University computer files, equipment (hardware or software) or facilities, including attempts to gain unauthorized use or access is prohibited. Unauthorized use is defined as (a) unauthorized entry into a file to use, read, or change the contents, or for any purpose; (b) unauthorized transfer of a file; (c) use of computing equipment or facilities to interfere with the work of another student, faculty member or University official; (d) use of computing equipment or facilities to send obscene, abusive, intimidating, hostile or offensive messages; (e) use of computing equipment or facilities to interfere with the normal operation of the University computing system; (f) use of the computing equipment or facilities to view pornographic or other obscene websites; (g) violation of the [Acceptable Use Policy](#) of the University; or (h) use of the computing equipment or facilities to accomplish any other prohibited activities under the Standard of Personal Conduct such as threats to the health and safety of others, abuse or intimidation, sexual misconduct, profanity or lying.
- 5.7.15. *Any Conduct Deemed Unlawful.* Violations of any local, city, state or federal law, regardless of whether such conduct takes place on or off the campus, and regardless of whether there has been any trial and/or conviction for such conduct in a court of law, may also constitute a violation of the Standard of Personal Conduct. Conduct leading to arrest, indictment or conviction for violation of local, state, or federal law may result in disciplinary action by the University. See Appendix for legal consequences regarding the illegal use/possession of drugs/alcohol.
- 5.7.16. Failure to comply with the proper instructions of a University official may result in disciplinary action by the University. Such failure to comply may include, but is not limited to, not completing a sanction or requirement that was imposed as a result of a previous violation of this Standard of Personal Conduct or the policies located in the Office of Student Housing [Residence Hall Handbook](#).

5.7.17. Students are responsible for the behavior of their guests while on campus. Children under the age of 13 should be in the direct care of a parent or guardian when visiting campus.

5.8. *Online Safety Notice.* Regent University has taken notice of increased student usage of networking sites, specifically Facebook® and MySpace®. For this reason, Regent University distributes the following cautionary statement regarding student usage of these and other applicable public sites that serve a similar purpose. Students should understand that any information posted on a public website is available to any interested party.

5.8.1. Regent University strongly discourages students from posting personal information on publicly available websites. Students should protect, at all times, phone numbers, home addresses, date of birth, and social security number. There exist criminal predators who seek to harvest personal information for either financial gain (identity theft) or to carry out more targeted physical acts.

5.8.2. Regent University encourages all students to become familiar with inherent security controls that vendors make available to their subscribers. Employing these controls may help to keep personal information confidential. Maintaining confidentiality will help prevent identity theft or physical crimes.

5.8.3. Increasingly, employers, law enforcement agencies, and other organizations are utilizing public networking sites (during investigations) to harvest information regarding individuals. Because of this, the University recommends that students exercise sound judgment regarding content published both about one's self and others.

5.8.4. Notwithstanding the fact that some students do not utilize University resources to access these sites and insofar as each of the following apply, all student Codes of Conduct, Regent University policies, and local, state, and federal laws apply to student usage of these sites.

5.8.5. Questions about student use of Facebook® and MySpace®, other similar sites, or general inquiries about online safety may be referred to the Regent University Student Services department at 757.352.4103 or via [email](#).

5.9. *Miscellaneous.* The foregoing infractions are not intended to constitute an all-inclusive list of offenses for which a student may be disciplined under the Standard of Personal Conduct. It is the intent, rather, to provide some examples of the types of behavior, which are punishable hereunder. Any misbehavior deemed by the University to violate the

Bible, the law, or the spirit of this Standard of Personal Conduct shall be dealt with as though it were expressly prohibited herein.

Disruptive or Dangerous Behavior Policy

5.10. In the spirit of pro-active Christian concern and care, Regent University is committed to maintaining a safe living, working, and learning environment for students, faculty, and staff. The University recognizes that situations may arise where a student's behavior is a potential threat to self or others, or where a student's behavior significantly disrupts the ability of other students, faculty, or staff to participate in Regent's educational programs, living environments, or employment opportunities. Disruptive behavior may or may not include actions which lead to voluntary or involuntary hospitalization.

5.11. *Definitions.* Students may be administratively removed from student housing assignments, or have disciplinary sanctions imposed as a condition of continued classroom attendance or participation, in situations where their behavior is considered by the University, at its sole determination, to be:

5.11.1. *Potentially Dangerous to Themselves or Others.* Danger to self or others includes, but is not limited to excessive use of alcohol, misuse of prescription medications or illegal drugs, gestures or threats of harm to self or others, suicidal ideation or behaviors, self-mutilation, violence or threats of violence, or assaults.

5.11.2. *Significantly Disruptive to Others, but Not an Immediate Threat to Self or Others.* Disruptive behavior includes behaviors that interrupt or impair a student, faculty, or staff member's ability to carry out their daily activities and responsibilities. Such disruption may be in the form of a single behavioral incident or a series of incidents. Disruptive behavior includes, but is not limited to, students whose behavior potentially may deteriorate to the point of serious harm or dysfunction without assessment, intervention or treatment. When standard assessment is impossible because of the student's resistance, behavioral observations will constitute the basis for such judgment.

5.12. *Implementation.* If a student's behavior is determined by the University to be detrimental to self or the University community, the University reserves the right, at its sole determination, to administratively intervene and impose conditions designed to enhance the student's opportunity to succeed at Regent University, or to remove the student if the University deems appropriate, and to minimize disruptive influence on the University community.

- 5.12.1. These measures may include but are not limited to mandatory mental health or alcohol/drug assessment/evaluation, adherence to a treatment plan, removal from or reassignment within student housing, behavioral contract, or mandatory withdrawal from the University. A behavioral contract is an agreement between the University and the student, in which certain specified conditions must be met as a condition for the student's continued participation at the University, or the student's return to the University after withdrawal.
- 5.12.2. Students may seek a voluntary withdrawal through the Registrar's Office. Undergraduate students must complete this withdrawal [form](#); graduate students must complete this [form](#).
- 5.12.3. Students who are disruptive, but not a threat to self or others may be referred to the Psychological Services Center and may be subject to the University disciplinary process.
- 5.12.4. Emergency response procedures, including Virginia laws governing involuntary commitment, are in place to respond to students who are determined by the University to be an immediate danger to self or others. Students who exhibit potentially dangerous behavior shall meet with a Student Services staff member(s) designated by the Executive Director for Student Services. The purpose of this meeting will be to:
 - 5.12.4.1. Review available information concerning behaviors and/or incidents that have caused concern;
 - 5.12.4.2. Review this policy and discuss the procedures;
 - 5.12.4.3. Allow the student to present information on his/her behalf; and
 - 5.12.4.4. Determine the student's ability and willingness to be a non-disruptive participant in the University community.
- 5.12.5. This meeting is private between the University and the student. At this meeting the student will not be allowed to be represented by an attorney or other persons.
- 5.13. *Return to Campus/Class Participation Guidelines.*
 - 5.13.1. Students who have been removed from student housing and/or class attendance/participation following administrative intervention, judicial sanctions, or mental health hospitalization may be required to be assessed by a counselor or

health care professional prior to being reinstated. This assessment process may include an off-campus mental health assessment by a qualified mental health or other health care professional, or an alcohol/drug assessment by a substance abuse counselor, as a condition of returning to campus. In all cases, the counselor or health care professional must be deemed acceptable to the University. The counselor or health care professional may be asked to provide in writing such information as the University may require to determine the student's readiness to be reinstated. Such information may include, but is not limited to (a) a statement regarding the student's readiness to return to the academic demands of the University; (b) a statement regarding the student's readiness to return to an on-campus living environment (student housing); and (c) a description of the After Care Plan that should be in place over the next weeks and months to ensure the student's continued health and wellbeing. The student may be required to sign a two-way release form to allow for dialogue regarding assessment and/or treatment between the treating professional(s) and the Student Services staff member(s) designated by the Executive Director for Student Services. The two-way release allows the University to release information regarding the behaviors and circumstances leading to the administrative intervention to the health care professional conducting the assessment/treatment and to receive information regarding the student's participation in treatment.

- 5.13.2. In all circumstance, return or readmission to full participation in the University community will require a meeting with the Student Services staff member(s) designated by the Executive Director for Student Services. As stated above, this will be a private meeting between the student and the Student Services staff member(s). This meeting must be conducted before the student is permitted to return to campus. As a condition of return, the University may stipulate ongoing conditions or requirements for a student to remain on campus or participate in class.

Procedures: The Student Discipline Process

- 5.14. It is the goal of the University to provide a safe, secure, and positive environment in which our students can learn in accordance with God's plan for their lives. Therefore, the University reserves the right to remove from class, suspend or dismiss any student who is deemed to pose a threat to the health, safety or security of that student or others. In addition, the University may require that a student obtain medical or psychological evaluation and/or counseling when the University believes this necessary for the student's well being, and for the safety of others, and may require that the student be removed from

class until that occurs. The student may also be prohibited from being on campus while the medical evaluation/treatment/counseling are in process and during any appeal.

- 5.15. Regent University policies and regulations are intended to provide a safe and God-honoring experience for each student. In doing so, we believe we must individually order our lives with love and justice. We do not pretend that our policies and regulations are perfect nor do we condemn other Christians whose judgments are different from our own. Rather, policies and regulations will be for the greater good of the community and assist us to deepen our relationship with the Lord.
- 5.16. We believe in the Biblical concept of holding ourselves and our peers accountable. Therefore, we adhere to the Matthew 18:15-17 and Matthew 5:23-24 concepts regarding the relationship and interactions with one another in community. We attempt to administer community policies and regulations from a developmental perspective with the belief that consequences for the violation of community standards should lead an individual toward redemption with God, restoration with the community and reconciliation with people. However, it should be understood, that it may be necessary at times to remove a student from the University community either for a specified period of time or permanently, based on the individual circumstances. Students who demonstrate an inability to adjust to the Standard of Personal Conduct through repeated violations, may be suspended or dismissed from the University. The judicial process of Regent University does not take the place of any legal proceedings of which a student may be a part.
- 5.17. *Proactively Seeking Support and Help.* Students who are struggling with issues and behaviors that violate behavioral or disciplinary policies are encouraged to seek support and help.
- 5.17.1. Any student who initiates contact with a staff member in Student Services, the Director of Campus Ministries, or the Psychological Services Center regarding issues and behaviors of this nature will be required to participate in an accountability contract and/or seek professional assistance, rather than proceed through the judicial structure.
- 5.17.2. Students who request help will be asked to abstain from behaviors that violate University policies. If violations continue while engaged in the accountability contract or professional assistance, the student will be subject to the University judicial process.

- 5.17.3. Student Services may still impose reasonable and applicable expectations or boundaries for students holding a leadership position on campus who seek support.
- 5.17.4. In cases where safety of the student or others is a concern, Student Services professionals reserve the right to proceed accordingly.
- 5.18. *Reporting an Incident.* Students are strongly encouraged to go to one another in brotherly love and speak truth. However, if a student is fearful for his/her safety or otherwise uncomfortable approaching the offending student, he or she should not approach the student but rather report the suspected violation to the Office of University Student Services or Student Housing. Judicial proceedings may be initiated when the Associate Director of Residence Life and Community Honor receives information (written or oral) regarding alleged student misconduct. To report an incident of community standards violation, a student must do one of the following:
- 5.18.1. Report it to Student Housing staff (RA, Area Director, or Director of Student Housing);
- 5.18.2. Report it to the Associate Director of Residence Life and Community Honor; or
- 5.18.3. Submit a report to the Regent Behavioral Intervention Team (RUBIT) via the online [form](#).
- 5.19. *Intermediate Suspensions.* In certain circumstances the Associate Director of Residence Life and Community Honor, in consultation with the Executive Director for Student Services, may impose an intermediate suspension prior to the hearing process. It may be imposed only when, in the judgment of the Associate Director of Residence Life and Community Honor in consultation with the Executive Director for Student Services, the presence of the accused student on the University campus, would constitute a threat to the safety or well-being of individual members of the campus community or the campus community in general. Before implementing the intermediate suspension, the accused student will be given oral or written notice of the intention to impose the intermediate suspension. After the student has been intermediately suspended, the student shall be provided the opportunity to participate in the standard judicial process in a timely manner. The intermediate suspension is not to exceed 5 days. During the intermediate suspension, the student may not enter the campus without obtaining prior written permission from the Executive Director for Student Services or the Associate Director of Residence Life and Community Honor.

- 5.20. *Inclusion of (Academic) Deans of the Schools.* Associate Director of Residence Life and Community Honor may consult with appropriate University personnel such as Deans of Schools, prior to beginning the hearing process. Due to the unique nature of the professional requirements upon students in the School of Law, the judicial process for Regent University law students will proceed under the collaborative direction of the School of Law Dean for Student Affairs (or other individual designated by the Dean of the School of Law) and the University Student Services Associate Director of Residence Life and Community Honor.
- 5.21. *Parental Notification.* Students will be encouraged at all levels of discipline to share the information with their parents/guardians. Parents will be contacted if the student is under the age of 18 or if safety or health concerns exist. Additionally, parents will be notified if a student under the age of 21 violates the alcohol or drug policies. In all cases, unless there is an immediate concern for the health or safety of a student, parents will be notified via mail after the judicial process is complete and the student has received his/her sanction(s).
- 5.22. *Residential Student Process.* Minor infractions such as violations of housing guidelines, roommate conflicts, noise level, smoking, and the first offense of alcohol will be handled by the residential life staff through the Area Director and/or the Director of Student Housing. All other community violations of a non-academic nature will be processed through the Residence Hall Judicial Council. Steps are as follows:
- 5.22.1. Report submitted.
 - 5.22.2. Preliminary Investigation conducted by the Associate Director of Residence Life and Community Honor.
 - 5.22.3. Investigator determines if there are reasonable grounds to conduct a hearing.
 - 5.22.4. If there are reasonable grounds to proceed, the student has the right to a hearing with the Residence Hall Judicial Council.
 - 5.22.5. If the student waives his/her right to a hearing with the Residence Hall Judicial Council the student could choose to have an administrative meeting with the Area Director of the respective Residence Hall.
 - 5.22.6. If the student desires to appeal the decision of the Residence Hall Judicial Council, he/she may appeal to the University Judicial Council.
 - 5.22.7. All decisions from an appeals council are final.

5.23. *Non-Residential Student Process.* Steps are as follows:

5.23.1. Report submitted.

5.23.2. Preliminary Investigation conducted by the Associate Director of Residence Life and Community Honor.

5.23.3. Investigator determines if there are reasonable grounds to conduct a hearing.

5.23.4. If there are reasonable grounds to proceed, the student has the right to a hearing with the University Judicial Council.

5.23.5. If the student waives his/her right to a hearing with the University Judicial Council the student could choose to have an administrative meeting with the Associate Director of Residence Life and Community Honor.

5.23.6. If the student desires to appeal the decision of the University Judicial Council, he/she may appeal to the University Judicial Appeals Committee.

5.23.7. All decisions from an appeals council are final.

5.24. *Matters of a Sensitive Nature.* The University reserves the right to convene an administrative judicial council to adjudicate extremely sensitive incidents on a case-by-case basis at the discretion of the Associate Director of Residence Life and Community Honor and the Executive Director for Student Services. Cases of an extremely sensitive nature include, but are not limited to, sexual issues, addictions, and cases in which expulsion from the University is a possibility. The administrative council will be comprised of Student Services professionals and the Director of the Psychological Services Center. If a student wishes to appeal a decision of the administrative council, the appeal will be heard by the Executive Vice President.

5.25. *Waiving the Right to a Council Hearing.* Students may choose to waive their right to a council hearing and accept consequences under the following conditions:

5.25.1. The violation is the student's first violation.

5.25.2. The student wishes to address the violation through an administrative meeting, rather than a council hearing.

5.25.3. The student admits guilt to the violation.

5.25.4. The student accepts the disciplinary sanctions as suggested by the administrator.

If the student waives his/her right to a hearing with the respective council based on the above criteria, the student could choose to have an administrative meeting with the Area Director of the respective Residence hall (residential students), or the Associate Director of Residence Life and Community Honor (non-residential students).

5.26. *Student Judicial Procedure Appeals.* Every student has the right to one appeal. An appeal must be requested within 72 hours of the decision being rendered (weekends and holidays excluded). An appeal must be in writing and consist of the following:

5.26.1. A completed appeal request form (available in Student Services), and

5.26.2. A statement outlining and supporting in detail, the specific grounds on which the student is appealing.

5.26.3. The completed appeal form and written statement must be submitted to the Associate Director of Residence Life and Community Honor in the Student Services Office within 72 hours of the decision being rendered.

5.26.4. An appeal must be based on one or more of the following:

5.26.4.1. A process or procedural error occurred.

5.26.4.2. New information that was not available or known to the student appealing at the time of the hearing has come to light which, when considered, may materially alter the outcome. Information that the student chose not to present at the hearing is not considered new information.

5.26.4.3. The decision was arbitrary and capricious (lacks substantial evidence).

5.26.5. During the appeals process, sanctions given by the original hearing body may be temporarily delayed until the appeals process is completed. The appeals council will make one of three decisions:

5.26.5.1. A decision may be overturned;

5.26.5.2. A decision may be amended; or

5.26.5.3. A decision may be upheld.

- 5.26.6. If the appeals council chooses to amend the original decision, sanctions will not be increased; they can only be decreased, modified, or revoked.
- 5.26.7. After a decision has been rendered by the appeals council, the originating council will not have the opportunity to respond. The decision of the appeals council is final. The student will be notified verbally of the decision immediately, and will also be notified by letter within 5 days of the decision being rendered.
- 5.27. *Failure to Attend.* If a student fails to appear at a scheduled hearing or meeting with the Associate Director of Residence Life and Community Honor or Area Director, the adjudication process will continue without the student's representation.
- 5.28. *Recording of Hearing.* No audio or visual recordings of any kind may be made at the hearing. Formal court procedures and state and federal rules of procedure and evidence do not apply. Legal counsel, friends, relatives, and anyone not directly related to the case, are not allowed to attend the hearings with the accused student. University Counsel is authorized to attend the hearings when determined to be appropriate by the Executive Director for Student Services. Minutes will be taken at the hearing.
- 5.29. *Format of Hearing.* The general format for disciplinary hearings will be as follows (exceptions may be made according to the nature of the case):
- 5.29.1. Prayer.
 - 5.29.2. Presentation of charges by the chair of the council.
 - 5.29.3. Presentation of evidence by the chair of the council.
 - 5.29.4. Presentation by student charged.
 - 5.29.5. Questioning of student charged and/or witnesses by the council members.
 - 5.29.6. Questioning of any witnesses by the student charged.
 - 5.29.7. Deliberation (student charged not present).
 - 5.29.8. Decision/notification (immediate notification verbally with written notification to follow).

Partisan Political Activity

- 5.30. If you are considering a political activity on campus, before proceeding please contact Human Resources (757.352.4053) or Student Services (757.352.4103).
- 5.31. Section 501 (c) (3) of the Internal Revenue Code prohibits Regent University, as a tax-exempt organization, from participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for public office. Accordingly, neither Regent University, nor its representatives, shall use University funds or assets to engage in, either directly or indirectly, impermissible political campaign intervention as set forth in Revenue Ruling 2007-41, 2007-25 I.R.B. 1421. This policy applies to domestic and international activity.
- 5.32. In keeping with Regent University's mission to train people to change their world by affecting the ways in which people think and conduct their affairs, Regent University students retain all rights and obligations of citizenship provided in the Constitution and laws of the United States of America. Each student is encouraged to be actively involved as a citizen by supporting the party and candidates of his or her choice.
- 5.33. Specific guidelines and restrictions applicable to Regent University and its students are contained in this policy statement.
- 5.34. *Endorsement or Support of Candidates.*
- 5.34.1. Regent University will not endorse or oppose, or provide support for or against, any candidate for public office. "Public office" includes, but is not limited to, all federal, state, and local elective positions, delegates to party conventions, and any office of a political party. A "candidate" is someone who is a candidate for public office as defined in the Federal Election Regulations.
- 5.34.2. University students engaging in partisan political activity must do so in their individual capacity, and not as representatives of Regent University.
- 5.34.3. Regent University will not make any contributions or expenditures in connection with any election to any political office, or in connection with any primary election, political convention, or caucus to select candidates for political office. Except as expressly provided in Student Organizations section below, no expenses related to partisan political activity be reimbursed to University students.
- 5.35. *Political Rallies.* Neither Regent University nor any University student acting as a representative of the University will sponsor, support, or participate in rallies or other forms of assembly at which candidates (or persons who may reasonably be considered

candidates) for public office appear for the purpose of advancing their candidacies, or in which persons appear for the purpose of supporting or opposing candidate(s) for public office. This does not prohibit students from acting in their individual capacity, provided that they make that fact clear. Candidates may appear on campus in such circumstances provided that an event hosted by the University at which a candidate appears meets the nonpartisan and unbiased nature requirements set forth in Rev. Rul. 2007-41. Such appearances shall require approval of the Executive Vice President or the Vice President and General Counsel.

- 5.36. *Mailing Lists.* Regent University will not permit any mailing list owned or controlled by it to be used by, or for the benefit of, any candidate for public office or any organization controlled by or supporting a candidate for public office, including any political party or political action organization.
- 5.37. *Facilities, Equipment, and Letterhead.* Subject to the exceptions provided in the Student Organizations section below, the following apply:
- 5.37.1. Regent University will not make facilities or assets owned, controlled, or operated by it available to candidates for public office or organizations controlled by or supporting such candidates for use in connection with their campaigns.
 - 5.37.2. Regent University equipment, facilities, or letterhead may not be used for any partisan political activity.
 - 5.37.3. Regent University systems, such as electronic mail and interoffice mail, may not be used for commercial or partisan political purposes or to promote political candidates.
 - 5.37.4. Posting of signs, meeting notes, posters, or petitions of a partisan political nature on Regent University property is prohibited. These restrictions do not extend to the wearing of political buttons on one's person or the placement of bumper stickers on one's personal vehicle.
- 5.38. *Student Organizations.* Regent University recognizes that a campus community should be a place that fosters the free exchange of ideas. Accordingly, the following apply:
- 5.38.1. The University, at its discretion, may recognize student political organizations, including, but not limited to, Young Democrats/Regent Democrats or Young Republicans/Regent Republicans. Once officially recognized by the University as approved student organizations, these groups shall be treated like other approved

student organizations. All student organizations shall, among other things, have a faculty advisor prior to University recognition, and shall comply with all the requirements found at Student/Service Organizations [website](#).

- 5.38.2. Student organizations may conduct certain voter education activities (including the presentation of public forums and the publication of voter education guides). They may also sponsor voter registration and get-out-the-vote drives.
- 5.38.3. A student organization may invite political candidates (in their capacity as candidates or in their individual capacity) to speak at its events. Candidates may also appear without an invitation at organization events that are open to the public. When a candidate is invited to speak as a political candidate, the student organization is not required to ensure that the event is conducted in a nonpartisan manner, because the expression and dissemination of political views of the individual students comprising a student organization does not represent the views of the University or its representatives.
- 5.38.4. Regent University may allow approved student organizations to use institutional facilities and funds allocated to such student organizations for partisan political purposes, provided that such groups pay the usual and normal charges. If fees are generally not charged, then the student organization need not be charged. If funds are allocated by the University to a student organization, the student organization may determine what activities those funds may be used for, provided such use is aligned with the goals and mission of Regent University. Care should always be maintained to avoid the appearance of any endorsement by Regent University and to observe all the principles of this policy. Accordingly, student organizations hosting or sponsoring partisan political events using institutional facilities and/or funds must clearly communicate that the event is hosted by the student organization and not the University.
- 5.38.5. All literature or other materials of a University-approved student organization shall indicate that the views and activities expressed therein are those of the organization and are not endorsed by the University.
- 5.38.6. Student organizations may post signs and banners of a partisan political nature, as well as distribute campaign literature on campus, provided that any such communication clearly state that the communications represent the views of the student organization and not the University. Such postings and distributions shall be coordinated through the Office of Student Services, and shall comply with all procedures and guidelines generally applicable to student organizations.

5.38.7. If a student organization wants the University to announce that organization's event, the organization shall coordinate through the Office of Student Services. In such event, the University may, in its discretion, post via e-mail a notice of the event, but shall clearly state that the event is sponsored by the student organization and not the University.

5.39. *Media Presentations.* This policy is not intended to preclude or restrict Regent University, its officers, faculty, staff, and/or students from speaking out on public issues of importance to the University's mission. These issues include, but are not limited to, abortion, sexuality, schooling, war and peace, crime, public morality, public finance, health, religious liberties, and similar issues of broad public concern and moral content.

5.40. If you are considering a political activity on campus, before proceeding please contact Human Resources (757.352.4053) or Student Services (757.352.4103).

Sales and Solicitation

5.41. Regent University specifically prohibits the solicitation of sales information and items not expressly sponsored by the University. There shall be no solicitation or sales of non-University sponsored items on school premises. Listings of students, faculty, and staff will not routinely or normally be provided to outside organizations or agencies. University sponsored and approved organizations desiring to engage in sale or promotion activities must receive approval from the Office of Student Services prior to engaging in such business activity.

Student Fundraising

5.42. Regent University is fully supportive of the charity and fundraising efforts of our Student Organizations and individual students. As a Christian University, it is important that we model Christ-likeness to those in need in our communities. In order to best provide the support needed to student organizations in their philanthropic efforts, all fundraising or charity collection efforts must be coordinated through Student Services. Please contact the Associate Director of Residence Life and Community Honor at ext. 4867 (757.352.4867). NOTE: this policy should not be construed to prohibit students from soliciting assistance from their families, friends, or their local church.

University Media and External Relations

5.43. The Office of the President holds responsibility for official University statements to both print and broadcast media. Students are encouraged to refer questions from the media to the Office of the President. Public comments of personal opinions should not be made as representative of the University, either verbally or in writing, without first consulting with the Office of the President. This includes the use of official University letterhead for the statement of personal views. For more information call 757.352.4015.

5.44. *Official Information.*

5.44.1. The Creative Marketing department is responsible for creating and maintaining the University's presence on the web. Creative Marketing speaks for the University as a whole by publishing general information about the University. Creative Marketing authors the main University home page, and all other home pages that are outside school, departmental, and personal web areas.

5.44.2. Creative Marketing is responsible for the overall organization, style, and quality of the University's website. They communicate guidelines for style, quality and consistency for all University web publishers to follow. They will chair the Web Publishing Advisory Committee consisting of unit web publishers, perhaps a COGS representative and others as needed, who will assist them in maintaining practical style guidelines and give input for overall web development.

5.45. *Unofficial Information.*

5.45.1. Students, staff and faculty are encouraged to publish information on personal home pages. However, Regent reserves the right to deny students the right to have or maintain a personal home page. Personal home pages are on a server maintained by the University and should not detract from its mission and objectives. Personal home pages should be professional in nature and quality and must conform to Creative Marketing's decorum and consistency standards. The complete description of this policy may be viewed in the office of Student Services.

Vaccination Policy

5.46. Regent University cares about the health and well-being of all students and the broader Regent community. For this reason, the University strongly encourages new students (especially students who are 17-24 years old) enrolling for their initial term of study at Regent to schedule an appointment with a physician prior to arrival on campus. During your doctor's visit it is recommended that you have a health evaluation/physical

examination and ensure that you are current on all required and recommended immunizations. While there are a number of immunizations that are important to long-term health and well-being, we encourage you to discuss two particular immunizations with your physician: Hepatitis B and Meningococcal. The Center for Disease Control (CDC) highly recommends that traditional aged college students residing in on-campus housing facilities receive both the Hepatitis B and Meningococcal immunizations. Hepatitis B is a disease that affects the liver and is spread through contact with an infected person. Meningococcal disease is a serious bacterial infection of the fluid surrounding the brain and spinal cord. For more information on the diseases and the vaccines associated with them, please consult the Office of Student Services or visit the CDC [website](#).

ACADEMIC PROCEDURES

General

6.1. Information pertaining to student admissions and registration is located in the current online University catalog. The University Catalog will continue to describe the operation of the University with respect to prospective students, applicants, current students, grading scales and specific curriculum and program requirements. The *Faculty and Academic Policy Handbook* will continue to contain the academic policies and procedures that directly relate to faculty and students.

Academic Honor Code and Disciplinary Policy

6.2. This Academic Honor Code and Disciplinary Policy applies to all Regent University schools other than the School of Law, which has its own policies and procedures with respect to plagiarism, penalties, and disciplinary procedures for law students.

6.3. The Dean may, at his/her discretion, delegate any or all of his/her responsibilities under this Academic Honor Code and Disciplinary Policy to an administrator or faculty member in his/her School. When used hereafter, "Dean" means either the Dean or his/her designee.

6.4. *Foundation and Student Responsibility.*

- 6.4.1. Regent University affirms the Biblical truth that God made men and women in His own image. Part of God's essence is His social nature, reflected best in the perfect society of the Trinity. God seeks community with men and women, and because of God's concern with community among men and women, He has provided them with laws to govern community. One such law prohibits a person from stealing the property of another. That is, God in His divine wisdom has chosen to protect private property by prohibiting its theft by others. Part of a person's property is the product of his/her intellect and creativity. Yet another law of God to guide people in community is honesty, which prohibits deceit, fraud, or dishonesty. Both of these laws are a reflection of God's love, and we reflect love to both God and our fellow men and women by following these laws. Both of these laws are the foundation for this Academic Integrity Policy.
- 6.4.2. Students are responsible for knowing what constitutes plagiarism, how to avoid it, and what constitutes dishonesty. Students are also responsible for understanding that if they allow a fellow student to cheat or plagiarize, or if they complete an assignment for a fellow student, they are accomplices to academic dishonesty and are subject to the same penalty.
- 6.4.3. This policy is purposely found in the *Student Handbook*, and it is referenced in the catalog and the *Faculty and Academic Policy Handbook*. A student's failure to know this policy is not a defense. Moreover, a lack of understanding of what constitutes dishonesty, plagiarism, and/or a lack of intent (e.g., that the student did not intend to copy the material into his/her paper) is not a defense. Finally, failure to follow the procedural deadlines in the appeals section will result in the dismissal of the appeal.

6.5. *Definition.* Conduct that violates the Academic Honor Code includes the following:

- 6.5.1. *Dishonesty.* This lack of integrity is exhibited through lying, cheating, defrauding, or deceiving. Examples of dishonesty include copying from the examination paper of another, allowing one's own examination paper to be copied, reading without the instructor's consent a copy of the examination prior to the date it is given; giving or receiving unauthorized aids; submitting the same work product in more than one course without the express permission of the instructor(s); or disclosing or accepting information about test questions or answers if one takes a test at a different time than other students in the same course.
- 6.5.2. *Plagiarism.* Plagiarism is using the intellectual property (e.g., books, articles, artwork, movies, drawings, ideas, and photos) of others without proper citation

thereby giving the impression that it is the student's own work. Plagiarism ranges from a failure to acknowledge one's indebtedness to another for an idea in a formal written or oral statement to using verbatim words, sentences, passages, or audiovisual material from the work of others without quotation marks and proper citation (a rule of thumb is to use quotation protocol for five or more words taken directly from another source). Other examples of plagiarism include having someone else (e.g., colleague, friend, relative, or writing service) write a paper that is then submitted by the student for class credit and purchasing and submitting a paper from an online source. Gibaldi (1998) defines plagiarism well:

Whenever you draw on another's work, you must specify what you borrowed whether facts, opinions, or quotations and where you borrowed it from. Using another person's ideas or expressions in your writing without acknowledging the source constitutes plagiarism... In short, to plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone, and to do so is a violation of professional ethics. (p. 151)

Gibaldi, J. (1998). *MLA style manual and guide to scholarly publishing* (2nd ed.). New York, NY: MLA.

- 6.5.3. Plagiarism is a pervasive threat to academic integrity because of the emergence and expansion of the Internet. Any time a student downloads content from the Internet or any electronic document, the student risks committing plagiarism. The student must summarize or paraphrase the material first (with, of course, proper citation) rather than simply cutting and pasting blocks of downloaded text in his/her paper without using quotation marks.
- 6.5.4. Because of the importance of ensuring academic integrity, the University subscribes to *SafeAssign*® offered through Blackboard's HELP tab and listed under Blackboard Basics. The University has asked its instructors to submit student papers to the scrutiny of the *SafeAssign* software (or other academic integrity software at their discretion) including when they suspect the presence of plagiarism in a student's paper. Note that these submissions of assignments to *SafeAssign* or other software do not necessarily constitute an accusation or suspicion of plagiarism. Likewise, a low plagiarism score on *SafeAssign* does not necessarily exonerate a student accused of plagiarism or other act of academic dishonesty.
- 6.5.5. *Levels of Plagiarism*. Because of the wide range of acts which constitute plagiarism, the following levels of plagiarism are provided to give guidance to

instructors. If the particular act of plagiarism is not provided below (especially with respect to plagiarized artwork including films, plays, and other visual or audio arts), the instructor should use his/her best judgment in light of the circumstances or should consult with his/her Dean.

6.5.5.1. *Minor Plagiarism* means doing any of the following without attributing it to a source:

- 6.5.5.1.1. Using the source's idea or logic;
- 6.5.5.1.2. Inserting verbatim phrases of five or more words (but less than two sentences) without quotation marks or using minimal content from an audiovisual source;
- 6.5.5.1.3. Revising the source's work by inserting a few synonyms in one original sentence;
- 6.5.5.1.4. Revising the sentence by reordering the phrases but not changing any words.

6.5.5.2. *Major Plagiarism* means doing any of the following without attributing it to a source:

- 6.5.5.2.1. Repeatedly committing minor plagiarism in one or more papers in one or more courses;
- 6.5.5.2.2. Using verbatim two or more sentences from a source without quotation marks or using substantial content from an audiovisual work;
- 6.5.5.2.3. Revising the source's work by inserting a few synonyms, and/or minimal paraphrasing, in one or more paragraphs.

6.5.5.3. *Complete Plagiarism* means doing any of the following:

- 6.5.5.3.1. Submitting a paper or other work obtained from a website or other source;
- 6.5.5.3.2. Submitting another person's work for an assignment.

6.6. *Penalties for Violations of the Academic Honor Code.*

- 6.6.1. *Penalty for Minor Plagiarism.* The faculty member shall give the student a verbal warning and shall counsel the student about academic integrity and the serious consequences resulting from the breach of integrity. In addition, the faculty member may, at his/her discretion, do one or more of the following:
- 6.6.1.1. Give the student a written warning using the Academic Dishonesty Notice (see Appendix B);
 - 6.6.1.2. Give the student an assignment grade penalty;
 - 6.6.1.3. Require the student to reformulate and resubmit the assignment (with or without grade penalties).
- 6.6.2. *Penalty for Major Plagiarism.* The faculty member may, at his/her discretion, do the following for the first two offenses:
- 6.6.2.1. *First offense*—Normally, give a zero (or a failing grade if the School does not use a numerical grading scale) for the assignment for which the student submitted the plagiarized work or post and no opportunity to resubmit the assignment;
 - 6.6.2.2. *Second offense (in the same or more courses)*—Normally, give a failing grade in the course for which the student submitted the plagiarized assignment.
 - 6.6.2.3. The Dean may, at his/her discretion, do the following: *Third offense (in the same or more courses)* - Normally, dismiss the student from the University.
- 6.6.3. *Penalty for Complete Plagiarism/Cheating.*
- 6.6.3.1. The faculty member may, at his/her discretion, do the following for the first offense: Normally, give a failing grade in the course for which the student submitted the plagiarized assignment.
 - 6.6.3.2. The Dean may, at his/her discretion, do the following for the second offense (in the same or in multiple courses): Normally, dismiss the student from the University.
- 6.6.4. *Penalty for Dishonesty Other Than Plagiarism.* Because of the varied nature and severity of other types of academic dishonesty (e.g., lying, cheating, defrauding, or deceiving), the Dean of each School, in conjunction with the charging faculty member (6), has discretion to exercise his/her judgment about the propriety of

sanctions in light of the circumstances presented (including the fact that the student may have been guilty of other Honor Code provisions).

6.7.Procedure for Faculty to Follow When Suspecting Violations of the Academic Honor Code.

- 6.7.1. *Gather and Examine the Evidence.* Because of the widespread and growing problem of academic dishonesty as reported in the literature, the Regent University administration strongly encourages the faculty to explore any suspicions of academic dishonesty. The first step in this process is to gather and examine any evidence of academic dishonesty. Examples of this step are using SafeAssign for any suspected plagiarism, finding the original work suspected of being plagiarized, or talking to other students if cheating or lying is suspected.
- 6.7.2. *Reach a Preliminary Conclusion After Reviewing the Evidence.* After reviewing the gathered evidence, the faculty member should reach a preliminary conclusion as to whether the suspected student has committed any academic dishonesty. If the faculty member concludes that the student has not committed any academic dishonesty, then no further action is required. If, on the other hand, the faculty member concludes that academic dishonesty has occurred, the faculty member should preliminarily determine whether the incident is minor, major, or complete plagiarism, or another act of academic dishonesty.
- 6.7.3. *Communicate with the Student.* After reaching a preliminary conclusion, the charging faculty member should meet with the student either in person or telephonically and share the evidence that led the charging faculty member to conclude preliminarily the student committed academic dishonesty. At this meeting, the student may refute the charge and, if the faculty member is satisfied no academic dishonesty has occurred, no further action is necessary. If the faculty member is not satisfied and remains convinced the student committed an act of academic dishonesty, the faculty member should complete the Academic Dishonesty Notice (see Appendix B in this *Handbook*). In completing this form, the faculty member must note the sanction he/she recommends and when he/she spoke with the student. The faculty member must keep a copy of the Academic Dishonesty Notice and a copy of the evidence of dishonesty and forward the original copy of the Academic Dishonesty Notice with the original copy of the evidence of dishonesty to his/her Dean.
 - 6.7.3.1. During this process, faculty should consider instances of academic dishonesty as a spiritual and educational learning opportunity for the student. Part of the

educational component for this process is re-emphasizing instruction on how to avoid plagiarism. The faculty member should also stress the spiritual dimensions of plagiarism and should note repeated instances of minor plagiarism result in major plagiarism.

6.7.4. *Dean's Action Upon Receipt of the Academic Dishonesty Notice and the Evidence of Dishonesty.* Upon receipt of the Academic Dishonesty Notice (see Appendix B in this *Handbook*) and the evidence of dishonesty, the Dean will (a) review the documentation and the case, (b) review the student's file to determine whether or not the student has committed other acts of academic dishonesty, and (c) evaluate whether or not the sanction imposed by the faculty member is appropriate. If the penalty imposed by the faculty member is inconsistent with similar infractions or the student has committed other acts of academic dishonesty which warrant a more substantial penalty than the one recommended by the faculty member, the Dean must consult with the faculty member about changing the penalty for the student. After reviewing the Academic Dishonesty Notice and meeting (if needed) with the charging faculty member, the Dean should determine the appropriate sanction and then complete the lower portion of the Academic Dishonesty Notice and mail a copy of the form and evidence to the student.

6.8. The faculty member who initiates the academic dishonesty process is sometimes called "the charging faculty member."

6.9. Documentation of the incident will be retained in the student's permanent file.

6.10. *Procedure for the Student to Follow in Appealing the Academic Dishonesty Decision.*

6.10.1. *Student's Request for Dean to Reconsider.* If the student wants to appeal the sanction imposed by the Dean, the student must first ask the Dean to reconsider his/her decision. In seeking this reconsideration, the student must send to the Dean an e-mail with a return receipt requested or a letter by certified mail or overnight courier (with a copy to the charging faculty member) within 14 days of the date the Dean mailed the Academic Dishonesty Notice (see Appendix B in this *Handbook*) to the student. In this e-mail or letter, the student must state in detail his/her grounds for the request to reconsider (i.e., why he/she disagrees with the Dean's decision). The Dean may, at his/her discretion, either limit his/her review of the matter to the new information provided by the student, meet either in person or telephonically with the student, or both. Thereafter, the Dean must

notify the student in writing of the Dean's decision with respect to the student's request for reconsideration.

6.10.2. *Student's Appeal to the Executive Vice President.* Within 7 days of the Dean's transmittal electronically or by mail of his/her reconsidered decision to the student, the student may appeal the Dean's decision by sending a letter by certified mail or overnight courier or e-mail with a return receipt requested to the Executive Vice President or his/her designee (hereafter "EVP") with a copy to the Dean. In this letter or e-mail of appeal, the student shall state in detail why the decision by the Dean lacks substantial evidence. The EVP may, at his/her discretion, limit his/her review to the written record provided or may appoint a panel of three members of the faculty/administration to hear the appeal. If the EVP appoints a panel, the panel will conduct a hearing and recommend a decision to the EVP within 30 days after appointment. The EVP and the panel shall affirm the decision of the Dean unless the EVP and the panel determine that the Dean's decision is arbitrary and capricious (i.e., the Dean's decision lacks substantial evidence) or the Dean has failed to follow the proper procedure, in which case the EVP may remand the matter to the Dean with instructions. The decision of the EVP shall be final.

(Academic Council, Approved February 2007)

Academic Probation and Dismissal

- 6.11. Students must maintain an acceptable cumulative grade point average, for courses taken at Regent University. Joint degree students must maintain an acceptable grade point average in each separate degree. A student's academic status will be determined at the end of each term by the Registrar's Office. Please refer to the University catalog for details by School.
- 6.12. *Academic Probation.* When a student's cumulative grade point average falls below the minimal acceptable level for that school (probationary GPA may be different by degree level or program; please refer to the current online catalog for details), the student shall be placed on academic probation for the next term of enrollment. Students on academic probation should consult with their advisors on how they might improve their academic performance. Academic probation status is recorded in the student's academic record. When a student is placed on academic probation the Dean shall notify the student in writing of any specific instructions for improving academic performance. A student will be removed from academic probation if the cumulative grade point average

is greater than or equal to the minimal acceptable GPA for his/her program at the end of the next term of enrollment.

- 6.13. *Academic Dismissal.* Students on academic probation whose cumulative grade point average is below the minimal acceptable GPA for their program at the end of the probationary term shall be subject to dismissal. (In other words, the student has one term to bring the low GPA back to the acceptable GPA.) (In the School of Law, a student may be dismissed without first having been placed on academic probation.) The Dean will notify the student, in writing, of the dismissal.
- 6.14. *Petitioning for Reinstatement.* Students who have been dismissed may petition for reinstatement through the School, after one academic year, unless other criteria for possible reinstatement were contained in the dismissal letter. All petitions for reinstatement will be considered on an individual basis. Reinstatement will be granted only on a petition demonstrating that there is a strong likelihood that the student possesses motivation and capacity to successfully complete the academic requirements. The Dean shall notify the student in writing of the School's decision regarding reinstatement. Students who are reinstated shall be required to comply with any conditions set forth in the letter of reinstatement.
- 6.15. The School sends a copy of the reinstatement form and all letters regarding academic status to the Registrar's Office to be placed in the student's University file.

(Academic Council, Approved March 2000)

Student Appeals

- 6.16. An appeal is defined as a request to a higher authority to change a decision that was made, typically a decision that the student believes adversely affects her/his academic career.
- 6.17. *Procedure for Grade Appeals.*
- 6.17.1. When a student wants to appeal a course grade, s/he must schedule a meeting with the instructor of the course within 90 days (60 days for the School of Law) from the end of the semester for which the grade was assigned.
- 6.17.2. The instructor will explain the reason for the grade and, if warranted, raise the grade, lower the grade or leave the grade unchanged.

- 6.17.3. If the instructor is unavailable during the 90-day period (e.g., summer), the student must notify the Dean of the School in writing of her/his desire to appeal the grade to the instructor. If no appeal is filed within the 90-day period, the grade will be considered final.
- 6.17.4. If the student believes s/he has not received a satisfactory resolution from the instructor, the student may appeal to the Dean of the School for resolution. The appeal to the Dean must occur within 30 days from the instructor's decision; or within 60 days from the submission of the matter to the instructor, if no decision is issued by the instructor. The student should submit a written appeal to the Dean that includes:
- 6.17.4.1. Student's full name.
 - 6.17.4.2. Regent University student identification number.
 - 6.17.4.3. Semester and year enrolled.
 - 6.17.4.4. Course number and name.
 - 6.17.4.5. Name of instructor.
 - 6.17.4.6. Grade received.
 - 6.17.4.7. Reason for appeal.
 - 6.17.4.8. Supporting documents.
- 6.17.5. The Dean shall respond in writing within 30 days of the date of the meeting or appeal.
- 6.17.6. Any appeal regarding the Dean's decision is governed by the Procedure for Student Appeals to a University Vice President policy, contained in this *Handbook*.

(Academic Council, August 2008)

6.18. *Procedure for Student Appeals to a University Vice President.*

- 6.18.1. If a student believes that a matter has not been resolved appropriately in a School, or by the Dean of a School, the student may appeal the decision to the appropriate Vice President's office, but only if (a) all procedures for review within the School

have been exhausted, and (b) the matter is one for which an appeal to a Vice President is permitted by the underlying substantive policy contained in the *Student Handbook*. Appeals pertaining to disciplinary decisions not related directly to academics (including, without limitation, use of alcohol on University premises, threats of violence, or violation of housing rules) should be addressed to the Executive Vice President. Appeals pertaining to academic matters (including, without limitation, academic dishonesty and grades) should be addressed to the Executive Vice President. If a Vice President receives an appeal that more properly should be considered by another Vice President, the Vice President shall transfer the appeal to the other Vice President for further consideration.

- 6.18.2. All appeals must be in writing, setting forth the specific grounds upon which the student believes the decision should be reversed. The student may attach or include previous written materials utilized in previous review and proceedings. No materials submitted by the student will be considered in the appeal process except those submitted at the time the student initially presents his/her appeal to the office of the Vice President. Appeals must be received by the Vice President's office no later than 5:00 p.m. on the seventh (7th) day following the date upon which the student was notified of the decision being appealed (counting the first day after receipt of the decision as the first day). An extension of that time may be granted, for good cause shown, by the Vice President or by the Dean of the School involved. If there is no extension, no appeal received after that date and time will be considered, with the result that the original decision will be final.
- 6.18.3. If the student so requests in writing, with the appeal, that the decision being appealed not be enforced until after consideration through this appeal process, the Vice President may stay the enforcement of the decision until the appeal process is concluded. The granting or denial of such a request is solely in the discretion of the Vice President, and there is no appeal from a denial of the request.
- 6.18.4. After the appeal is received by the Vice President, the Vice President will provide a copy of the appeal to the Dean of the student's School, and/or, if applicable, to any other appropriate University employee who was involved in the decision (such as a Professor, Department/Program Chair, or the Associate Director of Residence Life and Community Honor), and give that person or persons an opportunity to respond to the appeal. Any such response should be addressed to the Vice President, and must be made within 21 days after the copy of the appeal was provided to the Dean or other University employee.
- 6.18.5. Thereafter, the Vice President may:

- 6.18.5.1. Grant the appeal, after consultation with the Dean of the School involved in the appeal, but only if the Vice President determines that the decision being appealed was arbitrary and capricious;
- 6.18.5.2. Deny the appeal, if the Vice President determines, in his/her sole discretion, that it presents no substantial issue that merits further consideration; or
- 6.18.5.3. Appoint an Appeal Committee to consider the appeal. The Appeal Committee will consist of three full-time employees of the University who are either faculty members or professional staff members. The Vice President shall designate one of the members of the Appeals Committee to serve as Chair. The Vice President shall circulate the appeal and any materials in response thereto to the members of the Appeals Committee. The only issue to be considered by the Appeals Committee is whether the decision being appealed was arbitrary and capricious. The Appeals Committee, in its sole discretion, (a) may agree to consider the matter without a hearing, or (b) may schedule a time for a hearing. There is no appeal from a Committee decision to consider the matter without holding a hearing. The appellant has no inherent right to an oral hearing before the Appeals Committee. If the Appeals Committee schedules a hearing, the student appealing, the University personnel involved in the decision, and other persons in the sole discretion of the Committee may appear and speak before the Committee. In either case, the Appeals Committee will make a recommendation to the Vice President. The Vice President will then decide the matter.

6.18.6. All decisions of the Vice President are final, and no further appeals are permitted.

(Academic Affairs, August 2008)

6.19. *Procedure for Student Grievances and Other Appeals.*

- 6.19.1. A grievance is defined as a complaint or concern of a student regarding a faculty or staff member at the University that the student believes adversely affects her/his academic career or personal well-being. (This procedure should be used in all appeals other than grade appeals or appeals from disciplinary decisions.)
- 6.19.2. The student should discuss the circumstance with the individual(s) involved to seek a resolution. This should first be done in the context of Matthew 18:15-17.

- 6.19.3. If a student is fearful for her/his/her safety or otherwise uncomfortable approaching the individual, the student should involve a faculty or staff advisor. If a faculty or staff advisor is not willing or available the student should proceed to #3.
- 6.19.4. If there is no resolution of the issue, the student may submit a letter regarding the matter to the Dean of the School in which the individual is employed. The letter must be submitted within 30 days of the date of the actual or supposed circumstance and must include the following information:
 - 6.19.4.1. Student's full name.
 - 6.19.4.2. Regent University student identification number.
 - 6.19.4.3. The School the student is enrolled in.
 - 6.19.4.4. Explanation of the grievance and supporting documents.
- 6.19.5. Upon receiving the student's letter, the Dean or Associate Director of Residence Life and Community Honor may suggest mediation as an alternative to the grievance process. If mediation is agreed upon, the Dean or Associate Director of Residence Life and Community Honor will schedule mediation to work out an agreement based on the University's Mediation Agreement.
- 6.19.6. If mediation is not chosen or it was not successful, the Dean or Associate Director of Residence Life and Community Honor must respond in writing to the student within two weeks of receiving the student's letter stating her/his decision and the reason for such decision.
- 6.19.7. If the student is not satisfied with the Dean's or director's decision, the student may submit a written appeal of the Dean's or director's decision to the Executive Vice President within 48 hours of receiving the Dean's or director's decision. The appeal must include the materials described above and the Dean's or director's response.

(Academic Council, Approved January 2003; amended August 2008)

Accommodation for Disabilities

6.20. Students may request reasonable accommodations for disabilities through the University Office of Student Life. The application process is described at the following [website](#).

6.21. Alternatives such as a written paper or creative project may be adopted in lieu of final examinations at the discretion of the individual instructor.

(Academic Council, Approved November 1993)

Faculty Grievance Against a Student

6.22. At Regent University, all students, faculty, and staff are expected to conduct themselves in a Christ-like and professional manner, as described in the honor code and the statement of personal conduct (both found in the *Student Handbook*). As these statements describe, all members of the academic community are expected to work to uphold an atmosphere of trust and respect that glorifies God and assures openness in the community. As further detailed in the University Honor Code, the University reserves the right to discipline any student who refuses to comply with reasonable requests by staff and faculty, who violates University regulations, or who violates state or federal laws or local ordinances, whether on or off campus. A faculty member wishing to make a formal complaint against a student should file it with the Executive Vice President.

(Academic Affairs, Approved February 2006)

Student Records Confidentiality

6.23. Regent University protects the confidentiality of the education records of current and former students. This policy is administered in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA rights apply once a student is considered "in attendance" by the institution. Regent defines "in attendance" as being registered for at least one class at 12:01 a.m. on the first day of the student's first term, as determined by the official University academic calendar. At its discretion, the institution may provide directory information to include: student name, address, email address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and participation in officially recognized activities. Students may withhold directory information by notifying the Registrar's Office, in writing, within two weeks of the posting of the annual fall notice that advises students of their rights.

6.24. *Access to Student Educational Records by Others.*

6.24.1. *Directory Information.*

6.24.1.1. At the end of the fall add/drop period the Registrar's Office will send to students a notice of the students' right not to have student directory information released. Students may, at any time, request that directory information not be released by writing to the Registrar's Office. Information already published will not be affected by this request. Without such written request, the University may release directory information to outside parties if considered appropriate. Students may request in writing that future releases of directory information not be made.

6.24.1.2. Directory information includes: name, address, email address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and participation in officially recognized activities. Only the Registrar's Office should disseminate directory information. All inquiries for such information should be forwarded to the Registrar's Office.

6.24.1.3. Student Services may distribute in-School directories to students if this policy is followed. If additional information is added, the Registrar's Office must receive signed waivers from students whose names and other information will appear in the directory. Names or lists must not be released to outside parties.

6.24.2. *Non-directory Information.* The University will maintain the confidentiality of student educational records and such non-directory information may be released only with the student's written request. However, information may be released to the following:

6.24.2.1. Officials of other institutions in which students seek to enroll;

6.24.2.2. Persons or organizations providing students financial aid;

6.24.2.3. Accrediting agencies carrying out their accreditation function;

6.24.2.4. Persons in compliance with a judicial order;

- 6.24.2.5. Persons in an emergency in order to protect the health or safety of students or other persons;
 - 6.24.2.6. As otherwise legally required as the University deems appropriate.
- 6.24.3. *School officials with "legitimate educational interests."* A School official has a legitimate educational interest if the information aids the official in fulfilling his or her professional functions. Regent University identifies the following as "School officials," depending on their duties and only within the context of those duties:
- 6.24.3.1. University faculty and staff, agents of the University;
 - 6.24.3.2. Students employed by the University or serving on official University committees; and
 - 6.24.3.3. Representatives of agencies under contract with the University, including but not limited to the CBN/Regent University Police Department.
 - 6.24.3.4. Health and counseling records may be provided to physicians and licensed psychologists of the student's choosing. Students may have access to appropriate information as designated by the Dean or department head. If a breach of confidentiality occurs, appropriate formal disciplinary action will be taken up to and including dismissal from employment.
- 6.24.4. *Parental Access.* The definition of "student" under FERPA refers to a person who either has reached the age of 18 or who is attending an institution of post-secondary education. At the post-secondary level parents have no inherent rights to inspect student records; this right is limited solely to the student. It is the University's policy to release academic or financial information to parents and/or guardians of students (whether or not the student has reached the age of 18) only upon the student's written authorization. The student may complete a "Student Information Release" (FERPA waiver), available in the Registrar's Office or online at <http://www.regent.edu/admin/registrar/studentforms.cfm>, to grant this authorization.

(Academic Council, Revision Approved January 2001; amended October 2009)

SAFETY AND SECURITY

Building Hours

7.1.The table below contains the building hours for University buildings:

Building	Days	Hours
Administration Building	Monday-Sunday	7:00am-12:00 Midnight
Classroom Building	Monday-Sunday	7:00am-12:00 Midnight
Communication Building	Monday-Sunday	7:00am-12:00 Midnight
Library	Monday-Saturday	7:30am-12:00 Midnight
Library	Sunday	5:00pm-12:00 Midnight
Robertson Hall	Monday-Sunday	7:00am-12:00 Midnight
Student Center	Monday-Friday	7:00am-12:00 Midnight
Student Center	Saturday	8:00am-10:00pm
Student Center	Sunday	1:00pm-6:00pm

7.2.Variations of the above hours typically occur on holiday weekends and during semester breaks. Changes in normal building hours will be posted in advance on University bulletin boards. Please use a "buddy" system in University buildings especially when studying after 5 p.m. Do not study alone and do not leave someone else alone during late night hours. The University reserves the right to restrict access at any time and to any person.

Emergency Information and Procedures

7.3.The CBN/Regent Police Department handles all emergencies on University premises. The emergency telephone number is extension 2911 or 757.226.2911 if calling from off campus. Non-emergency calls should be placed to extension 2075 or 757.226.2075 if calling from off campus.

Fire Drills

7.4.Fire drills are periodically scheduled throughout the year. When fire alarms sound, leave the building immediately. Regent University considers this a very serious matter; students not fully cooperative with quick evacuation procedures will be reported and appropriate action will be taken. Floor plans and exit routes are displayed in office areas and classrooms. Students are responsible for familiarizing themselves with appropriate emergency exits.

Illness or Injury

7.5.In the event of serious injury or illness while on campus either during regular hours or after hours, CBN/Regent Police should be contacted immediately. The security dispatcher is on duty 24 hours a day at ext. 2075 or 757.226.2075. The dispatcher is trained to contact the appropriate emergency squad, as well as to send a police officer trained for interim emergency treatment. For minor medical emergencies, first aid kits are available in the main hallways of each University building floor.

7.6.Subsequent to any medical emergency, the Administrative Services office should be notified as soon as possible at ext. 4008 or 757.352.4008. If the emergency involves a student, the Executive Director for Student Services should also be contacted at ext. 4103 or 757.352.4103.

Missing Student Policy

7.7.Regent students who reside in student housing will be asked to provide the University with the name and contact information of who can be contacted by Regent in the event that the student is identified as a missing person. Section 485(j) of the Higher Education Opportunity Act requires that an eligible Title IV institution that provides on-campus housing establish a missing student notification policy for students who reside in on-campus housing that

- 7.7.1. informs each student that they have the option to identify an individual that the institution can contact no later than 24 hours after the time the student is determined missing according to the institution's official notification procedures described below;
- 7.7.2. provides each student a way to register confidential contact information in the event the student is determined to be missing for more than 24 hours;
- 7.7.3. advises each student under 18 years of age (who is not emancipated) that the institution must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing according to the institution's official notification procedures; and
- 7.7.4. requires, if campus security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the institution to initiate the emergency contact procedures that the student designates.

7.8. Regent University's missing student notification procedures are as follows:

- 7.8.1. Upon being notified that a student residing in student housing has been missing for more than 24 hours, the Executive Director for Student Services or her/his designee will file an official missing person report relating to such student with Regent's Campus Police department, and
- 7.8.2. in instances where, upon investigation of the official report, the Campus Police department and Student Services determines that the missing student has been missing for more than 24 hours and has not returned to campus, Student Services will contact the individual identified by the student as their emergency contact.
- 7.8.3. If the missing student is under 18 years of age and not emancipated, Student Services will immediately contact the custodial parent or legal guardian of the student.

7.9. In cases where the preceding two scenarios do not apply to a student determined to be a missing person, the institution will inform the appropriate law enforcement agency that the student is missing.

- 7.10. Section 485(j) of the HEOA does not provide a private right of action to any person to enforce a provision of the subsection or create a cause of action against any institution of higher education or any employee of the institution for any civil liability.

Inclement Weather/Class Cancellations

- 7.11. Class cancellations due to inclement weather are announced on numerous local radio and television stations (see [complete listing](#)). You may also telephone the University emergency hotline at 757.352.4777 for closing information.

Parking

- 7.12. *Handicapped.* Handicapped parking spaces are provided on campus. This parking privilege is under the jurisdiction of the Commonwealth of Virginia, which requires handicapped license plates or handicapped permits on vehicles occupying these spaces. Handicapped plates may be obtained through the Department of Motor Vehicles (DMV) in your state of permanent residence before arrival. To apply for Virginia license plates, obtain appropriate forms through the Commonwealth of Virginia DMV. Applications for handicapped plates should be made as soon as possible.
- 7.13. *Permits.* Parking permits may be obtained in the Administrative Services or Student Services Offices. The permit is mandatory for all student vehicles parked on campus. Students may park in any paved, lined University parking area, which is not marked as reserved. Automobiles inappropriately parked in spaces that are reserved, parked in No Parking zones, or without proper permits are subject to fines, wheel booting and/or towing.
- 7.14. *Parking fees.* Virginia Beach students who enroll for more than three credit hours are assessed a parking fee by the University. The fee provides a parking permit and student's use of on-campus parking for the academic semester in which the fee is paid.

GENERAL ACADEMIC AND UNIVERSITY POLICIES

Sexual Harassment

8.1.*Policy.*

- 8.1.1. It is Regent University's policy to provide students and employees with an environment for learning and working that is free of sexual harassment whether by members of the same sex or opposite sex. University administrators and supervisors are responsible for assuring that effective measures are taken to implement this policy's procedures.
- 8.1.2. It is a violation of this policy for any member of the University community to seek gain, advancement or consideration in return for sexual favors, or to make an intentionally false accusation of sexual harassment. It is a violation of this policy for any member of the University to engage in verbal or physical sexual harassment.
- 8.1.3. Any person who feels offended by the behavior of any other person in the Regent community is encouraged to resolve the problem informally prior to filing a complaint according to the enforcement procedures below.
- 8.1.4. Any person who has been accused of sexual harassment pursuant to the terms of this policy, who retaliates against her/his accuser in any manner, shall be charged with violating this policy. Any member of this University community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge, expulsion or probation.

8.2.*Definitions.*

- 8.2.1. "Work," for the purposes of this policy, means employment-related activities carried out by University employees and University-sponsored activities carried out by volunteers.
- 8.2.2. "Member of the University community," means student or employee, or an alumnus or volunteer involved in any University-sponsored activity.
- 8.2.3. "Sexual harassment" is defined as unwelcomed and unsolicited conduct of a sexual nature, physical or verbal, by a member of the University community of the opposite sex or same sex.

8.3.*Procedure.*

- 8.3.1. Any member of the University community who believes that s/he has experienced sexual harassment as defined in this policy should immediately notify her/his

immediate supervisor, Dean or department head, the Executive Vice President or the Vice President for Human Resources.

- 8.3.2. Complaints of sexual harassment must be filed with the Executive Vice President or the Vice President for Human Resources within 180 days from the date the alleged harassment occurred. The complainant shall explain, in writing, the nature of the harassment and indicate what remedy s/he seeks.
- 8.3.3. The Dean/director shall forward a copy of the complaint and a copy of this policy to the accused member of the University community and the appropriate supervisor/administrator advising them that an investigation of charges will be conducted.
- 8.3.4. If the supervisor/administrator is involved in the charge, the Executive Vice President/Vice President for Human Resources should choose another appropriate supervisor/administrator.
- 8.3.5. The supervisor/administrator, working with the Dean/director, shall promptly and confidentially investigate the complaint. In determining whether the alleged conduct constitutes sexual harassment, the supervisor/administrator will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual conduct, the context in which the conduct occurred and the history of the relationship between the parties.
- 8.3.6. During the investigation, the individual accused of sexual harassment must be given an opportunity to respond, either orally or in writing, to the complaint.
- 8.3.7. After the investigation of the complaint, the supervisor/administrator may propose mediation in order to secure a written agreement that satisfies all parties to the complaint. (See Mediation Agreement.) A resolution by agreement of the parties may include the imposition of a sanction upon the accused individual, which the accused individual agrees to accept as a sanction.
- 8.3.8. If such an agreement is reached, a copy of the agreement shall be provided to each of the parties involved and the Executive Vice President or Vice President for Human Resources.
- 8.3.9. If, within 30 days of the supervisor/administrator's receipt of a complaint, the complaint is not resolved, the Executive Vice President or Vice President for Human Resources shall notify the parties, in writing, that the matter cannot be

resolved and shall advise the complainant of her/his right to proceed with the charge.

8.3.10. If the complainant desires to proceed with the charge, the record of the complaint shall be provided to a committee appointed by the Executive Vice President in consultation with the director of human resources. The committee will be composed of two Deans and three representatives from the University community of faculty, staff or students, depending on the individuals involved.

8.3.11. The committee shall hear testimony and evidence from both parties and shall make a finding regarding the truthfulness of the charge(s).

8.3.11.1. If the charge is proven true, the committee shall make a recommendation regarding sanctions, if appropriate. The imposition of sanctions shall occur in accordance with applicable University disciplinary and sanction procedures. The sanctions that may be imposed by the committee shall include, but not be limited to: censure/reprimand, demotion, suspension without pay or recommendation for termination.

8.3.11.2. If the charge is proven false, all references to the charge shall be expunged from the records of the accused.

8.3.11.3. If the charge is found to be false and malicious, the matter should be referred to the Executive Vice President for further action.

8.3.12. The final decision rests with the President acting on behalf of the Board of Trustees.

(Academic Council, Revision Approved January 2000)

Faculty/Staff-Student Relationships

8.4. It is misconduct for faculty (whether regular, part-time or adjunct), or *academic staff members* to have an amorous relationship, whether face to face, or by written, or by any electronic means, with students in any instance. For purposes of this policy, *academic staff members* are those in a position to have oversight and/or power over students within an academic context, such as Deans, associate/assistant Deans, as well as the staff of Academic Affairs, Academic Services, the Business Office, and certain Student Services staff (e.g., International Student Director). Students, faculty, and *academic staff members*

are to avoid dual relationships that compromise the instruction, advising, evaluation, supervision, and administration processes.

- 8.5. In addition, Regent University discourages amorous (romantic or sexual) relationships between students and other staff. When one of the individuals involved has direct professional influence or direct authority over the other, or otherwise a conflict of interest exists, both the University and the person in the position of influence and power are vulnerable to charges of sexual harassment from the person in the position of lesser power and/or by third parties. In situations of a conflict of interest, amorous relations are also prohibited. Codes of ethics for most professional associations forbid professional-client sexual relationships and the relationships enumerated above should be viewed in this context.
- 8.6. In the case of instructor and student, for example, the respect and trust accorded the instructor by the student, as well as the power exercised by the instructor in giving grades, advice, evaluations, and recommendations for further study and future employment, may greatly diminish the student's actual freedom of choice concerning a romantic or sexual relationship. The integrity of the faculty-student relationship is the foundation of the University's educational mission. This relationship vests considerable trust in the faculty member, who, in turn, bears authority and accountability as mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between faculty member and student must be protected from influences or activities that can interfere with learning consistent with the goals and ideals of the University. Whenever a faculty member is responsible for academic supervision of a student, a personal relationship between them of a romantic or sexual nature, even if consensual, is inappropriate. Any such relationship jeopardizes the integrity of the educational process.
- 8.7. Faculty and staff members should avoid such liaisons, which can harm affected students, and damage the spiritual and academic integrity of the institution. An amorous relationship exists when, without the benefit of marriage, two persons as consenting partners (a) have a sexual union or (b) engage in romantic partnering or courtship that may or may not have been consummated sexually.
- 8.8. It is misconduct subject to disciplinary action for the above stated behavior(s) to occur. It is also misconduct subject to disciplinary action to make a charge of violation of this policy, which has no reasonable basis in fact.

8.9. While it is impossible to enumerate situations in which professionalism may be compromised, faculty and staff members, as well as students, are required to refrain from any conduct that may create a semblance of impropriety. Students should report improper relationships to their Program Director and/or to the Dean. It is not a defense to a charge of misconduct that the conduct was consensual or instigated by the other party.

(Academic Council, Approved January 2006; amended February 2006)

Speakers on Campus

8.10. *Policy.*

8.10.1. Regent University is a private Christian University that values the sharing of knowledge, the search for truth and the social intellectual and spiritual development of students. Free inquiry and free expression are essential to learning. An atmosphere in which one can ask questions and evaluate divergent points of view is promoted. The University is committed to an open expression of views that challenge us to more effectively fulfill our Christian responsibilities in society.

8.10.2. The University reserves the right to authorize to speak on campus only those speakers who, in some way, will contribute to the mission and vision of the University, and who agree in advance to conduct themselves in a manner consistent with traditional Christian values. This includes avoiding profane language, potentially slanderous statements, advocacy of violent change or overthrow of the government.

8.11. *Procedure.*

8.11.1. Any University-recognized student organization may invite and sponsor speakers to appear before its group with the approval of the advisor. Recognized student organizations are not authorized to present programs to all-University audiences unless they receive specific approval from the Associate Director of Residence Life and Community Honor. Exceptions to this policy must be approved by the Executive Director for Student Services.

8.11.2. The Executive Director for Student Services may prescribe conditions for the conduct of a speaker if there is reason to believe that such person or persons may behave in a manner inconsistent with the Christian tenets of the institution.

- 8.11.3. An event open to an all-University audience shall generally be defined as one that is promoted as being open to persons who are not members of the sponsoring organizations.
- 8.11.4. The Vice President for Student Services should be contacted if there are questions about the advisability of inviting a speaker to campus.
- 8.11.5. The arrangements for a speaker, the conduct of the speaker on campus and the appropriateness of the activity are the concern of both the inviting group and the University. The privilege to invite speakers carries with it important responsibilities to ensure that the proper objectives of the University are not compromised.
- 8.11.6. The University reserves the right to cancel any event it deems likely to cause an interruption in the University's orderly activities. The President or her/his duly authorized representative may order an event to be terminated on grounds that it constitutes a disruptive activity. Any member of the faculty or staff or any student who resists such an order shall be subject to disciplinary action.
- 8.11.7. A recognized student organization that sponsors a speaker at an off-campus site may not use the Regent University name or logo nor may they infer directly or indirectly that it is a University sponsored event without the approval of the Executive Director for Student Services.
- 8.11.8. Approval of speakers to speak on campus does not necessarily imply approval or sponsorship of their views by the University or by the organization inviting them.

(Academic Council, Approved November 1995)

Appendices

Appendix A – Legal Consequences Regarding the Illegal Use/Possession of Drugs/Alcohol

1. Students should be aware that under Virginia law, a conviction for the use, possession, or distribution of illicit or unlawful drugs may result in the following criminal sanctions:
 - 1.1. *Marijuana*.
 - 1.1.1. Possession (under 1/2 ounce for personal use - misdemeanor):
 - 1.1.1.1. Up to 30 days in jail and/or a fine up to \$500
 - 1.1.1.2. For a second or subsequent violation - up to one year in jail and/or fine up to \$1,000
 - 1.1.2. Possession with intent to sell or distribute (based on weight):
 - 1.1.2.1. 1/2 ounce (misdemeanor) - up to one year in jail and/or a fine up to \$1,000
 - 1.1.2.2. 1/2 ounce to 5 pounds (felony) - from one to 10 years in jail and/or fine up to \$1,000
 - 1.1.2.3. 5 pounds or more (felony) - from five to 30 years in jail and/or a fine up to \$10,000
 - 1.1.2.4. A person 18 years old or older selling to someone under 18 and three years their junior (felony) - from 10 to 50 years in jail and/or fine up to \$50,000
 - 1.1.3. Manufacturing (felony - growing, producing, processing, etc.). 5 to 30 years in jail and/or fine up to \$10,000
 - 1.2. *Drug Related Material (Drug Paraphernalia)*.
 - 1.2.1. Possession (misdemeanor) - up to one year in jail and/or a fine up to \$1,000.
 - 1.2.2. Providing to minors (felony) - 1 to 10 years in jail and/or a fine up to \$1,000.
 - 1.2.3. Providing to adults (misdemeanor) - up to one year in jail and/or a fine up to \$1,000
 - 1.3. *Controlled Substances (Marijuana, Cocaine, Narcotics, and Hallucinogens)*.
 - 1.3.1. Possession (dependent upon the classification of the substance):
 - 1.3.1.1. Misdemeanor offenses - up to one year in jail and/or fine up to \$1,000
 - 1.3.1.2. Felony offenses - from one to 10 years in jail and/or a fine up to \$1,000
 - 1.3.2. Distribution/Manufacturing (dependent upon the classification of the substance):
 - 1.3.2.1. Misdemeanor offenses - up to one year in jail and/or fine up to \$1,000
 - 1.3.2.2. Felony offenses - from 5 years to life in jail and/or a fine up to \$100,000
 - 1.4. Students should also be aware that, under **the provisions of the United States Code**, conviction for the use, possession, or distribution of illicit or unlawful drugs may result in the following criminal sanctions. Prohibited/unlawful acts: manufacture, distribute, dispense, or possess with the intent to manufacture, distribute, or dispense a controlled

substance; create, distribute, dispense, or possess with the intent to distribute or dispense a counterfeit substance. Penalties (dependent upon substance and number of violations) are as follows:

1.4.1. Narcotic drugs:

1.4.1.1. First offense - up to 15 years in jail and/or a fine up to \$25,000

1.4.1.2. Second offense - up to 30 years in jail and/or a fine up to \$50,000

1.4.2. Other controlled substances:

1.4.2.1. First offense - from up to one year to five years in jail and/or a fine up to \$15,000

1.4.2.2. Second offense - from one to 10 years in jail and/or a fine up to \$30,000

1.5. Under **Virginia law**, a conviction for the unlawful use, possession, or distribution of alcohol may result in the following criminal sanctions:

1.5.1. Underage possession and/or transportation (misdemeanor):

1.5.1.1. up to 12 months in jail

1.5.1.2. fines up to \$1,000

1.5.1.3. loss of drivers license for up to one year

1.5.2. Using a false driver's license (misdemeanor):

1.5.2.1. fines up to \$100

1.5.2.2. loss of driver's license for up to one year

1.5.3. Buying for a minor (misdemeanor):

1.5.3.1. up to 12 months in jail

1.5.3.2. fines up to \$1,000

1.5.3.3. loss of driver's license for up to one year

1.5.4. Selling to minors or intoxicated persons (misdemeanor):

1.5.4.1. up to 12 months in jail

1.5.4.2. fines up to \$100

1.5.5. Drunk in public (misdemeanor):

1.5.5.1. fines up to \$100

1.5.6. Disorderly conduct (misdemeanor):

1.5.6.1. up to 12 months in jail

1.5.6.2. fines up to \$1,000

1.5.7. Abusive language (misdemeanor):

1.5.7.1. fines up to \$1,000

1.5.8. Driving under the influence (misdemeanor):

1.5.8.1. loss of drivers license for six months (first offense) TO loss of drivers license for up to three years (second offense)

1.5.8.2. fines from \$200 to \$1,000

1.5.9. Unlicensed sale (misdemeanor):

1.5.9.1. up to 12 months in jail

1.5.9.2. fines from \$100 to \$1,000

1.5.10. Drinking in public (misdemeanor):

1.5.10.1. fines up to \$100

Appendix B – Academic Dishonesty Notice*

Student's Name & ID No.: _____

Date of Incident: _____

Course Number, Section, and Title: _____

Instructor's Name, email address and phone number:

Description of Violation/Extent of Plagiarism--Minor/Major/Complete (to be completed by instructor, who should attach evidence of the Violation; e.g., *SafeAssign, Report or report of cheating*):

Disciplinary Action Taken by Instructor (instructor should circle one of the following):

Warning

Assignment Grade Reduction _____ (insert reduction)

Course Grade Reduction _____ (insert reduction)

Other (Please describe) _____

I spoke with the student about this matter on _____ (date)

_____ Date: _____

Signature of Instructor

Dean's Review

The Dean should check the appropriate line below after reviewing the student's file, this Academic Dishonesty Notice, and evidence of dishonesty for this incident:

_____ I agree with the sanction recommended by the Instructor.

_____ I disagree with the recommended sanction. After discussing this with the faculty member, I have decided that the appropriate sanction is:

I either hand-delivered or mailed a copy of this completed form and the evidence of dishonesty before 5:00 p.m. on the date below.

Dean or Dean's Designee

Date

*A copy of this completed form must be given or mailed to the student with a copy of the evidence of dishonesty, a copy must be retained by the Dean, and a copy must be kept by the Instructor.