



**REGENT UNIVERSITY**

**STUDENT HANDBOOK**

**A Guide to Policies and Procedures**

**Revised June 2008**

**REGENT UNIVERSITY OFFICE OF STUDENT SERVICES**

**This handbook is provided to students and applicants 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. If there are any inconsistencies between this handbook and the Faculty and Academic Policy Handbook, the Faculty and Academic Policy Handbook will govern.**

Regent University admits students without discrimination as to disability, veteran status, age, gender, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. We do not discriminate on the basis of disability, veteran status, age, gender, race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other university administered programs.

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Dear Student,

It is my sincere pleasure to welcome you to Regent University. Whether you are beginning an undergraduate or graduate program at Regent or continuing your academic work, you will find that your education at Regent goes far beyond the classroom and other strictly educational pursuits.

While you will receive excellent instruction in your specific discipline, personal growth encompasses far more than formal academic learning. Your studies will undoubtedly include scholarly matters and also provide a chance to use many of the very practical skills that will assist you to succeed and, indeed, excel professionally. Studying at Regent also provides an opportunity to experience Christian community with other students, faculty, and staff. Above all, while at Regent, I encourage you to open yourself in order to gain spiritual insight through Biblical principles and direction from our Lord.

One of the greatest challenges in your pursuit of a bachelor's, master's, or doctoral degree, may be in balancing all aspects of your life: spiritual, academic, family, social, and finances. Let me exhort you with the scripture that is one of the foundations of Regent University,

**"And these things which you have heard  
from Me in the presence of many witnesses,  
these entrust to faithful men, who will  
be able to teach others also."  
II Timothy 2:2**

As you grow in knowledge and, hopefully, wisdom in your Regent studies, please remember to serve others above yourself. By doing this you will bless our Lord and all those with whom you come into contact. You are also likely to find yourself blessed by the Lord in return for your attitude of servant leadership.

Sincerely,

S

Jeffrey Pittman, Ph.D.  
Vice President for Student Services

## **PURPOSE OF STUDENT HANDBOOK**

This handbook is provided as a service to the Regent University student body and contains information regarding student life and services at the university. Issues and concerns regarding student life are addressed in the Student Handbook. For information concerning academic policies and procedures, please refer to the University Catalog and the Regent Undergraduate Catalog. This handbook is a guide only and not a contract. Specific policies and procedures may be changed at any time without prior notice.

## **REGENT UNIVERSITY MISSION STATEMENT**

### **PREAMBLE**

Regent University is an institution of higher learning that exists to bring glory to God the Father and His Son Jesus Christ through the work of the Holy Spirit.

### **MISSION**

Our mission is to provide excellent graduate and undergraduate education from a global, biblical perspective in pivotal professions to equip Christian leaders to change the world, and to be a leading center of Christian thought and action.

### **VISION**

Our vision, through our graduates and other scholarly activities, is to provide Christian leadership in transforming society by affirming and teaching principles of truth, justice and love as described in the Holy Scriptures, embodied in the person of Jesus Christ, and enabled through the power of the Holy Spirit.

### **SOLI DEO GLORIA**

## **THE UNIVERSITY LEADERSHIP**

### **University Administration:**

Dr. M.G. “Pat” Robertson	President
Dr. Carlos Campo	VP for Academic Affairs
Mr. Lou Isakoff	VP and General Counsel
Mr. Sal Iaquinto	VP for Advancement
Dr. Jeffrey Pittman	VP for Student Services
Ms. Martha Smith	VP for Human Resources
Ms. Tracy Stewart	VP for Information Technology
Ms. Sherri Stocks	VP for University Marketing and Public Relations
Mr. Dean Wooten	VP for Finance

### **School Deans:**

Dr. Alan Arroyo	Dean, School of Education
Ms. Sara Baron	Dean of University Libraries
Mr. Jeffrey Brauch	Dean, School of Law
Dr. James Downey	Dean, School of Undergraduate Studies
Dr. Charles Dunn	Dean, Robertson School of Government
Dr. Rosemarie Hughes	Dean, School of Psychology & Counseling
Dr. Michael Palmer	Dean, School of Divinity
Mr. Michael Patrick	Dean, School of Communication and the Arts
Dr. Bruce Winston	Dean, School of Global Leadership & Entrepreneurship

For a complete listing of Regent University faculty and staff, please refer to the Regent University Catalog and the Regent Undergraduate Catalog.

**QUESTIONS?  
WHO TO CONTACT**

Regent University Phone Number:  
**(757) 226-4000**

Student Services:  
**(757) 226-4103**

Business Hours: Mon. - Fri. 8 a.m. - 5 p.m.

<b><u>OFFICE</u></b>	<b><u>EXTENSION</u></b>	<b><u>DIRECT DIAL#</u></b>
Academic Affairs	4320	226-4320
Advancement/Development	4009	226-4009
Alumni Relations	4027	226-4027
Bookstore	4065	226-4065
Business Office	4050	226-4050
Campus Ministries	5856	226-5856
Career Services	4103	226-4103
College of Communication & Arts	4389	226-4389
School of Counseling	4252	226-4252
School of Divinity	4417	226-4417
School of Education	4136	226-4136
School of Global Leadership & Entrep.	4225	226-4225
School of Government	4579	226-4579
School of Law	4640	226-4640
School of Undergraduate Studies	4410	226-4410
Campus Ministries	4485	226-4485
Cashier	4059	226-4059
Classroom Reservations	4049	226-4049
Class Schedules	4049	226-4049
Community Building (Regent Village)	4890	226-4890
Conflict Resolution	4103	226-4103
Counseling (Personal)	4488	226-4488
Counseling (Career)	4927	226-4927
Diplomas/Degree Clearance	4045	226-4045
Facilities Scheduling	4008	226-4008
Facilities Services	4444	226-4444
Financial Aid	4125	226-4125
Food Pantry	4486	226-4486
Graduation Procedures	4048	226-4048
Housing (on & off campus)	4890	226-4890
Intramurals/Recreation	4103	226-4103
Library Circulation	4150	226-4150
Library Information	4150	226-4150
Library/Reference	4159	226-4159
Lost and Found	4927	226-4927
Mail Services	4198	226-4198
Marketing	4034	226-4034

<b><u>OFFICE</u></b>	<b><u>EXTENSION</u></b>	<b><u>DIRECT DIAL #</u></b>
Office of the President	4015	226-4015
Psychological Services Center	4488	226-4488
Regent Ordinary (Café)	4931	226-4931
Regent University Village	4890	226-4890
Security	2075	226-2075
Special Events	4036	226-4036
Student Activities (COGS)	4637	226-4637
Student Emergency Fund	4103	226-4103
Student Employment	4491	226-4491
Student Health Insurance	4103	226-4103
Student Life	4486	226-4486
Student Loan Deferment	4049	226-4049
Student Organizations	4103	226-4103
Student Services	4103	226-4103
Transcripts	4124	226-4124
University Calendar	4103	226-4103
University Computing	4076	226-4076
University Personnel	4021	226-4021
University Relations	4045	226-4045

## THE REGENT UNIVERSITY COMMUNITY

### The Student Body

The average age of the Regent University student is approximately 35 years old. Most of our students are in school as a means to further their present career or to change professions altogether.

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.

About 40 percent of our students are married, and about 12 percent have dependent children.

### The Campus

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

#### 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

#### Classroom Building:

Psychological Services Center	First Floor
School of Global Leadership & Entrepreneurship	First/Second Floors
School of Psychology & Counseling	First/Second Floors
School of Undergraduate Studies	Third floor

#### Communication Building:

College of Communication & the Arts	Second Floor
Information Technology	Third Floor
Theatre	First Floor

**Library Building:**

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

**Robertson Hall:**

American Center for Law & Justice (ACLJ)	Fourth Floor
Career Planning Services (Law & Gov't)	Second Floor
School of Divinity	Third Floor
Robertson School of Government	Third Floor
School of Law	Second/Third Floors
School of Undergraduate Studies	Fourth Floor
Student Bar Association (S.B.A.)	Fourth Floor

**Student Center:**

Central Enrollment Management	Second Floor
Computer Lab	First Floor
Council of Graduate Students (COGS)	First Floor
Financial Aid (Central)	Second Floor
International Student Organization	First Floor
Regent Bookstore	First Floor
Regent Ordinary (Dining Services)	First Floor
Regent Undergraduate Council	First Floor
Registrar's Office	Second Floor
Student Services	Second Floor
International Student Services	
Student Development	
Student Life	
University Shuttle Service	
University Writing Center	First Floor

A campus map of the Regent University (including CBN) complex is located at:  
<http://www.regent.edu/campus/map>

## **Virginia Beach**

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.

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).

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.

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**

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.

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.

Socially and culturally, Regent University students come to grips with 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.

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

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 on line at: [www.regent.edu/admin/stusrv/](http://www.regent.edu/admin/stusrv/)

### **Activities and Special Events**

Recognizing the unique needs of students for social and recreational activities, the Council of Graduate Students (COGS), Regent Undergraduate Council (RUC), and the International Student Organization (ISO) promote programs that bring the university family together at the school/college 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, RUC representatives, or the ISO leadership.

### **Campus Mail**

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 Kemps 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**

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**

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.

### **Center for Student Development**

The Center for Student Development (CSD) offers training designed to help students succeed academically, professionally, and as whole persons. Most training materials are available online, with live workshops offered on campus in the Fall and Spring semesters of each year. A monthly email from CSD alerts students to upcoming workshops, and provides links to either subscribe for materials via [iTunesU](#) or register online to attend workshops on campus. CSD training is offered in four broad categories.

#### Academic Excellence

- Speed Reading, Scheduling for Success, and similar pragmatic workshops
- Insider's View workshops give students insights into Regent heritage, provide opportunities to interact with faculty, etc.

#### Personal Development

- Relationships
- Finance
- Life Skills to develop character and leadership qualities
- Spiritual Formation

#### Professional Touch

- Job & Career
- Professional Skills
- Public Speaking

#### Software

Visit the CSD website at [www.regent.edu/csd](http://www.regent.edu/csd) to view a current workshop [calendar](#), to [register](#) for events, to learn more, or to request additional assistance.

### **Conflict Resolution**

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 (COGS)**

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. Additional information can be obtained from [www.regent.edu/admin/stusrv/cogscon/constitution.html](http://www.regent.edu/admin/stusrv/cogscon/constitution.html)

### **Counseling Services**

The Psychological Services Center is located on the first floor of the Classroom Building. Various counseling services are offered by the PSC as shown at: [www.regent.edu/acad/schcou/psc/index.htm](http://www.regent.edu/acad/schcou/psc/index.htm).

### **Facility Scheduling for Activities**

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 and Arts Building Theatre	College of Communication Operations Manager
Library Atrium/Auditorium	Administrative Services
Regent Ordinary Fountain View Room	Regent Ordinary
Regent Ordinary Private Dining Room	Regent Ordinary
Regent Village Community Room	Student Housing Office
Robertson Hall Courtroom	Administrative Services

### **Financial Aid Information**

Upon inquiry and application to the university, prospective students receive financial aid information. For additional information, please contact the Central Financial Aid Office at <http://www.regent.edu/admin/finaid/> or the individual schools.

### **Health Programs**

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 all students enrolled in on-campus courses.

### **Identification Cards**

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 can be obtained by visiting the Office of Student Services.

### **International Students**

For international students, all matters of admission are coordinated by the school of the individual student in consultation with the Office of International Student Services. Immigration matters and cultural adaptation issues are coordinated through the Office of International Student Services <http://www.regent.edu/admin/stusrv/iss/iss.html>.

### **Intramurals**

A variety of seasonal intramural sports are offered by Student Services in collaboration with the Council of Graduate Students. The programs vary in competition level and structure to meet the needs in the community. Intramural sports include flag football, volleyball, basketball, and softball.

### **King's Pantry**

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 Student Services. To make a donation of non-perishable food items, bring them to the Community Building at the Regent University Village. For monetary donations please make your check payable to the "Student Emergency Fund," specifically designated for "The King's Pantry." For more information contact Student Services.

### **Lost and Found**

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

### **Moving to the Hampton Roads Area**

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. Please refer to Appendix A, Welcome to Hampton Roads Newcomer's Guide, for information regarding transitioning to the Hampton Roads area.

### **Regent Bookstore**

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 6:00 p.m. and Saturday 10 a.m. to 1:00 p.m. 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.

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.

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!

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 website is <http://www.regent.edu/campuses/vb/bookstore/> and their telephone number is 757-226-4065.

### **Regent Ordinary**

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 us soon at Regent Ordinary in the new Student Center. We believe you will find it 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. Menus and additional information on Regent Ordinary can be obtained at <http://www.regent.edu/campuses/vb/ordinary/>

### **Regent Undergraduate Council (RUC)**

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.

### **Students with Disabilities**

The Office of Student Life is responsible for non-academic advising of students with disabilities at Regent University. A list of agencies and services has been compiled to provide additional information and resources. In addition, the Regent University Library has equipment available to assist the visually impaired. For more information contact Student Services. Also see the Disabilities Anti-discrimination and Accommodation Policy in the University Policies and Procedures section of this handbook.

### **Student Emergency Fund**

The Student Emergency Fund, sponsored by Student 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.

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.

Contributions to the fund may be made through the Student Services Office. Normally, contributions to the fund are tax deductible. For more information access [http://www.regent.edu/admin/stusrv/student\\_life/sef.cfm](http://www.regent.edu/admin/stusrv/student_life/sef.cfm) or contact Student Services.

### **Student Health Insurance**

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 students enrolled in three 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, along with a listing of some of health professionals in the Tidewater Area. Additional information can be obtained at <http://www.regent.edu/admin/busoff/studinsurance.html>.

## **Student Housing**

### **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: 1) one-bedroom, 2) studios (single room with a private bath), and 3) 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 see <http://www.regent.edu/campuses/vb/village/> or call 757-226-4890.

### **Regent Village**

Regent University 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 see <http://www.regent.edu/campuses/vb/village/> or call 226-4890.

### **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 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.

## **Student Organizations**

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 appropriate school dean who will coordinate action with the Office of Student Services. A current list of officially chartered student organizations and the applications for chartering a student organization may be obtained from the Student Services website at [http://www.regent.edu/admin/stusrv/student\\_organizations.html](http://www.regent.edu/admin/stusrv/student_organizations.html).

## **Town Meetings**

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:

1. Solicit and understand the students' ideas, needs and concerns;

2. Solicit suggestions for student events and activities;
3. Relay communication from the University Council and the Executive Board;
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**

The 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**

University sponsored events and information are normally publicized in one or more of the following ways:

Official University Bulletin Boards are located throughout the university buildings. Some are for general university use, some are designated for each school/college 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/college for individual school/college 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.

**The University Master Calendar is updated weekly on the Internet. All activities and events should be registered with the Student Services 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.**

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**

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 1:30 PM, 5:00 to 6:30 PM, and 9:00 to 10:30 PM. For further information, visit [http://www.regent.edu/about\\_us/campuses/shuttle.cfm](http://www.regent.edu/about_us/campuses/shuttle.cfm) or email [shuttle-service@regent.edu](mailto:shuttle-service@regent.edu).

### **University Writing Center**

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.

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.

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. Additional information on the University Writing Center is available at the following website: [www.regent.edu/writing](http://www.regent.edu/writing).

## **SPIRITUAL LIFE AT REGENT UNIVERSITY**

In Matthew 6:33, Jesus said, "Seek ye first the kingdom of God."

The goal of our faculty, staff and students reflects this aim.

In the Regent community, about 30 Christian denominations are represented. Even with this diversity, however, we celebrate a special unity in Jesus Christ. We are enriched, not divided, by our differences.

The Campus Ministries Office endeavors to promote a comprehensive program of spiritual life that ministers to students and supports faculty/staff needs. For more information regarding programs and services offered contact [www.regent.edu/admin/stusrv/chapel.html](http://www.regent.edu/admin/stusrv/chapel.html).

To make suggestions, contact the Director of Campus Ministries at 757-226-4103.

### **Chapel**

University chapel services are posted at the beginning of each month. Wednesday University Chapel services provide an opportunity for praise and worship, prayer, teaching and testimonies. Chapel also provides an excellent opportunity to meet and become acquainted with students from schools within the university. The university schedules other activities and functions around this important corporate activity. Chapel attendance is encouraged of all students, staff and faculty.

### **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.

### **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.

### **Seven Days Ablaze**

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.

### **Spiritual Life Committee (SLC)**

Through the SLC, 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:

- Be in intercessory prayer for the campus.
- Focus attention on spiritual matters.
- Facilitate programs and activities that will lead to spiritual growth for all.

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.

Comments and suggestions regarding spiritual life at Regent University should be addressed to the Director of Campus Ministries Office at 757-226-4485.

### **Personal Ministry Opportunities**

#### **Local Church Involvement**

University students are encouraged to become involved in a local church. A listing of many Hampton Roads area churches is available from the Campus Ministries office.

#### **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.

#### **Spiritual Life Seminars and 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.

## STUDENT RESPONSIBILITIES AND PRIVILEGES

### **Introduction**

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**

Regent University admits students without discrimination as to disability, veteran status, age, gender, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. We do not discriminate on the basis of disability, veteran status, age, gender race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other university administered programs.

### **Freedom of Expression**

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.

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.

### **Academic Honor Code and Disciplinary Policy<sup>1</sup>**

#### ***Foundation and Student Responsibility***

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.

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

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<sup>1</sup> 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.

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.

This policy is purposely found in the *Student Handbook*, and it is referenced in the catalog and the *Faculty & 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.

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

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.

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)

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.

Because of the importance of ensuring academic integrity, the University has subscribed to Turnitin.com®. For a full discussion of this program please refer to <http://www.regent.edu/it/helpdesk/document/turnitin/>. The University has asked its instructors to submit student papers to the scrutiny of the Turnitin.com® 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 Turnitin.com® or other software do not necessarily constitute an accusation or suspicion of plagiarism.

### ***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<sup>2</sup>.

**Minor Plagiarism** means doing any of the following without attributing it to a source:  
Using the source's idea or logic;

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

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

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

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

- Submitting a paper or other work obtained from a Website or other source;
- Submitting another person's work for an assignment;
- Obtaining a score of 70 or more on a Turnitin.com® assessment after the removal of quoted material.

### ***Penalties for Violations of the Academic Honor Code***

#### **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:

- Give the student a written warning using the Academic Dishonesty Notice (see Appendix in this *Handbook*);
- Give the student an assignment grade penalty;
- Require the student to reformulate and resubmit the assignment (with or without grade penalties).

#### **Penalty for Major Plagiarism**

The faculty member may, at his/her discretion, do the following for the first two offenses:

- *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;
- *Second offense (in the same or more courses)* – Normally, give a failing grade in the course for which the student submitted the plagiarized assignment.

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.

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<sup>2</sup>The Dean may, at his/her discretion, delegate any or all of his/her responsibilities under this Policy to an administrator or faculty member in his/her School. When used hereafter, "Dean" means either the Dean or his/her designee.

### **Penalty for Complete Plagiarism/Cheating**

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.

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.

### **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,<sup>3</sup> 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).

### ***Procedure for Faculty to Follow When Suspecting Violations of the Academic Honor Code***

#### 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 Turnitin.com® for any suspected plagiarism, finding the original work suspected of being plagiarized, or talking to other students if cheating or lying is suspected.

#### 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.

#### 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 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 (see Appendix in this *Handbook*) and a copy of the evidence of dishonesty and forward the original copy of the Academic Dishonesty Notice (see

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<sup>3</sup> The faculty member who initiates the academic dishonesty process is sometimes called “the charging faculty member.”

Appendix in this *Handbook*) with the original copy of the evidence of dishonesty to his/her Dean.

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.

#### 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 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 (see Appendix in this *Handbook*) and mail a copy of the form and evidence to the student.

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

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

##### 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 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.

##### 2. Student's Appeal to the Vice President of Academic Affairs

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 Vice President of Academic Affairs or his/her designee (hereafter "VPAA") 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 VPAA 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 VPAA appoints a panel, the panel will conduct a hearing and recommend a decision to the VPAA within 30 days after appointment. The VPAA and the panel shall affirm the decision of the Dean unless the VPAA 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 VPAA may remand the matter to the Dean with instructions. The decision of the VPAA shall be final.

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(Academic Council, Approved February 2007)

## **Standard of Personal Conduct**

Regent University encourages a close and edifying relationship between faculty 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 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.

As indicated below, Regent 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.

As indicated below, 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.

In order to help interpret the Honor Code policy, the following guidelines are provided.

1. 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.
2. Any use of alcohol that results in a criminal violation, i.e., drunken driving, public nuisance, disorderly conduct, etc., is considered a substance abuse violation and will be dealt with through the disciplinary process.
3. 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.
4. Theft or misuse of property. No student 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 student 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.
5. 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, other members of the university community including oneself or visitors is prohibited.
6. 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.
7. Weapons possession. Regent University faculty, staff, students or visitors are prohibited from using or possessing fireworks, firearms, or other dangerous weapons or material on University property or the 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, blackjacks, nun chankas, 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.

8. Sexual misconduct. Disorderly conduct or lewd, indecent or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct, which violates Biblical standards, is prohibited.
9. Violation of housing rules or regulations is prohibited.
10. 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).
11. Lying. 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 class attendance or falsifying attendance reports.
12. 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) private and/or personal use of computing equipment or facilities for economic gain unrelated to university activities; or h) use of the computing equipment or facilities to accomplish any other prohibited activities under the Honor Code such as threats to the health and safety of others, abuse or intimidation, sexual misconduct, profanity or lying.
13. 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 Honor Code. Conduct leading to arrest, indictment or conviction for violation of local, state, or federal law may result in disciplinary action by the university.
14. Miscellaneous. The foregoing infractions are not intended to constitute an all-inclusive list of offenses for which a student may be disciplined under the Standards 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 spirit of this Honor Code shall be dealt with as though it were expressly prohibited herein.

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 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.

### **Student Discipline Procedure**

Enrolled students are expected to conduct themselves in a manner consistent with the Honor Code. As such, students should be concerned for the conduct of their peers in accordance with Luke 17:3:

“If your brother sins, rebuke him, and if he repents, forgive him.”

In like manner, if a student discovers a potential violation of the Honor Code, he or she should consider Matthew 18: 15-17:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church treat him as you would a pagan or a tax collector.”

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 Dean of the school in which the student is enrolled.

Violations of the Honor Code should be referred to the Dean of the school in which the student is enrolled. Violations that relate to academics will be handled by the Dean of the school in which the student is enrolled. Violations that relate to non-academic matters will be handled by the Dean of the school in concert with the Director of Student Life in university student services. The following procedural guidelines are to be followed for all such student violations:

1. The Dean or the Dean’s designee meets with the student to discuss the suspected violation and come to an agreement or decision. The Dean or the Dean’s designee may, if appropriate, include the advisor and/or a committee of faculty and a Council of Graduate Schools (COGS) representative to make recommendations to the Dean or the Dean’s designee. The Dean or the Dean’s designee may propose mediation prior to a decision. Mediation is conducted in accordance with the university’s Mediation Agreement (see Appendix).
2. The Dean or the Dean’s advises the student, either orally or in writing, regarding the decision, which would be one of the following:
  - a. **Resolution** - The issue is dropped or resolved with no further action taken.
  - b. **Warning** - A written warning, specifying the unacceptable behavior and indicating what is expected, is placed in the student’s permanent file as maintained in the dean’s office. If an agreement is reached, the student will be asked to agree in writing to live within the framework of the agreement.
  - c. **Suspension** - The student may be suspended from the institution for a specified period of time. Suspension may begin at any time. The suspension will be noted in the student’s permanent file as maintained in the dean’s office. The student will be allowed to return if the dean so

recommends and the vice president for academic affairs or the vice president for student services approves.

- d. **Dismissal** - In severe situations, the student may be immediately dismissed from the university. The student forfeits all university privileges. Refunds are made in accordance with the refund policy and a grade of W is recorded on the transcript for classes in which the student is enrolled. The student may reapply for readmission after one full academic year from the date of dismissal and may be readmitted if the dean so recommends and the vice president for academic affairs approves.
3. If the student feels that the agreement or decision made by the Dean or the Dean's designee is not just, he or she may submit a written appeal within 48 hours to the Vice President For Academic Affairs (academic matters) or the Vice President for Student Services (non-academic matters). If the student appeals a dismissal decision, he or she may be permitted to remain in school until the appeal has been heard, if the vice president for academic affairs or vice president of student services approves.
4. The vice president for academic affairs or vice president for student services will appoint, within two weeks, a subcommittee of the President's Cabinet to hear the appeal. The student will be notified in writing upon appointment of the subcommittee. After appointment, the subcommittee has 30 days to conduct a hearing. Continuances will be granted only under compelling circumstances at the approval of the vice president for academic affairs or vice president for student services. The subcommittee may only recommend overturning the disciplinary decision if they determine that the decision was arbitrary and capricious. The subcommittee will forward their recommendation to the president within two weeks of the hearing. The student will then be notified in writing of the final disposition of the appeal.
5. The Dean of the school must report all dispositions of student discipline to the vice president for academic affairs for academic matters and the vice president for student services for non-academic matters immediately. (Academic Council, Revision Approved October 2002)

### **Student Academic Appeals and Grievances**

An appeal is defined as a request governed by this policy to a higher authority to change a decision that was made, typically a decision that the student believes adversely affects his or her academic career. The procedures for addressing academic appeals are described below. Different time limits or procedures may apply for Appeals Policy for the Law School. Students should consult the specific Law School policies and procedures.

### **Procedures for Academic Appeals by Students**

1. When a student wants to make an academic appeal concerning course grades, comprehensive exam results, thesis, program requirements or dissertation decision, he or she must schedule a meeting with the faculty or staff member who is most responsible for the decision within 30 days from the date when the decision or course grade was rendered (e.g., comprehensive exam decision). The meeting may be in person or telephonically, depending on the circumstances. If the faculty member is unavailable within 30 days of the date of the actual or supposed circumstance (e.g. summer), the student shall notify the department chair of his or

her attempts to contact the faculty member and then discuss the matter with the chair. An appeal related to a grade may be filed only if one or both of the following conditions apply:

- a. The student can provide evidence that an assigned grade was based on arbitrary or non-academic criteria; or,
  - b. The student can provide evidence that the criteria for evaluating the assignment or coursework were not applied or were misapplied, such that the assigned grade does not accurately reflect his or her fulfillment of course requirements and/or course policies as stated in the syllabus (e.g. class attendance, grade standards, penalty for late or incomplete work) and/or other applicable requirements of the university.
2. At the meeting referenced in the prior paragraph, the responsible faculty or staff member will explain the reason for the grade or decision and, if warranted, change the original decision.
  3. If the student's appeal concerns a faculty or staff member's decision and the discussion with the faculty or staff member has not brought resolution of the issue within 30 days of the submission of the appeal, the student shall contact the chair of the faculty member's department (if one exists) in order to seek resolution.

If the school in which the faculty member is employed does not have department chairs, the student shall proceed directly to step #4.

4. If there is no resolution of the issue—or, for schools that do not have department chairs--the student may then submit a formal letter of appeal to the Dean of the school in which the faculty member or staff member is employed. The formal letter of appeal must be submitted within 5 days of the rendering of the decision by the faculty chair or 5 days of the meeting with the faculty member if there is no chair. Students may also notify the Dean directly if the situation occurred in a school without department chairs and the student has been unable to reach the faculty member within a 30-day period. In this latter case, the student will need to verify his or her attempts to contact the faculty member.

The student must submit a written appeal to the Dean that includes:

- a. Student's full name
  - b. Regent University student identification number
  - c. Student current address
  - d. Student current phone number
  - e. Semester and year enrolled
  - f. Course number, and name if applicable
  - g. Name of responsible faculty or staff member
  - h. Grade received or decision made
  - i. Reason for appeal
  - j. Supporting documents
5. The Dean may reply to the appeal or send the written appeal on to the Dean's designee. The student will be notified if a designee is involved.
  6. The Dean or Dean's designee shall respond in writing within 30 days of the date of the meeting or appeal.

7. If the student believes he or she has not received a satisfactory resolution of the appeal from the Dean or Dean's designee, he or she has 15 days from the Dean's decision to submit a written appeal to the Vice President for Academic Affairs. The appeal should include the same information submitted in the appeal to the Dean or the Dean's designee.
8. The Vice President for Academic Affairs or designee reviews the appeal.
9. If the Vice President for Academic Affairs or designee determines that there is insufficient justification to warrant review by the Academic Council, the appeal will be rejected and this action will be considered final. If the Vice President for Academic Affairs determines that the appeal warrants further review, the matter will be referred to a subcommittee of Academic Council appointed by the Vice President for Academic Affairs for a final decision. A grade or academic decision will not be changed unless it is determined to have been arbitrary and capricious. No further appeals will be entertained by the university regarding the matter.
10. The Vice President for Academic Affairs or designee will inform the instructor, Dean and student in writing of his or the Academic Council's decision within 30 days of the date the appeal was submitted.

### **Procedure for Student Grievances and Other Appeals**

A grievance is defined as an actual or supposed circumstance regarded as just cause for complaint or protest or a circumstance that adversely affects a student's academic career or personal well being. This procedure should be used in all appeals other than academic appeals, appeals from non-academic disciplinary decisions and sexual harassment (<http://www.regent.edu/admin/hr/policies/sexualharassment>) policies.

1. 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.
2. If a student is fearful for 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 step #3.
3. If there is no resolution of the issue, the student may submit a letter regarding the matter to the Dean of the school or department supervisor 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:
  - a. Student's full name
  - b. Regent University student identification number
  - c. Student current address
  - d. Student current phone number
  - e. The school the student is enrolled in
  - f. Explanation of the grievance and supporting documents
4. Upon receiving the student's letter, the Dean, Dean's designee, or department supervisor will contact the Director of Student Life and may suggest mediation as an alternative to the grievance process. If mediation is agreed upon, the Dean, department supervisor, or Director of Student Life will schedule mediation to work out an agreement based on the university's Mediation Agreement policy.

5. If mediation is not chosen or if it was not successful, the Dean, Dean's designee, department supervisor, or Director of Student Life must respond in writing to the student within 15 days of receiving the student's letter stating his or her decision and the reason for such decision.
6. If the student is not satisfied with the Dean's, Dean's designee's, department supervisor's, or Director's decision, the student may submit a written appeal of the decision to the Vice President for Academic Affairs or to the Vice President for Student Services within 2 days 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.
7. The Vice President for Academic Affairs or Vice President for Student Services will review the appeal within 15 days. The original decision may be overturned only if the Dean's, Dean's designee's, department supervisor's, or Director's decision is determined to be arbitrary and capricious. If the Vice President for Academic Affairs or Vice President for Student Services does not believe the appeal is sufficient to warrant review, the appeal will be rejected. This decision will be final. If the Vice President for Academic Affairs or Vice President for Student Services determines that the appeal warrants further review, it will be referred to a subcommittee of the Academic Council or the President's Cabinet appointed by the Vice President for Academic Affairs or Vice President for Student Services for a final decision.
8. The subcommittee will meet and render a decision within 30 days of the referral. Their decision will be communicated to the student and all concerned parties in writing and the subcommittee decision will be final.  
(Academic Council, Approved December 2007)

## UNIVERSITY POLICIES AND PROCEDURES

### ACADEMIC POLICIES

#### **Academic Probation and Dismissal**

It is expected that students will maintain a minimal acceptable level (per degree level or program) cumulative grade point average for courses taken at Regent University. However, individual programs may have more stringent requirements. (e.g., Ph.D. in Psychology does not grant a grade lower than a B [3.0] for completed work or courses.) A student's academic status will be determined at the end of each semester by the Registrar's Office.

#### **Academic Probation**

When a student's cumulative grade point average (for joint degree students, the grade point average is determined in each separate degree) falls below the minimal acceptable level (probationary GPA may be different by degree level or program – please refer to the current on-line 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 academic advisors to improve their academic performance. Academic probation status is recorded in the student's academic record. When a student is placed on probation, the Dean or Dean's designee shall notify the student in writing of any specific instructions for improving academic performance. A student will be removed from academic probation when his or her cumulative grade point average reaches the minimal acceptable level or above.

#### **Academic Dismissal**

A student on academic probation whose cumulative grade point average (for joint degree students, the grade point average is determined in each separate degree) 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 level). In the School of Law, the dismissal action is taken at the end of the spring semester. The Dean or Dean's designee will notify the student, in writing, of the dismissal.

#### **Academic Dismissal -- Petition 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.

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 Advising**

Students shall be assigned an academic advisor to help them plan a degree program and to give career and personal guidance during their graduate program. It is the students' responsibility to meet the requirements of the degree as established by the faculty, administration, and Board of Trustees and as defined in the student's approved degree program. Advisors shall be available to assist students during the registration process and

throughout the year. Advising students shall be regarded as a central and integral part of the instructional responsibility of faculty members. To the degree possible, advisors shall be matched with the areas of the student's specific interests.

### **Academic Advising Procedures**

1. At the time of formal admission, the school or center shall inform new students in writing of the name of their assigned academic advisor and shall enter the advisor assignment in each student's record.
2. At the beginning of each academic term, the school or center shall provide each academic advisor with a list of all advisees who are enrolled for that term.
3. Students shall be responsible for taking the initiative to obtain advisement.
4. Faculty, students or Deans may request a change of advisors through the Dean's office. The Dean shall approve all advisor changes.
5. Advisors shall approve the schedule and course load of all advisees for each academic term and shall meet with advisees each term as appropriate.
6. Students shall obtain their advisor's written approval on the Drop/Add Request form to drop or add a course during the authorized drop/add period. Courses may be dropped after the authorized date only for unusual reasons and with the advisor's approval.
7. Students wishing to enroll in a class offered by a school other than the school in which they were admitted shall obtain approvals from the following:
  - a. Advisor.
  - b. Dean of the school or center in which they are enrolled.
  - c. Instructor of the course.
  - d. Dean of the school in which the course is taught.
8. Students shall obtain the approval of their advisor and Dean on the Individual Study form for the following academic experiences:
  - a. Practicum.
  - b. Independent Study.
  - c. Internship.
  - d. Professional portfolio/project.
  - e. Thesis.
  - f. Tutorial.
9. Students may request a printout of their approved degree program from their school. Changes to students' approved degree programs shall require approval on an academic petition form, which is available in the Dean's office.
10. Students voluntarily withdrawing from the university during a term shall complete a Withdrawal form and obtain approvals from the appropriate advisor and Dean.

### **Joint Degree Advising Procedures**

1. As a general principle, students should seek admission to a joint degree program before the completion of one-third of any single degree program. This should coincide with the completion of the student's approved degree program.
2. Upon admission to two schools or colleges, the student will be assigned two advisors, one from each school or center.
3. The student must obtain approval of the joint degree program from both advisors in the registration process each term. Ordinarily, this process will require a joint meeting with both advisors and the student.
4. The student's culminating experience will be supervised and evaluated by a committee with members from both schools.
5. In consultation with both advisors, the student is responsible for planning and executing the joint degrees, taking into account sequencing of core courses, major courses, and electives in both schools.
6. The student is responsible for fulfilling the specific requirements of individual schools and centers, such as prerequisites and residency.

### **Class Attendance**

Class attendance is essential for satisfactory academic achievement. Students are responsible for knowing and meeting all course requirements including tests, assignments and class participation. Regular attendance at classes and laboratories is expected and for Law School is mandatory. It is left to the individual faculty member to evaluate each student's record of attendance in arriving at a final grade.

### **Commencement**

Regent University holds an annual commencement at the end of the spring term. Students must obtain approval to participate. Students approved to graduate in the spring, summer or fall terms are strongly encouraged to participate in commencement for the conferring of the degree. Students who are unable to attend should notify the Registrar's Office in writing at least one month prior to commencement.

All students must have completed all requirements for graduation prior to participating in commencement. However, due to the uniqueness of some programs and the fact that there is only one commencement yearly, Regent provides the opportunity for students who have not completed all requirements to participate in commencement, if they meet the following criteria:

1. The student has no more than two courses remaining for graduation and these courses are completed in the summer. The coursework may include an internship or practicum experience, which can also be completed during the summer.
2. Theses, dissertations and portfolios must have been successfully defended or approved before the spring deadline and all that remain are final edits.

Students requesting permission to participate in the commencement ceremony who have not completed all graduation requirements but who are eligible to walk under the above criteria must:

1. Receive certification from the Dean of the school from which they are graduating that they are eligible to participate in commencement. The school must send certification to the Registrar's Office by March 1.
2. Receive final written approval from the Registrar's Office that they are eligible to participate in commencement.
3. Register and pay for coursework during summer registration.
4. Understand that participating in commencement exercises prior to completing all graduation requirements is a privilege and does not guarantee the student's right to graduate until all requirements have been met.

### **Disabilities Anti-discrimination and Accommodation Policy**

The policy and intent of Regent University is to fully and completely comply with the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973, to the extent that they apply to the university. Regent University will not discriminate against qualified student, faculty or staff members with a disability in any academic or employment activity, including examinations, student oriented services, recruitment, hiring, promotion, training, lay-off, pay, firing, job assignments, leave, benefits, or any other employment related activity. Regent University will provide reasonable accommodation to the known physical and mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of the university (42 USC 12102 *et seq.*). It is also the policy and intent of Regent University to comply with the Virginians with Disabilities Act (VA Code Sec. 51.5.5-41).

The above-stated regulations prohibit discrimination against a qualified student, faculty or staff person with a disability. These regulations also require the university to make reasonable accommodations to allow disabled members of the Regent community to continue their academic pursuits or perform their jobs, unless making such accommodations presents an undue hardship to the university.

### **Definitions**

A "disability" is defined as a physical or mental impairment that substantially limits one or more major life activity. The definition of disability also includes having a record of such impairment or being regarded as having such an impairment.

A "physical or mental impairment" is any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting any of several body systems, including neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, endocrine, and any mental or psychological disorder. It does not include nonchronic impairments of short duration with little or no long-term impact, such as broken limbs, sprained joints, concussions, appendicitis, and influenza. Physical characteristics such as left-handedness and personality traits such as being irresponsible or having poor judgment are not covered impairments.

A "major life activity" is a function such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, sitting, standing, lifting, reaching, and working. Exercising cognitive functions is also a major life activity. Multiple impairments that combine to substantially limit a major life activity may also be considered a form of disability.

A “qualified individual with a disability” is a person with a disability who is able to perform the essential functions of his or her job and/or academic activities, with or without reasonable accommodation.

A “reasonable accommodation” is any change or adjustment to a job or academic environment that permits a qualified student, faculty or staff with a disability to participate in the academic process and job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. Accommodations must be considered and made on a case-by-case basis. Some examples of accommodations that may be considered are job restructuring, reassignment, flexible leave, light duty, acquisition or modification of equipment and devices, and adjusting or modifying examinations, training materials, and policies.

An “undue hardship” is determined on the basis of the size of the university, the nature and composition of the workforce, the nature and cost of the accommodation, whether the individual with the disability will pose a health and/or safety threat, and the possibility that other prospective student, faculty or staff members will be able to use the same accommodation. An accommodation would generally be determined to represent an undue hardship if it would be unduly costly, extensive, substantial, or disruptive, or would fundamentally alter the nature or operation of the university.

### **Service Animals**

A Regent University student, faculty or staff member whose disability requires the use of a service animal must inform the Regent University Human Resources Department and/or the Office of Student Services of that need, and describe the tasks the animal has been trained to perform. The student, faculty or staff member may be asked to provide relevant documentation relative to the need for a service animal. Service animals are animals that are individually trained to perform tasks for people with disabilities, such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks related to the person’s disability. Service animals are working animals, not pets. Pets are not allowed on university premises. Service animals will be allowed on university premises, (including food service areas where state and/or local health codes prohibit animals other than service animals) except when: (1) the animal is out of control and the animal owner does not take effective action to control it, e.g. a dog that barks repeatedly; or (2) the animal poses a direct threat to the health and safety of others. Allergies and fear of animals are generally not valid reasons for denying an employee the right to have a service animal on university premises. Regent University will not provide care or food for a service animal or provide a special location for the animal to relieve itself. Service animals should be leashed while on university property.

### **Requesting a Reasonable Accommodation**

When a qualified student, faculty or staff member with a disability decides to request accommodation, the individual (or his or her representative) must notify the individual’s supervisor or Human Resources that he or she needs an adjustment or change at work for a reason related to a medical condition. Students requesting accommodation must notify the Office of Student Services. The individual may use “plain English” and need not mention the ADA or use the phrase “reasonable accommodation.” A request for an accommodation does not necessarily mean that the university will provide the accommodation. Instead, a request for a reasonable accommodation is the first step in an informal, interactive process between the individual and the university, to determine whether the individual’s condition meets the definition of “disability” and whether the individual is otherwise “qualified.” The university may request reasonable documentation of the individual’s functional limitations to support the

request. While the individual does not have to be able to specify the precise accommodation needed, he or she does need to describe the problems posed by the claimed barrier. Suggestions from the individual will be helpful in determining the type of reasonable accommodation to provide. The university will give the applicant or employee with a disability the opportunity to provide the accommodation, or to pay for the accommodation or any portion of the accommodation that might constitute an undue hardship on the university. If a particular accommodation would be an undue hardship, the university will attempt to identify another accommodation that would not pose such a hardship. If cost is the cause of the undue hardship, the university will consider whether funding for the accommodation is available from an outside source such as a vocational rehabilitation agency, and/or if the cost of providing the accommodation can be offset by state or federal tax credits or deductions.

The university will make every possible effort to provide a reasonable accommodation in compliance with the Americans with Disabilities Act; however, the university reserves the right to choose among reasonable accommodations as long as the chosen accommodation is effective. If a student, faculty, or staff member refuses a reasonable accommodation, the university will be deemed to have complied with its obligation under the ADA.

If a student, faculty or staff member or an applicant believes that the university has not adequately responded to a request for reasonable accommodation, the matter may be addressed to the Chief Financial Officer, the Vice President for Academic Affairs and/or the Vice President for Student Services. If the student, faculty or staff member or applicant is not satisfied with the decision of the Chief Financial Officer, and/or the Vice President for Academic Affairs and/or the Vice President for Student Services, the matter may be directed to the President of the University for final decision.

### **Faculty/Staff-Student Relationships**

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.

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. 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.

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.

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. 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. [NOTE: Faculty Grievance against a Student Policy in the Student Operations section] (Academic Council, Approved January 2006; amended February 2006)

#### **Financial Holds on Academic Records**

The Business Office will place a financial hold on the academic records of present and former students who have an outstanding account with the university. Financial hold status means that such individuals will not be allowed to register for classes nor will any academic documentation or information (i.e., grades, transcripts, diplomas, etc.) be released to them until the necessary payment is received by the Business Office.

Once the account is settled, the Business Office will notify the Registrar's Office that the financial hold has been removed. The Registrar's Office will then release any requested academic documentation or information to the individual.

## Grading Systems

The following grading system shall be used for all undergraduate courses:

<u>Grade</u>	<u>Quality Point</u>	<u>Meaning of Grade</u>
A	4.00	Superior
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.00	Satisfactory
C-	1.67	
D+	1.33	
D	1.00	Poor
D-	0.67	
F	0.00	Failing

The following grading system shall be used for all graduate degree programs:

<u>Grade</u>	<u>Quality Point</u>	<u>Meaning of Grade</u>
A+	4.00	
A	4.00	Superior
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.00	Satisfactory
C-	1.67	
D+	1.33	
D	1.00	Poor
D-	0.67	
F	0.00	Failing

A student must maintain a 2.00 GPA in the B.S., B.A., or J.D. programs to remain in good academic standing. A student in any other degree program must maintain a 3.00 grade point average to remain in good academic standing.

### Explanation of Symbols

Additional symbols that may be used on any grade report are defined below:

W	Withdraw
P	Pass (Used for pass/fail courses only)
NP	No Pass (Used for pass/fail courses only)
I	Incomplete
IP	In Progress
AU	Audit (No Credit --Used for audit courses only)
WF	Withdraw Failing
FX	Failure to make up an Incomplete

All grades are determined by the instructor. The basis for evaluation and grade calculation shall be published in the course syllabus available at the first formal class meeting. Formative grade assessment may utilize systems different than the required system for final grading, as long as the system allows for equitable conversion.

The grade point average (GPA) is obtained by dividing the total number of quality points earned by the total number of hours attempted exclusive of P/NP, Audit, and courses in which an incomplete or in progress is assigned. Grades of F, W, WF, or Audit may not be used to meet minimum hour requirements. Professional development courses such as internships and practicums will be graded on a P/NP basis.

### **Withdrawal from Course Grades**

A grade of W or WF shall be given to a student who withdraws from a course after the authorized add/drop period up to the end of the semester registered. Courses dropped after the add/drop period up to the mid-point of the term will appear on the student's transcript with a

"W." Courses dropped after the mid-point of the term will result in a grade of "WF." NOTE: In instances where courses are significantly concentrated (e.g., summer course with fewer class meeting dates) or are in a modular or other nonstandard format, students must receive the approval of the Dean before adding or dropping such a course after it has already begun, and these courses may not be subject to refund provisions. Dropping such a course after the stated school deadline will result in a grade of "WF" on the transcript. The designation WF shall be counted as an F in the computation of the GPA; the designation of W shall not be counted in the computation of the GPA. Any student who seeks to complete a course to which a W grade has been posted must register in a subsequent term and pay the full current tuition for the course. (NOTE: Students should check with their specific school regarding official last day to withdraw from classes.)

### **Incomplete Grades**

An incomplete grade will be given in a regular course only for legitimate deficiencies due to illness, emergencies or extraordinary reasons acceptable to the professor, including equipment breakdown or shortages, and not because of neglect on the student's part. A regular grade will be given by the instructor if all requirements for the course are submitted by the end of the following academic term. The instructor will submit the new grade to the Registrar's Office no later than two weeks after the beginning of the subsequent term. If all work is not submitted by the end of the term following the granting of the incomplete, a grade of FX (NP for pass/fail courses) will be posted automatically unless a Request for Extension of Incomplete has been approved by the appropriate dean's office and submitted to the Registrar's Office. The FX shall be counted as an F in the computation of the GPA. Any student desiring reinstatement to the course after an FX or NP has been posted must register for the course in a subsequent term and pay the full current tuition for the course.

### **In Progress Grades**

In-Progress (IP) grades shall be given when work is not completed by the end of the term for the following academic work: independent studies, internships, practicums, portfolios, theses and dissertations. An IP is also an appropriate grade for courses in which the completion of course requirements for all students extends beyond the academic semester in which the course is offered. An IP may be continued for a maximum of two terms when the student requests an extension and the approved form is submitted by the appropriate dean's office to the Registrar's Office prior to the end of the first term. If the requirements for removal of the IP grade are not completed by the end of these two terms, a grade of FX (NP for pass/fail courses) will be posted automatically. Exceptions may be made for dissertations, which may continue without penalty. Any student desiring reinstatement to the course after an FX or NP

has been posted must register for the course in a subsequent term and pay the full current tuition for the course.

### **Grade Change Appeals – See Honor Code section**

#### **Information Technology**

Please visit <http://www.regent.edu/it/infosec/policies.cfm> for a complete listing of university policies related to information technology issues.

#### **Acceptable Use Policy**

##### ***General Provisions:***

Regent University information systems include without limitation computers, computer networks, software, electronic mail (e-mail), facsimiles, Internet connectivity, telephones, voice mail systems, and all equipment associated or connected with any and all of the same (collectively called the “information systems”).

Regent University maintains information systems in support of the academic programs and administrative functions of the university. The following guidelines have been established to apply to all students and agents of the university, including but not limited to employees, non-paid volunteers, adjunct faculty and independent contractors.

Regent University information systems, including e-mail and internet access, are intended to be used for university purposes only. This policy also applies to remote access users, either via dial-in or Virtual Private Network (VPN) client, from off-campus.

##### ***Privacy Provisions:***

Users of the university's information systems have no personal privacy rights with respect to content created, stored, received or sent from the university's information systems. Further, Regent University, or its designated authority, reserves the right to intercept, monitor, or record all information stored on its information systems and inspect activity to diagnose problems or identify security threats and/or violations.

The university employs reasonable measures to prevent loss of data and to attempt data restoration when applicable. However, Regent University makes no guarantee regarding the availability of data and refuses any liability in the event of data loss.

As university property, any computer data is subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other legal process. Consequently, employees and students should always ensure that the information contained in e-mail and other content is accurate, appropriate and lawful. Regent University, or its designated authority, reserves the right to disclose e-mail messages and other records to law enforcement or government officials or to other third parties, at its sole discretion, without notification to or permission from those creating or receiving the information.

##### ***Access to User Data:***

Although Regent University reserves the right to inspect, monitor, copy or record all information, data, or other content within university information systems, all requests to access another user's restricted data, regardless of the format, must receive prior approval from the data owner or designated university appointees. For this purpose, restricted data includes, but is not limited to files on one's “Home Directory” or “P Drive”, protected files on the university network's “M Drive” or “H Drive”, e-mail messages stored in one's personal e-mail box and any subordinate folders either residing on the messaging server or personal

laptop or workstation, files located in protected directories on one's personal laptop(s) or workstation(s), and one's "Personal Web Drive" or "S Drive". For this reason, all requests for access to a Regent University student's restricted data, without the owning student's consent, must at a minimum receive prior approval from both the Vice President and General Counsel and the Vice President for Student Services. Similarly, any such request for access to restricted data involving a Regent University employee, adjunct faculty, non-paid volunteer or independent contractor, without the owning party's consent, requires prior approval from both the Vice President and General Counsel and the Vice President for Human Resources. At no time without exception are users or administrators, regardless of their standing within the university, permitted for any reason to gain unauthorized access to another user's stored data files, e-mail messages, or any other restricted content notwithstanding its format within any university information system. Failure to comply with the approval requirements shall not give the employee or student a right of action against the University, but may subject the person violating this requirement to disciplinary action, up to and including termination of employment.

#### ***Information Systems Misuse:***

University information systems should not be used in a way which may constitute intimidating, hostile or offensive material on the basis of sex, gender, race, color, religion, national origin or disability. The university's policy against sexual or other harassment applies fully to its information systems, including e-mail and other Internet content.

The university's policy prohibiting use of university facilities, equipment and letterhead for partisan political purposes applies fully to its information systems, including e-mail and other Internet content.

The university takes reasonable steps to ensure that its information systems are free of computer viruses, worms, Trojan horse programs, or other harmful components. Tools for checking and disinfecting disks are provided by Information Technology for all university-owned computers. Regent University is not responsible for damage to personally owned computers or the loss of data due to viruses, worms, Trojan horse programs, or other harmful components obtained through a Regent University computer system.

Unauthorized use of software or other copyrighted material is illegal and could result in legal action. Installation of university-licensed software on a personally owned computer is illegal unless permitted by the software license. Installation of non-university licensed software on university computers is permitted only with the prior consent of the Information Technology department.

Abuse or misuse of the information systems, including without limitation e-mail and Internet, in any way, whether or not expressly set forth above, which would result in the detriment to the information systems, or which would in any way reveal or disclose nonpublic information, data, or materials of Regent University without express authorization, is strictly prohibited.

#### ***Policy Violations:***

Abuse of Regent University's information systems, through excessive personal use, or use in violation of law or university policies, will result in disciplinary action, up to and including termination of employment and/or enrollment. All persons to whom these guidelines are applicable, as stated above, are responsible for adhering to these rules. All supervisory personnel are responsible for ensuring that these policies are adhered to within their respective areas of responsibility.

All users of Regent University's information systems may report university policy or law violations to their immediate supervisor, representative faculty or school personnel, or directly to the Information Technology Department Help Desk at 757-226-4076 or [abuse@regent.edu](mailto:abuse@regent.edu).

\*\*Regent University reserves the right to modify the Information Systems Acceptable Use Policy without prior notice at its sole discretion.

### **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.

1. Regent University strongly discourages students from posting personal information on publicly available web sites. 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.
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.
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.
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.

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 757-226-4103 or email at [stusrv@regent.edu](mailto:stusrv@regent.edu).

### **Partisan Political Activity Policy – (Policy Revised on October 29, 2007)**

Generally speaking, Section 501(c)(3) of the Internal Revenue Code prohibits Regent University from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. No funds or assets of Regent University shall be used, directly or otherwise, for the restricted activities described in this policy. This applies to domestic and international activity.

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, the employees and students of Regent University, as individuals, retain all rights and obligations of citizenship provided in the Constitution and laws of the United States of America. Each employee and student is encouraged to be actively involved as a citizen by supporting the party and candidate of his or her choice.

Specific guidelines and restrictions relevant to Regent University, its officers, faculty, staff and students are contained in this policy statement and attachments A and B.

*1. Endorsement or support of candidates.*

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, or any office of a political party. A "candidate" is someone who is a candidate for public office.

- a. Partisan political activity must be as private citizens, not as representatives of Regent University. Campaigning, fund raising, solicitation of signatures, distribution of literature and other partisan political activities must be conducted on the employee's or student's own time.
- b. Employees must obtain prior approval of the president prior to seeking elective office in local, state or federal government or before accepting any appointment in local, state or federal government. Failure to do so may result in termination of employment.
- c. 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. Under no circumstances will expenses related to partisan political activity be reimbursed to employees of Regent University

*2. Political rallies.*

Regent University will not sponsor or support, and persons acting on behalf of Regent University will not participate in rallies or other forms of assembly at which candidates (or persons who may reasonably be considered to be 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. Candidates may appear on campus in such circumstances where the appearance has another bona fide non-candidate purpose. Such appearance shall require approval of the vice president for student services or the vice president for human resources.

*3. Political polls.*

Regent University will not sponsor, conduct or provide financial or other support for any poll that may reasonably be seen as intended to support or oppose a particular candidate. This restriction applies to any poll that asks how an individual might fare in an election.

*4. Voter guides.*

Regent University will not produce, sponsor, distribute or provide financial or other support for any voter guide, regardless of content.

*5. 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.

*6. Facilities, equipment and letterhead.*

- a. Regent University will not make facilities or assets owned, controlled or operated by them available to candidates for public office or organizations controlled by or supporting such candidates for use in connection with their campaigns.
- b. Regent University equipment, facilities or letterhead may not be used for any partisan political activity or the public expression of personal opinions.
- c. 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.
- d. 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.
- e. Regent encourages students, faculty and staff to become involved politically with the party of their choice, provided that Regent facilities and assets are not used to support or oppose candidates for public office. As such, the university will recognize student 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, except they may not use Regent facilities to support or oppose political candidates.

#### *7. Media presentations.*

These restrictions are not intended to preclude or restrict Regent University, its officers, faculty, staff and students from speaking out on public issues of importance to its 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.

### ATTACHMENT A

For a list of do's and don'ts provided by the American Council on Education summarizing political campaign-related activities applicable to colleges and universities, contact Human Resources. You may also [<click here>](#)

### ATTACHMENT B

IRS Fact Sheet 2006-17 provides guidance to 501(c)(3) tax-exempt organizations. Violation of this prohibition may result in denial or revocation of tax-exempt status and the imposition of excise taxes. Some of the key points of the IRS Fact Sheet are:

- Intervention in a political campaign includes not only endorsing a candidate for office, but also contributions to political campaign funds, public statements of position (verbal or written) in favor of or opposed to a candidate, distributing prepared statements that favor or oppose candidates, and, if other candidates aren't given an equivalent opportunity, allowing a candidate to use the tax-exempt's assets or facilities.
- If carried out in a non-partisan manner, tax-exempts can conduct certain voter education activities (including the presentation of public forums and the publication of voter education guides). They can also sponsor voter registration and get-out-the-vote drives, as long as they aren't conducted in a biased manner that favors (or opposes) a candidate.
- Tax-exempt's leaders cannot make partisan comments in official organization publications or at official functions of the organization. But they can speak for themselves, as individuals, on political matters or important issues of public policy. To avoid potential attribution of their comments, tax-exempt's leaders who speak or write in their individual capacity are encouraged to clearly indicate that their comments are personal and not intended to represent the views of the organization.
- An 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 tax-exempt must ensure that: (1) it provides an equal opportunity to other political candidates seeking the same office; (2) it doesn't indicate any support for or opposition to the candidate (this should be stated explicitly when he is introduced and in communications concerning his attendance); and (3) no political fundraising occurs.
- In determining whether candidates are given an equal opportunity to participate, a tax-exempt should consider the nature of the event to which each candidate is invited, as well as the manner of presentation. For example, an invitation for one candidate to speak at a well attended annual banquet, and for

his opponent to speak at a sparsely attended general meeting, will likely have violated the political campaign prohibition, even if the manner of presentation is otherwise neutral.

- A public forum involving several candidates for public office may qualify as an exempt educational activity. But, if it is operated to show a bias for or against a candidate, then the forum is intervening in a political campaign.
- When an organization invites several candidates for the same office to speak at a forum, it should consider the following factors: (1) whether questions for the candidate are prepared and presented by an independent nonpartisan panel; (2) whether the topics discussed by the candidates cover a broad range of issues that the candidates would address if elected to the office sought and are of interest to the public; (3) whether each candidate is given an equal opportunity to present his or her view on the issues discussed; (4) whether the candidates are asked to agree or disagree with the organization's positions, agendas, platforms or statements, and (5) whether a moderator comments on the questions or otherwise implies approval or disapproval of the candidates.
- Candidates may also appear or speak at organization events in a non-candidate capacity. For example, a political candidate may be a public figure who is invited to speak because he or she: (a) currently holds, or formerly held, public office; (b) is considered an expert in a non political field; or (c) is a celebrity or has led a distinguished military, legal, or public service career. A candidate may choose to attend an event that is open to the public, such as a lecture, concert or worship service. If the candidate is publicly recognized by the tax-exempt, or if the candidate is invited to speak, the tax-exempt must ensure that he is chosen to speak solely for reasons other than candidacy for public office, and that he speaks only in a non-candidate capacity. It must also ensure that neither he nor the tax-exempt's representative mention his candidacy or the election; and that no campaign activity occurs. The tax-exempt must maintain a nonpartisan atmosphere on the premises or at the event where the candidate is present. It should clearly indicate the capacity in which the candidate is appearing and shouldn't mention his political candidacy or the upcoming election in announcing his attendance at the event.
- A tax-exempt may take positions on public policy issues, including issues that divide candidates in an election. But, a statement by a tax-exempt is at risk of violating the political campaign prohibition if there is any message favoring or opposing a candidate, even if it doesn't expressly tell an audience to vote for or against a candidate (who can be identified not only by name but also by other means, such as showing his picture, referring to his party, or other distinctive features of his platform or biography).
- Preparing or distributing a voter guide-pamphlets or other short documents intended to help voters compare candidates' positions on a set of issues-may violate the prohibition against political campaigns if they focus on a single issue or narrow range of issues, or if the questions are structured to reflect bias.
- Whether an activity constitutes participation or intervention in a political campaign may also arise in the context of a business activity of the tax-exempt, including the selling or renting of mailing lists, the leasing of office space, or the acceptance of paid political advertising.

- A web site is a form of communication, and if a tax-exempt posts something on its web site that favors or opposes a candidate for public office, it will be treated the same as if it distributed printed material, oral statements or broadcasts that favored or opposed a candidate. Links to candidate-related material, by themselves, do not necessarily constitute political campaign intervention. IRS will examine all facts and circumstances to assess whether a link produces that result.

## **Repeating a Course**

### **All Graduate Courses Other Than Law**

A student who receives a grade of F in a required course must repeat the course in order to graduate. A student may elect to repeat any other course in order to obtain a higher grade. When a course is repeated, the last grade points and credit hours earned replace the previous grade points and credit hours in computing the grade point average. However, all grade entries on the transcript remain a part of the student's permanent academic record. If the course being repeated is offered under a different course number than when the student first took the course, the student must indicate that it is a repeat course at the time of registration.

### **Law School Courses**

A student who receives a grade of F in a required course must repeat the course in order to graduate. A student who receives a D- grade in a nonsequential required course must repeat the course prior to graduation. A student who receives a D- grade in a required course or courses in a sequence of courses (i.e., Contracts I, II and III) must repeat the course(s) except upon the granting of a petition showing good cause that the course or courses need not be repeated. A student may elect to repeat a course in which any other grade is received.

When a student repeats a course, the grade received on the repeat course will be averaged with the original grade received according to the following procedure:

1. The total grade points for all earned letter grades in the repeated courses will be divided by the total credit hours taken in calculating the average grade points to be assigned per credit hour. The average grade points per credit hour shall not exceed 2.00 (C grade).
2. The average grade points (not to exceed 2.00) will be assigned only to the final repeat credit hours. The credit hours and grade points earned for each prior taking of a course shall be deleted from the transcript. However, all grade entries on the transcript remain a permanent part of the student's academic record.

Only the credit hours successfully completed for the repeat course may be used in calculating cumulative credit hours earned toward satisfying degree requirements. If the course being repeated is offered under a different course number than when the student first took the course, the student must indicate that it is a repeat course at the time of registration.

### **Courses in the School of Undergraduate Studies**

Students who do not earn a C- (1.67) or above in any course applied to the major or minor must repeat that course in order to graduate. Additionally, students are required to demonstrate competency in writing, reading, mathematics, oral expression, and computer skills. Students who do not earn a C- or better in each of these areas must re-take the courses until at least a C- is obtained. See the Regent Undergraduate Catalog for further details.

## **Sales and Solicitation Policy**

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.

**Sexual Harassment Policy - Updated September, 2003**

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. All students and employees are entitled to be treated with dignity and respect as image-bearers of the Creator.

University administrators and supervisors are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the university to engage in verbal or physical sexual harassment. It is a violation of this policy for any member of the university community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual harassment pursuant to the terms of this policy, who retaliates against his or her accuser in any manner, shall be charged with violating this policy. Any member of the university community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

**Definitions**

"Work," for the purposes of this policy, means employment-related activities carried out by university employees and university-sponsored activities carried out by volunteers.

"Member of the university community," means student or employee, or an alumnus or volunteer involved in any university-sponsored activity.

"Sexual harassment" is defined as unwelcome and unsolicited conduct of a sexual nature, physical or verbal, by a member of the university community of the opposite sex or same sex. It may include:

- Making unwelcome comments about a person's clothing, body, or personal life;
- Offensive or abusive physical contact;
- Use of offensive nicknames or terms of endearment;
- Offensive jokes or unwelcome innuendoes;
- Any suggestion that sexual activities would affect one's job, promotion, performance evaluation, working condition, course grade, course enrollment or graduation;
- Displaying offensive objects or pictures; or
- Other conduct that even if not objectionable to some employees, creates a working environment that may be considered by others to be offensive or hostile.

It may also consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission to or rejection of such conduct is made a term or condition of an individual's employment or a student's enrollment or performance;
- Submission to or rejection of such conduct is used for the basis of an employment decision, such as promotion, demotion, termination, or pay, etc., or a student decision such as grade, nomination, graduation, etc.; or
- Such condition interferes with an employee or student's work performance or creates a hostile, intimidating or offensive work environment.

### **Complaint Procedure**

Any member of the university community who believes that he or she has experienced sexual harassment or who witnesses what he or she believes to be sexual harassment should use the following procedure.

- In accordance with Matthew 18:15-17, any member of the university community who believes that he or she is being harassed or believes he or she has witnessed such behavior is encouraged to speak to that individual about his or her offensive conduct and seek resolution.
- Any member of the university community who is uncomfortable approaching the offender, has done so without success or simply wishes to report such behavior to the University should report such facts immediately to their supervisor so the University can take appropriate action.
- If the university member is uncomfortable approaching his or her supervisor for any reason, e.g., the supervisor is the person he or she feels is engaging in the harassing behavior, or he or she feels the matter is not being adequately addressed, they should bring the matter to the attention of the Dean or Department Head, the Vice President for Student Services or the Vice President for Human Resources as soon as possible after the alleged harassment occurred. If a Dean or Department Head receives a complaint of sexual harassment, or is informed of such a complaint by a supervisor, he or she should immediately bring the matter to the attention of the Vice President for Student Services (in matters involving one or more students) and/or the Vice President for Human Resources. In all cases, the Vice President for Human Resources shall be notified of all complaints of sexual harassment, whether or not the complaint involves an employee of the university.
- The university member should file a written complaint explaining the nature of the harassment and indicating what remedy he or she seeks.
- The Dean/Vice President 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 and advise them that an investigation of the charges will be conducted.
- If the supervisor/administrator is involved in the complaint, the Vice President for Student Services/Vice President for Human Resources should choose another appropriate supervisor/administrator to be involved in the investigation.
- The supervisor/administrator, working with the Dean/Vice President, shall promptly and confidentially investigate the complaint. Confidentiality will be maintained to the extent possible without jeopardizing a full investigation. In determining whether the alleged conduct constitutes sexual harassment, the supervisor/administrator will consider all 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.
- During the investigation, the accused member of the university community will be given an opportunity to respond, orally and/or in writing, to the complaint.

- After the investigation of the complaint, the supervisor/administrator may propose mediation in order to secure a written agreement that satisfies all parties. (See Mediation Agreement in the Appendix.) 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.
- If such an agreement is reached, a copy of the agreement shall be provided to each of the parties involved and the Vice President for Student Services or Vice President for Human Resources.
- If, within 30 days of the receipt of a written complaint, the complaint is not resolved, the Vice President for Student Services or Vice President for Human Resources shall notify the parties in writing that the matter cannot be resolved and shall advise the complainant of his or her right to proceed with the charge.
- If the complainant desires to proceed with the charge, the record of the complaint shall be provided to a committee appointed by the Vice President for Academic Affairs in consultation with the Vice President for Human Resources. The committee will be appointed within 10 business days and be composed of two deans and three representatives from the university community of faculty, staff or students, depending on the individuals involved.
- Within 45 days, the committee shall hear testimony and evidence from both parties and shall make a finding regarding the truthfulness of the charge(s).
- 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 recommended by the committee shall include, but not be limited to, censure/reprimand, demotion, suspension without pay or recommendation for termination.
- If the charge proves to be false, all references to the charge shall be expunged from the records of the accused.
- If the charge is found to be false and malicious, the matter should be referred to the Vice President for Academic Affairs for further action.
- The final decision rests with the President acting on behalf of the Board of Trustees.

Members of the university community should also use this procedure in regard to any work-related sexual harassment by non-employees, including students, volunteers, alumnus, third-party vendors, etc. The University cannot always control the conduct of all non-employees, but will do its best to remedy any such situations that arise.

This policy is hereby approved by the President of Regent University, superseding any other Sexual Harassment policies previously in effect.

### **Speakers on Campus**

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

The university reserves the right to authorize speakers to speak on campus. The speakers must in some way contribute to the mission and vision of the university and must agree in advance to conduct themselves in a manner consistent with traditional Christian values including the avoidance of profane language, potentially slanderous statements, advocacy of violent change or overthrow of the government.

Any questions regarding special speakers may be directed to the Office of Student Services. The campus speaker request form can be downloaded at [www.regent.edu/admin/stusrv/forms/request\\_for\\_speaker.pdf](http://www.regent.edu/admin/stusrv/forms/request_for_speaker.pdf)

### **Student Fundraising**

Students are not permitted to solicit funds for individual or group programs without specific approval from the Office of Student Services. This policy should not be construed to prohibit students from soliciting assistance from their families, friends, or their local church.

### **Student Records Confidentiality**

#### **Access to Student Educational Records by the Student**

Students wishing to review their educational records must make a written request to the Registrar's Office listing the item(s) of interest. Educational records include those files and their contents, which are maintained by official units of the university. Educational records do not include:

- Records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute authorized by the maker.
- Records of a law enforcement unit.
- Student health and counseling records.
- Employment records or alumni records.

#### **Students May Not Inspect and Review the Following:**

- Financial records of parents or guardians.
- Confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review.
- Education records containing information about more than one student, in which case the institution will permit access only to that part of the record, which pertains to the inquiring student.

Students may have copies of their records with the following exceptions: academic records, for which a financial hold exists, or transcripts of an original or source document, which exists elsewhere. Students will be charged for these copies.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their concerns with the Registrar. If the Registrar agrees with the students' requests, the appropriate records will be amended. If the administrator does not agree, the students will be notified within 30 days that the records will not be amended and of their right to a hearing.

Student requests for a hearing must be made to the Vice President for Academic Affairs in writing, specifically stating the nature of their disagreement with their educational records. The vice president for academic affairs will appoint a Hearing Committee and schedule a hearing. The Committee will include: a representative from Student Services, a representative from the Registrar's Office and the student's advisor or another faculty member

from the school in which the student is enrolled. The vice president for academic affairs will inform the student of the time, date, and place of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the students' expense.

Decisions of the Hearing Committee will be final, based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. If the decision is in favor of the students, the educational records will be corrected or amended.

If the decision is unsatisfactory to the students, the students may submit a statement commenting on the information in their records, or statements setting forth any reasons for disagreeing with the decision of the Hearing Committee. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

### **Access to Student Educational Records by Others**

#### **1. Directory Information**

By 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.

Directory information includes: name, address, telephone number, email address, 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.

Student Services may distribute in-school directories to students if the school adheres to this policy. If additional information is added, the school 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.

#### **2. Nondirectory Information**

The university will maintain the confidentiality of student educational records and such nondirectory information may be released only with the students' written request. However, information may be released to the following:

- Officials of other institutions in which students seek to enroll.
- Persons or organizations providing students financial aid.
- Accrediting agencies carrying out their accreditation function.
- Persons in compliance with a judicial order.
- Persons in an emergency in order to protect the health or safety of students or other persons.
- As otherwise legally required as the university deems appropriate

Health and counseling records may be provided to physicians and licensed psychologists of the students' choosing.

Faculty and staff access to student educational records for administrative reasons is allowed provided that such persons are properly identified and can demonstrate a legitimate educational interest in the material. 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.

## **Substance Abuse Policy**

### **Purpose**

Regent University recognizes that one of its most valuable assets is its employees, and its most important responsibility is to the students whom it serves. The purpose of this policy is to promote the health, safety, and welfare of its employees and students by striving to eliminate the negative effects of substance use and abuse from the workplace, and to assist those employees and students who have a drug-related or alcohol-related problem with rehabilitation. In furtherance of this purpose, any employee or student who has a drug-related or alcohol-related problem is encouraged, for his or her own benefit, as well as the benefit of fellow employees and students, to voluntarily seek treatment for such problems through a treatment program of his or her choice.

#### 1. Applicability

This policy shall be applicable to all faculty, staff, and students of Regent University, full-time and part-time, regular and temporary, and to any applicant for employment who has been offered and has accepted an available position

#### 2. Employee Responsibilities

1. In accordance with the Drug-Free Schools and Communities Act of 1989, as amended, it is the policy of Regent University that as a condition of employment, an employee will notify the University of any criminal drugstatute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

2. Regent University employees are expected to conduct themselves in a professional and Christ-like manner at all times and are expected to live by exemplary standards. Regent 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. Regent University also forbids the use of alcohol and tobacco on campus and prohibits the abuse of these substances. The Apostle Paul exhorted the body of Christ that, if they truly loved their fellow man, they would set aside their personal freedom by refraining from behaviour that might be a stumbling block to their weaker brother. Regent University encourages members of the Regent community to exercise their personal responsibility and, guided by Paul's admonition, appropriately set aside their personal freedom and refrain from the use of alcohol and tobacco.

3. Regent University employees are also prohibited from engaging in the following activities:

1. Using, purchasing, selling, possessing, distributing, or accepting illegal drugs or drug-related paraphernalia while on or off the job and on or off campus;

2. Using, purchasing, selling, or distributing alcohol while on campus;

3. Using, purchasing, selling, or distributing alcohol at university-related activities off-campus;
4. Showing up for work or being on the job while impaired by illegal drugs and/or alcohol;
5. Transporting illegal drugs, drug-related paraphernalia, and/or alcoholic beverages in a university-owned, leased, or hired vehicle.  
For purposes of this subsection, "on the job" shall be deemed to include meal periods, breaks, stand-by duty, and any time that an employee is acting in his or her capacity as a Regent University employee, whether on or off university property.
4. Although the medically-authorized use of prescription drug(s)/medication(s) is not prohibited, any employee who is taking prescription or nonprescription drug(s)/medication(s) and has reason to believe, based on information provided by his or her physician, pharmacist, or the drug/medication label, that the drug/medication may impair the ability to safely and effectively perform the duties and responsibilities required of his or her position, shall promptly advise his or her immediate supervisor of the use of such drug(s)/medication(s).

### 3. Student Responsibilities

1. In order to comply with the Drug-Free Schools and Communities Act of 1989, as amended, Regent University has developed the following guidelines in conjunction with the Personal Standards of Conduct:
  1. Regent 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.
  2. Under no circumstances are the above to be used, possessed, sold, or distributed on or away from campus.
  3. Regent University also forbids the use of alcohol and tobacco on campus and prohibits the abuse of these substances. The Apostle Paul exhorted the body of Christ that, if they truly loved their fellow man, they would set aside their personal freedom by refraining from behaviour that might be a stumbling block to their weaker brother. Regent University encourages members of the Regent community to exercise their personal responsibility and, guided by Paul's admonition, appropriately set aside their personal freedom and refrain from the use of alcohol and tobacco.
  4. Students violating this policy will be subject to university disciplinary procedures up to and including the possibility of dismissal and referral for prosecution. For the purposes of this subsection, "student" shall be deemed to include anyone taking one or more classes for any type of academic credit, regardless of the length of the student's program of study. Also included are the students in the university's programs in a foreign country and off-campus in the United States.

2. Students who feel they have a problem with alcohol or drug use may contact the University Student Services Counseling Center for non-punitive, confidential guidance in confronting the issue.
4. **Illicit Drugs and Health Risks**  
Illicit drugs and the health risks involved in using them include, but are not necessarily limited to:
1. ***Cannabis (Marijuana)***  
Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Marijuana can also produce paranoia and psychosis.
  2. ***Inhalants (Gases or Volatile Liquids)***  
Immediate negative effects may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage.
  3. ***Cocaine***  
Use causes the immediate effects of dilated pupils, elevated blood pressure, increased heart rate, and elevated body temperature. Chronic use can cause ulceration of the mucous membrane in the nose and produce psychological dependency. Crack or freebase rock, a concentrated form of cocaine, produces effects within ten seconds of administration. In addition to the above, additional effects include loss of appetite, tactile hallucinations, paranoia, and seizures. Cocaine in any form may lead to death through disruption of the brain's control of heart and respiration.
  4. ***Other Stimulants***  
These include amphetamines and methamphetamines. Users may perspire, experience headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause physical collapse, very high fever, stroke, or heart failure.
  5. ***Depressants***  
Included are barbituates, methaqualone, and tranquilizers. Effects can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can be devastating. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs. Some show birth defects and/or behavioral problems.
  6. ***Hallucinogens***  
Effects of hallucinogens vary depending upon the type of drug. Chronic users may experience mood disorders, paranoia, violent behavior, hallucinations, panic, confusion, loss of control, and death.
  7. ***Narcotics (including heroin)***  
Overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly, and dependence is likely. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

## 8. *Designer Drugs*

These drugs have had their molecular structure changed chemically to produce analogs such as synthetic heroin and hallucinogens. These analogs can be hundreds of times stronger than the original drug which they are designed to imitate. One dose can cause uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

## 5. Legal Consequences Regarding the Illegal Use of and/or Possession of Drugs and/or Alcohol

Employees and 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. Marijuana

#### 1. Possession (under 1/2 ounce for personal use - misdemeanor)

- Up to 30 days in jail and/or a fine up to \$500
- For a second or subsequent violation - up to one year in jail and/or fine up to \$1,000

#### 2. Possession with intent to sell or distribute (based on weight)

- 1/2 ounce (misdemeanor) - up to one year in jail and/or a fine up to \$1,000
- 1/2 ounce to 5 pounds (felony) - from one to ten years in jail and/or fine up to \$1,000
- 5 pounds or more (felony) - from five to 30 years in jail and/or a fine up to \$10,000
- A person 18 years old or older selling to someone under 18 and three years their junior (felony) - from ten to 50 years in jail and/or fine up to \$50,000

#### 3. Manufacturing (felony - growing, producing, processing, etc.)

- -from five to 30 years in jail and/or fine up to \$10,000

### 2. Drug Related Material (Drug Paraphernalia)

#### 1. Possession (misdemeanor)

- up to one year in jail and/or a fine up to \$1,000

#### 2. Providing to minors (felony)

- from one to ten years in jail and/or a fine up to \$1,000

#### 3. Providing to adults (misdemeanor)

- up to one year in jail and/or a fine up to \$1,000

### 3. Controlled Substances (marijuana, cocaine, narcotics, and hallucinogens)

1. Possession (dependent upon the classification of the substance)
  - misdemeanor offenses - up to one year in jail and/or fine up to \$1,000
  - felony offenses - from one to ten years in jail and/or a fine up to \$1,000
2. Distribution/Manufacturing (dependent upon the classification of the substance)
  - misdemeanor offenses - up to one year in jail and/or fine up to \$1,000
  - felony offenses - from five years to life in jail and/or a fine up to \$100,000

Employees and 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.

#### Controlled Substance

1. Prohibited/Unlawful Acts
  - To manufacture, distribute, dispense, or possess with the intent to manufacture, distribute, or dispense a controlled substance
  - To create, distribute, dispense, or possess with the intent to distribute or dispense a counterfeit substance
2. Penalties (dependent upon substance and number of violations)
  - Narcotic Drugs
    - First offense - up to 15 years in jail and/or a fine up to \$25,000
    - Second offense - up to 30 years in jail and/or a fine up to \$50,000
  - Other controlled substances
    - First offense - from up to one year to five years in jail and/or a fine up to \$15,000
    - Second offense - from one to ten years in jail and/or a fine up to \$30,000

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

1. Underage Possession and/or Transportation (misdemeanor)
  - up to 12 months in jail
  - fines up to \$1,000
  - loss of drivers license for up to one year
2. Using a False Drivers License (misdemeanor)

- fines up to \$100
- loss of drivers license for up to one year
- 3. Buying for a Minor (Misdemeanor)
  - up to 12 months in jail
  - fines up to \$1,000
  - loss of drivers license for up to one year
- 4. Selling to Minors or Intoxicated Persons (misdemeanor)
  - up to 12 months in jail
  - fines up to \$100
- 5. Drunk in Public (misdemeanor)
  - fines up to \$100
- 6. Disorderly Conduct (misdemeanor)
  - up to 12 months in jail
  - fines up to \$1,000
- 7. Abusive Language (misdemeanor)
  - fines up to \$1,000
- 8. Driving Under the Influence (misdemeanor)
  - loss of drivers license for six months (first offense) TO loss of drivers license for up to three years (second offense)
  - fines from \$200 to \$1,000
- 9. Unlicensed Sale (misdemeanor)
  - up to 12 months in jail
  - fines from \$100 to \$1,000
- 10. Drinking in Public (misdemeanor)
  - fines up to \$100

#### Counseling, Treatment, and/or Rehabilitation

Any employee or 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 in Appendix A which is attached to this policy statement. All counseling and treatment sessions, as well as referrals, will be handled in a confidential manner.

#### 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 in Appendix A, and shall not be disciplined solely as a result of the admission.
3. Any employee or student found to be in violation of Section III of this policy and/or who has received a final conviction in local, state, or federal court will be subject to discipline up to and including termination.

#### Policy Distribution to Employees

This policy will be reviewed by the Vice President for Human Resources at least every two years to ensure that it is effective and that it is applied consistently on the Regent University campus. This policy will be distributed annually to all employees, as follows:

1. A memo will be delivered to each employee annually giving detailed instructions for electronic access via the World Wide Web. Each employee who accesses the policy will sign a statement verifying receipt and review of the policy. The signed verification will be placed in the employee's personnel file. Employees who are unable to electronically access the policy will be given a paper copy by the Human Resource Department and will be required to sign a receipt/review form to be placed in the employee's personnel file.
2. New employees will be given a copy of the policy at orientation.

#### Policy Distribution to Students

This policy will be reviewed by the Vice President for Student Services at least every two years to ensure that it is effective and is applied consistently to the Regent University student body. The policy will be distributed annually to all students, as follows:

1. New students will be given a copy of the policy during the New Student Orientation session for the school they are attending.
2. Returning students will be given a copy of the policy during the Final Registration process.

#### **APPENDIX A**

##### **Resource List as of September 21, 2006**

The Hampton Roads area has several qualified clinics and therapists who work with addictive behaviors. Some are listed in this appendix, 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  
547.9334

Christian Psychotherapy Services  
490.0377 - Virginia Beach  
312.8002 - Chesapeake

Covenant Counseling Services  
547.7877

Eden Counseling Services  
431.3600  
Hampton Newport News Community  
Services Board 826.6714  
Maryview Behavioral Medicine  
Portsmouth, Va.  
757.398.2400  
Intensive Out- Patient Substance Abuse Program (IOP)  
Norfolk Community Services Board  
441.5300  
Norfolk Psychiatric Center  
627.5433  
Portsmouth Substance Abuse Treatment  
Center 393.8311  
Portsmouth Community Services Board  
393.8618  
Regent University Psychological Services Center  
226.4488  
Regent University Student Services  
226.4103  
Resource Guidance Services  
463.9600  
Restoration Counseling Services  
497.5608  
SENTARA Mental Health Management  
Employee Assistance Program  
363.6777  
1.800.899.8174  
Shepherd's Staff Counseling Center  
499.7722  
Virginia Beach Community Services Board  
437.6150  
**Additional Organizations:**  
AL-ANON World Service Office  
499.1443 Southside  
875.9429 Peninsula  
Alcoholics Anonymous Hotline  
490.3980 Southside  
592.1212 Peninsula  
253.1234 Williamsburg  
Cocaine Hotline  
1.800.COCAINE  
Drug Information -- National Institute of Drug Abuse (NIDA)  
(for Confidential Referral)  
1.800.622.HELP

Lawyers Helping Lawyers

804.644.3212

877.545.4682

[www.valhl.org](http://www.valhl.org)

State-wide service available to all members of Virginia's legal community and their families.

Narcotics Anonymous

1.800.777.1515

### **Transfer of Graduate Credit**

For all programs, Regent University limits the number of transfer credits to a maximum of 25% of the total credits required for the degree, except for the School of Law programs and programs that have articulation agreements with other colleges and universities. Articulation agreements may authorize transfer credit for up to 49% of the degree to be earned.

**Accredited work**—to be approved for advanced standing or transfer, credits must have been taken from a regionally accredited institution or one approved by the Regent school in which the student is enrolled (ordinarily an institution accredited via approved, Council for Higher Education Accreditation (CHEA) listed accrediting bodies, such as ABA, APA, ATS, CACREP, or TEAC ).

Coursework transferred or accepted toward a graduate degree must represent coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Regent's own graduate degree programs. Except for divinity programs, credits accepted for transfer cannot have been counted on a previously completed degree program at Regent or any other institution. Courses with grades below B (C for the J.D., M.Div., MA in Practical Theology and MA in Missiology programs) will not be accepted for transfer. When transfer courses are approved, the course title and credit hours, as well as the name of the institution where the credits were earned, are entered on the Regent University transcript. However, the grades are not entered on the transcript and are not used in the calculation of Regent University cumulative grade point average.

1. A student who wants to transfer graduate credits to a Regent University degree program shall initiate an official request for transfer credit through the dean's office or the student's academic advisor.
2. The student must submit an official transcript for each proposed transfer course.
3. Each school may establish other requirements for evaluating the transfer credit such as a copy of the course syllabus or a copy of the course description from the institution's graduate catalog. Each school shall make available to students the specific procedures it requires for evaluating transfer credit requests. The school's decision with regard to transfer requests is final.
4. When the evaluation process is complete and courses are approved for transfer, the dean's office shall forward a copy of the official transcript(s) and Transfer Credit Evaluation form to the Registrar's Office for entry of the transfer courses and credits on the student's academic transcript and degree program audit.
5. Students who transfer from one Regent degree program to another must complete the transfer of credit procedure for all courses taken in the previous degree program that they desire to apply to the new degree program.

### **University Relations**

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 226-4015

### **World Wide Web Page Publishing**

Regent University makes a web server available to support and promote its mission. The web server is designed to provide information to university community members and the public with clarity and accuracy. It enables individual members to publish their own information on the Internet within the following general guidelines.

Information published by an officially recognized school, program or department is considered official information. Information published by individual faculty, staff or students is considered unofficial information. Publishing information on a personal home page is a privilege granted by the university that may be withdrawn at any time for any reason at the sole discretion of the university.

### **Official Information**

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.

Creative Marketing is responsible for the overall organization, style, and quality of the university's web site. 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.

### **Unofficial Information**

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.

## SAFTY AND SECURITY

### **Building Hours**

University buildings are accessible during a wide span of time during the school year.

Administration Building	Mon.-Sun.	7 am – 12 am
Classroom Building	Mon.-Sun.	7 am – 12 am
Communications Building	Mon-Sun	7 am – 12 am
Library Building	Mon.-Sat. Sunday	7:30 am – 12 am 5 pm – 12 am
Robertson Hall	Mon.-Sun.	7 am – 12 am
Student Center	Mon-Fri Saturday Sunday	7 am – 12 am 8 am – 10 pm 1 pm – 6 pm

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 anytime and to any person.

### **Emergency Information and Procedures**

The Security Department handles all emergencies on university premises. The emergency telephone number is extension 2911. Non-emergency calls should be placed to extension 2075 or 226-2075 if calling from off campus.

### **Fire Drills**

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.

### **Identification Cards**

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 can be obtained by visiting the Office of Student Services.

### **Illness or Injury**

In the event of serious injury or illness while on campus either during regular hours or after hours, Security should be contacted immediately. The security dispatcher is on duty 24 hours a day at ext. 2075 or 226-2075. The dispatcher is trained to contact the appropriate emergency squad, as well as to send a security officer trained for interim emergency treatment. For minor medical emergencies, first aid kits are available in the main hallways of each university building floor.

Subsequent to any medical emergency, the Administrative Services office should be notified as soon as possible at ext. 4008 or 226-4008. If the emergency involves a student, the vice president of Student Services should also be contacted at ext. 4103 or 226-4103.

### **Inclement Weather/Class Cancellations**

Class cancellations due to inclement weather are announced on numerous local radio and television stations. See HR website <http://www.regent.edu/admin/prsnel/weather.html> for a complete listing. You may also telephone the university emergency hot line at 226-4777 for closing information.

### **Parking - Handicapped**

Handicapped parking spaces are provided on campus. This parking privilege is under the jurisdiction of the State 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 Department of Motor Vehicles (DMV), State of Virginia. Applications for handicapped plates should be made as soon as possible.

### **Parking Permits**

Parking permits may be obtained during registration or at other times 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.

### **Parking Fees**

Virginia Beach students who enroll for more than three credit hours in the Fall term of the academic year are assessed a \$50 parking fee by the university. The fee provides a parking permit and students use of on-campus parking for the academic year in which the fee is paid.

## APPENDIX A

### WELCOME TO HAMPTON ROADS NEWCOMER'S GUIDE

As a student at Regent University, you are not only a member of the university community, but also a resident of the Hampton Roads area. This area has two sections, the South Hampton Roads area or Southside, and the Peninsula. The Southside includes five cities: Virginia Beach, Norfolk, Chesapeake, Portsmouth and Suffolk. The Peninsula includes the cities of Hampton and Newport News.

Getting settled in the Hampton Roads area often requires coordination with municipal and service agencies. To assist you in your transition, we have listed essential organizations, which you may need to contact. If you have additional questions or need more information, please contact the Office of Student Services at ext. 4103 or 226-4103.

Again, welcome to Regent University. We're glad you are here!

### UTILITIES

Bell Atlantic  
Norfolk/Portsmouth 954-6888  
Chesapeake, Virginia Beach  
You choose your long distance service.

Electric  
Virginia Power Company 667-3000  
(The deposit fee may be waived pending recommendation from previous utility company.)

Natural Gas  
Virginia Natural Gas 466-5550

Virginia Beach Refuse Collection 430-2450

Sanitation District Commission  
To initiate service, contact Department of Public Utilities at the numbers listed under Water Department below.

To discuss account bills, contact 460-2491

Water Department:  
Chesapeake 382-6352  
Norfolk 441-2771  
Portsmouth 393-8561  
Virginia Beach 427-4631

## LICENSE/FEES/TAXES

### Auto Decal

Auto decals may be obtained by contacting the City Treasurer's Office.

Virginia Beach	427-4445
Chesapeake	382-6281
Norfolk	441-2861

For Virginia license plate and auto registration, contact the DMV in the city in which you reside.

### Auto Inspection

If you have your vehicle licensed in Virginia, a Virginia inspection sticker must be obtained at an authorized inspection station each year.

### Auto Tags

Virginia license plates are required when you become a resident.

To obtain plates, present the following to the Division of Motor Vehicles:

- \* Certificate of Title or Proper Bill of Sale and Registration showing ownership and liability.
- \* Insurance information (Insurance must be in force or you must pay \$400 into the Uninsured Motorists fund).
- \* Payment of sales tax and a "use tax" of 2 percent unless you can provide written proof that a like tax has been paid to another state.

Contact: 229 Mustang Trail, Virginia Beach 461-1919

### Driver's License

A Virginia license is required as soon as residency is established and is renewable every 5 years.

Contact:

Department of Motor Vehicles	
229 Mustang Trail, Virginia Beach	461-1919

### State Income Tax

Chesapeake Residents	382-6525
Norfolk Residents	441-2277
Portsmouth	367-8031
Virginia Beach Residents	427-4483

### Voter Registration

Call the Voter Registration Office for the city in which you live:

Chesapeake	547-6141
Norfolk	664-4353
Portsmouth	393-8644
Virginia Beach	427-8683

In Virginia Beach, you can register to vote at:

Kempsville Public Library  
832 Kempsville Road  
Virginia Beach, VA 23464 495-1016

Hours: Mon.-Thurs. 10 a.m. to 9 p.m.  
Fri.-Sat. 10 a.m. to 5 p.m.

### MISCELLANEOUS

#### **Banks**

It is advisable to arrange to have a local bank account prior to your move to the Hampton Roads area. Otherwise, be aware that you will only have access to cash if you bring cash or travelers checks or establish an account locally by having funds wire transferred. There is usually a fee for this service. A partial listing of local banks and their services is available in the Office of Student Services.

#### **Christian Schools**

A partial listing of Christian schools in the Hampton Roads area is available in the Office of Student Services. Regent University neither recommends nor endorses these private educational institutions.

#### **Consumer Information**

Norfolk Office of Consumer Protection 664-4888  
Virginia Beach Office of Consumer Protection 426-5836

#### **Emergency**

Dial 911 for all emergency services in Hampton Roads area.  
Regent University Security: On campus: ext.2911 or off campus: 226-2075

#### **Employment**

CBN Personnel 226-3851  
Regent University Student Employment: 226-4021

Virginia Employment Commission Offices  
Norfolk 455-3900 Virginia Beach 427-4157  
Portsmouth 396-6865 Chesapeake 547-9717

#### **Newspaper**

Virginian Pilot, Circulation Department 446-9000

#### **K12 School Enrollment**

Generally to enroll children in schools, you must present the following:

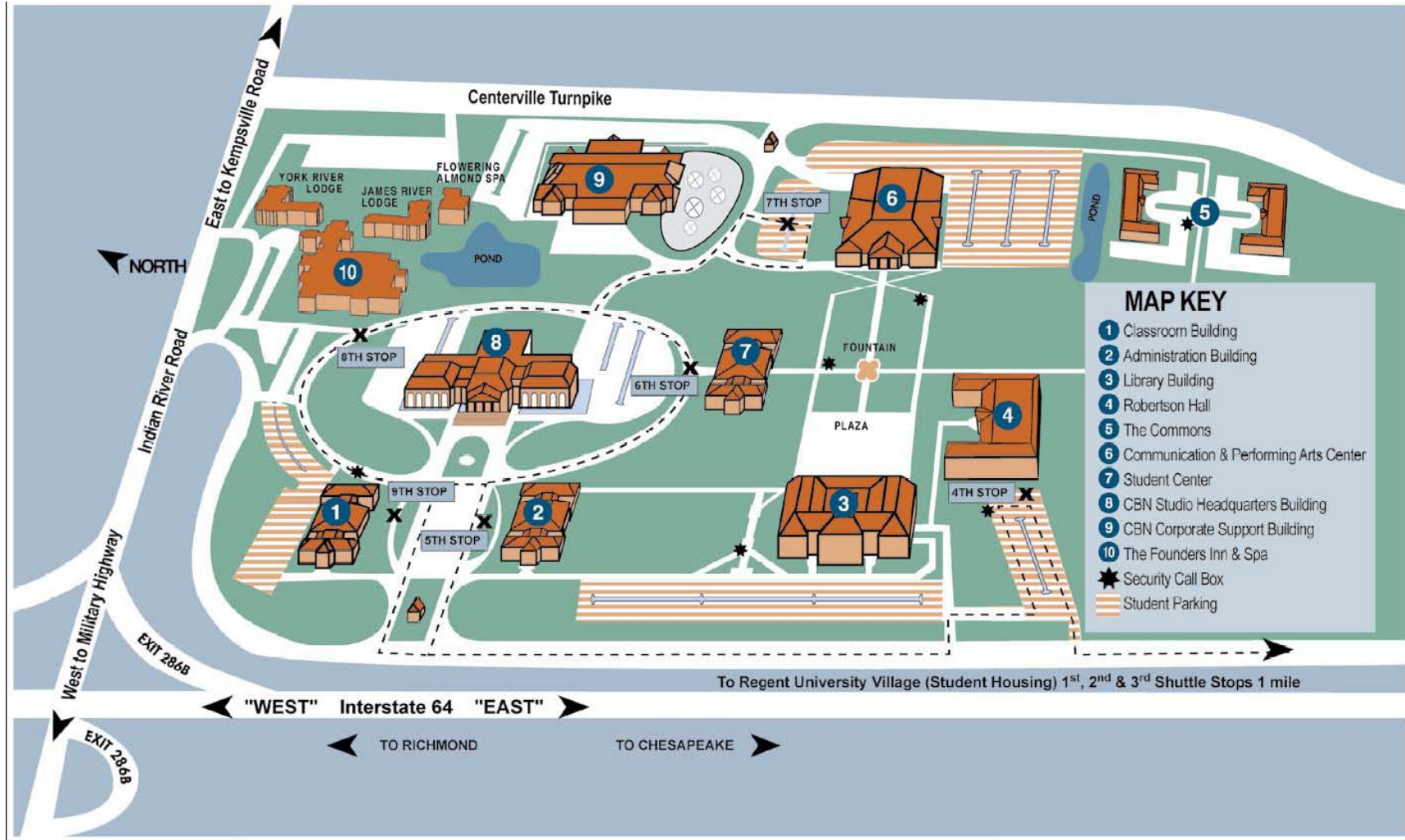
- \* Report cards
- \* Transfer records
- \* Birth certificate
- \* Immunization records

APPENDIX B

Regent University/CBN Facilities

Campus Map: [www.regent.edu/campuses/vb/campusmapflyer.pdf](http://www.regent.edu/campuses/vb/campusmapflyer.pdf)

# REGENT UNIVERSITY CAMPUS MAP



### **1. Regent University Classroom Building**

The 50,000-square-foot building, built in 1986, houses the School of Global Leadership & Entrepreneurship, the School of Psychology & Counseling, the Psychological Services Center, the School of Undergraduate Studies, and Macintosh and PC teaching labs in addition to numerous classroom and seminar rooms.

### **2. Regent University Administration Building**

Built in 1979, the Administration Building is the original building on campus. The building houses the offices of the President, Academic Affairs, Chief Financial Officer, Administrative Services, Facility Services, Human Resources, Advancement, Marketing, Public Relations, Alumni Relations and the Business Office. It also houses the School of Education, plus classrooms and a large multipurpose classroom/assembly hall.

### **3. Regent University Library Building**

Dedicated in October 1984, the University Library allows students to access libraries and databases nationwide via innovative computer technology in the electronic reference center. The Library houses library collections, listening rooms, curricular laboratories, a special collections area, PC training and general-use computer labs, an auditorium, individual and group study areas, a prayer chapel and a beautiful, two-story, multipurpose atrium. Offices for the School of Undergraduate Studies, The Law Library, Mail Services and Copy Services are also housed here.

### **4. Robertson Hall**

Dedicated in the fall of 1994, the four-story building is equipped with the latest audio/video technology and cameras for simultaneous broadcasting. The classrooms are both tiered and seminar-sized. The 132,000-square-foot building houses the School of Law, the Robertson School of Government, the School of Divinity and the School of Undergraduate Studies, plus a 376-seat moot court/city council chamber, various student organizations and the offices of the American Center for Law and Justice (ACLJ).

### **5. Regent Commons**

This 172,000-square-foot, two-building student housing complex opened in 2007. It contains various living options housing 300 student residents. The Commons is comprised of three types of furnished housing units: 1) one-bedroom, 2) studios (single room with a private bath), and 3) 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.

### **6. Communication & Performing Arts Center**

Opened in the fall of 2002, the 135,000-square-foot building houses all the functional areas of the School of Communication & the Arts, along with the Center for Teaching & Learning, Information Technology and Media Services. Key elements in the building are a 710-seat proscenium arch theatre, a 195-seat experimental theatre, a TV studio, a film sound stage, non-linear video editing suites, costume and scene shops, acting and dance labs, two film screening theatres, a complete film production suite, a computer graphics animation studio, a converged media journalism newsroom and a film back lot.

### **7. Student Center**

Opened in late fall 2002, the two-story Student Center houses the offices of Student Services, Central Financial Aid, Central Enrollment and Registrar. Regent University Bookstore, COGS offices, student organization offices, a student lounge and a dining facility are also here.

### **8. CBN Studio Headquarters Building**

One of the most expansive broadcast facilities in the nation, Studio Headquarters houses CBN's worldwide television outreach and network administrative offices. On October 6, 1979, Christian leaders nationwide gathered to dedicate the building for the purpose of taking the Gospel to the entire world.

### **9. CBN Corporate Support Building**

The 290,000-square-foot building houses vital support personnel who help meet the demands of CBN's rapidly expanding international ministry, along with CBN Travel, Operation Blessing and a fully operational print shop that services CBN.

## **10. The Founders Inn & Spa**

The luxurious, Georgian-style resort provides vacation and business travelers with an unparalleled level of lodging hospitality. The four-building complex has 240 guest rooms and suites, spa facilities, swimming pools, formal gardens, meeting rooms and three restaurants. The ballroom, which seats 1,400, has advanced technological capabilities including high-speed Internet access and teleconferencing. (Special rates are offered to Regent University guests.)

### **REGENT UNIVERSITY—**

#### **Christian Leadership to Change the World**

Regent University is dedicated to preparing men and women to make a positive impact on society through Christian integrity and professionalism. Thousands of students enroll annually. More than 30 graduate degrees are offered in the areas of business, communication and the arts, divinity, education, government, law, leadership, and psychology and counseling. In addition, the School of Undergraduate Studies offers multiple four-year bachelor's degrees and bachelor-degree completion. Beyond the campus in Virginia Beach, students can pursue their degrees online from anywhere in the world.

#### **Directions to Regent University**

To visit the university, take exit 286-B from Interstate 64 at Indian River Road. The campus is on the right. Regent is just a 15-minute drive from the Norfolk International Airport.

#### **Campus Tours | [www.regent.edu/tours](http://www.regent.edu/tours)**

The scenic, 100-acre campus in Virginia Beach, Va., is a fascinating study of stately Georgian architecture. Guided campus tours are scheduled each weekday at 11:30 a.m. and 3:00 p.m., with tours starting in the Administration Building lobby.

#### **Campus Attractions | [www.cbn.com](http://www.cbn.com); [www.regent.edu/theatre](http://www.regent.edu/theatre); [www.regent.edu/preview](http://www.regent.edu/preview); [www.foundersinn.com](http://www.foundersinn.com)**

Visitors may choose to explore other campus events. Campus life offers a rich and varied experience including Wednesday noon chapels, theatre performances, seminars, concerts, Preview Weekends, Founders Inn services and tours of CBN.

#### **Local Attractions | [www.hamptonroads.com](http://www.hamptonroads.com); [www.virginia-beach.va.us](http://www.virginia-beach.va.us); [www.virginia.org](http://www.virginia.org)**

While in Hampton Roads, be sure to enjoy the 28 miles of beautiful ocean and bay beaches. Local cultural and nature attractions include First Landing State Park, the Virginia Science Museum, the Chrysler Museum, the MacArthur Memorial, the National Maritime Museum and Nauticus. For a fascinating taste of the 18th century, visit the historic towns of Williamsburg, Jamestown and Yorktown—all within a two-hour drive of the university.

The nation's capital is just 200 miles from Virginia Beach.

Regent University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Regent University. Regent University School of Law is fully accredited by the American Bar Association. The School of Divinity is accredited by the Association of Theological Schools. The School of Psychology & Counseling's M.A. in Counseling (School and Community) is accredited by CACREP; the Doctor of Psychology (Psy.D.) is accredited by the American Psychological Association Committee on accreditation.