



REGENT UNIVERSITY

STUDENT HANDBOOK

Effective November 10, 2016

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

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

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1. Preface

The *Student Handbook* is not a contract but only a statement of University policy regarding such topics as University organizational structure, student academic policies, and student life and services. This *Handbook* represents the official position of the University on any policy or procedure that it addresses. No person at the University now has, or in the past has had, the authority to make any binding promises, assurances or representations regarding students different from those defined in this *Handbook*.

Policies and procedures in this *Student Handbook* are effective immediately and are subject to change at any time. Revisions to this Handbook will be incorporated periodically. Students are responsible for checking the University website at [Student Handbook](#) to keep abreast of alterations and additions.

2. The University

2.1. History

- 2.1.1. Dr. M. G. "Pat" Robertson, founder of the Christian Broadcasting Network, had an inspired vision of establishing a graduate-level institution (now also undergraduate-level) that would train mature men and women for the challenge of representing Christ in their professions. In 1977, that dream materialized when CBN University was incorporated as a nonprofit educational institution in Virginia Beach, Virginia. In the fall of 1978, 77 students began classes in modest, rented facilities.
- 2.1.2. By October 1989, CBN University had grown from a College of Communication and the Arts (now known as the School of Communication & the Arts) to seven professional Schools with nearly 800 students. On January 1, 1990, in recognition of this growth, the Board of Trustees, with the blessing of the Christian Broadcasting Network, unanimously voted to change the name of CBN University to Regent University. A regent is one who represents a king in his absence. For us at Regent University, a regent is one who represents Christ, our Sovereign, in whatever sphere of life s/he may be called to serve Him.
- 2.1.3. The University has grown to nearly 6,000 students, offering associates, bachelors, masters, and doctoral degrees through on-campus and online programs.

2.2. Vision, Mission, and Values

- 2.2.1. *Vision.* To be the most influential, Christian, transformational university in the world.
- 2.2.2. *Mission.* Regent University serves as a center of Christian thought and action to provide excellent education through a Biblical perspective and global context equipping Christian leaders to change the world.
- 2.2.3. *Values.*
 - 2.2.3.1. Christ First. Regent University has as its focal point the teachings, practices and person of Jesus Christ, and fosters a trans-denominational environment.
 - 2.2.3.2. Excellence. Regent University will be recognized for its excellence in education, scholarship, service, and workplace environment.

- 2.2.3.3. Leadership. Regent values authentic, servant leadership and seeks to equip leaders to have a global impact.

2.3. *Christian Community and Mission*

2.3.1. *Key Characteristics of Regent’s Christian Community and Mission.* Regent University is a Christian community that exists to exercise and express Regent’s Christian beliefs.

2.3.1.1. *Regent’s Christian Beliefs.* The Regent Christian community is based on Regent’s Christian beliefs, which include the [Statement of Faith](#).

2.3.1.2. *Representatives and Other Participants.* Regent’s Christian community is represented by all of Regent’s trustees, officers, employees and student or volunteer leaders, each of whom serves Regent’s mission and is an integral part of the community (each such person is described for purposes of this Statement only as a “Regent representative”). The other community participants, including Regent students, alumni, and volunteers, contribute to Regent’s Christian community, but they do not represent Regent unless they are also employees or leaders. For purposes of this policy, with respect to students, a “Regent representative” is a student leader, who by virtue of his or her leadership position: (1) regularly represents Regent to outside audiences or who is seen as speaking for Regent’s mission to internal audiences, (2) regularly exercise leadership in the context of distinctly Christian activities (such as student chaplain), or (3) is engaged in student government.

2.3.1.3. *Christian Exercise and Expression.*

2.3.1.3.1. *As a Community.* Regent’s Christian community is an exercise and expression of both Regent as an institution and of each Regent representative individually.

2.3.1.3.2. *Through its Mission Based Activities.* Regent subscribes to the Christian belief that all of its activities, including the duties of every Regent representative, should express Regent’s beliefs and be rendered in service to God as a form of worship. Therefore, all Regent activities further Regent’s mission and are an exercise and an expression by Regent and by each Regent representative of Regent’s Christian beliefs.

2.3.1.3.3. *All Regent Employees Are Ministers.* All Regent employees, regardless of position are called to serve at the University. As such, each employee is to be anointed with oil and commissioned at a ceremony. As such, each employee is deemed a minister to our student body.

2.3.1.3.4. *University Facilities.* The Chapel and all other Regent facilities have been built for the glory of God and dedicated to Him. They shall not be used for any purpose contrary to the Statement of Faith of Regent. Determination whether a use is contrary to the Statement of Faith shall require the spiritual determination of Regent, and shall be reserved exclusively by Regent.

2.3.2. *Community Standards for Regent Representatives.*

2.3.2.1. *Roles and Expectations.* In response to God’s calling on their lives, Regent representatives exercise and express Regent’s Christian beliefs by working together to advance Regent’s Christian mission. Regent representatives are responsible for

defining, cultivating, leading and/or representing Regent's Christian community as an expression and exercise of Regent's Christian beliefs. Accordingly, each Regent representative shall be expected to (i) model Regent's Christian beliefs for others, (ii) perform all of their duties as a service to God and (iii) comply with the following obligations.

- 2.3.2.1.1. *Christian Beliefs.* Each Regent representative shall affirm their agreement with Regent's Statement of Faith and other Christian beliefs and shall not subscribe to or promote any religious beliefs inconsistent with these beliefs.
- 2.3.2.1.2. *Christian Conduct Standards.* Regent representatives shall at all times (both during working and nonworking hours) endeavor to conduct themselves in a manner that affirms Biblical standards of conduct in accordance with Regent's Christian beliefs. Such conduct standards include Regent's Standards of Personal Conduct.
- 2.3.2.1.3. *Distinctly Christian Activities.* Each Regent representative shall be ready, willing and able to lead or contribute to distinctly Christian activities such as worship or prayer services.
- 2.3.3. *Community Standards for Regent Students.* In furtherance of its mission, Regent's Christian community educates and equips for Christian leadership students who have agreed to learn and participate in the life of the Regent community. Although students generally do not represent the Regent Christian community, they do contribute to the community and to the accomplishment of Regent's mission. Accordingly, Regent students should understand the applicable Christian community standards and must agree to certain commitments as community participants.
 - 2.3.3.1. *Equal Opportunity Policy for Students.* Regent University does not discriminate on the basis of race, color, sex, national or ethnic origin, disability or veteran status in admissions, or in the administration of educational policies, scholarships, loan programs, athletics or other University administered student programs. In addition, Regent does not discriminate based on religion, except as necessary to comply with Regent's Standard of Personal Conduct and Statement of Christian Community and Mission.
 - 2.3.3.1.1. Questions or concerns regarding discrimination based on sex may be directed to the University's Title IX Coordinator, Amber Steele. Ms. Steel can be reached at 757-352-4928 or asteel@regent.edu. Ms. Steele's office is located in suite 201 of the Student Center.
 - 2.3.3.1.2. Further information about Title IX and sexual discrimination in education is available from the [Office of Civil Rights](#) at the US Department of Education; 800-421-3481; OCR@ed.gov; www.ed.gov/ocr.
 - 2.3.3.2. *Preferences.* To further Regent's mission of equipping Christian leaders and to support student contributions to Regent's Christian community (including student leadership and employment positions), Regent may give preference to students who subscribe to Regent's Statement of Faith in admissions, and in the administration of educational policies, scholarships, loan programs, athletics or other University administered student programs.

- 2.3.3.3. *Christ-Centered Education.* All students must acknowledge that Regent is a Christian community and must agree to receive an education in accordance with Regent’s mission, Statement of Faith, and community standards, including Christian standards of personal conduct. Students in the School of Divinity in the following programs shall subscribe in writing to the Statement of Faith: Master of Arts in Practical Theology, Master of Divinity, Doctor of Ministry, and students seeking the Military Chaplain certificate.
- 2.3.3.4. *Christian Standards of Personal Conduct.* All students must abide by Biblical [standards of personal conduct](#) as set forth in the Student Handbook.
- 2.3.3.5. *Student Leaders and Employees.* Only students who subscribe to Regent’s Statement of Faith are eligible for employment or leadership positions at Regent.
- 2.3.4. *Additional Christian Community Standards.*
- 2.3.4.1. *Alumni, Volunteers and Contract Workers.* Alumni, volunteers and contract workers are not considered to be representatives of Regent’s Christian community unless they are serving in leadership positions. Nevertheless, when such persons serve with Regent, they shall be required to acknowledge that they understand and agree to support Regent’s mission and values. Regent reserves the right to give preference for such service to alumni, volunteers and contract workers who share Regent’s Christian beliefs.
- 2.3.4.2. *Current Trends.* In response to current cultural and legal trends, Regent has determined to articulate more specifically its Christian beliefs and associated community standards on the following subjects.
- 2.3.4.2.1. *Marriage.* Regent subscribes to the Christian belief that God has instituted marriage as a covenant relationship between one man and one woman. Regent shall recognize only such marriages for all policies and programs in the Regent Christian community.
- 2.3.4.2.2. *Sexual Conduct.* Regent University fully accepts the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God’s intended context for complete sexual expression to occur (Gen. 2:21-24). Husbands and wives are called to exclusive sexual fidelity to one another and single persons are called to abstinence. Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.
- 2.3.4.2.3. *Abortion.* Regent affirms the Christian belief that all individuals are created by God in His image. Regent accordingly believes as a matter of Christian conviction that no procedures should be performed or medicines taken to terminate a pregnancy and take the life of an unborn child (such procedures are referred to herein as abortions), except in extraordinary circumstances where other Biblical, moral principles prevail, such as where medically necessary to preserve the life of the mother. Regent’s beliefs also prohibit paying for or otherwise facilitating such procedures.

As dictated by these beliefs, Regent as an institution shall not fund abortions in any manner, including through a health care benefit plan that covers drugs used to induce abortions, except in the foregoing extraordinary circumstances. In addition, Regent shall not participate through its health care benefit plan in a program that uses the plan as a means for providing drugs used to induce abortions.

Any requirement to facilitate abortions by offering such coverage or participating in such a program, and any penalty for failing to offer such coverage or participate in such a program, would directly and substantially burden and undermine Regent's exercise and expression of its Christian beliefs.

- 2.3.4.2.4. *Religious Activities.* Regent engages solely in activities that further its Christian mission. In addition, Regent believes that, because all knowledge comes from God, the learning process in all subjects can and should be one of spiritual growth. Therefore, Regent considers its instructional activities in all subjects to be a form of religious worship.

Regent distinguishes between exclusively religious activities and integrated religious activities. Exclusively religious activities include courses in Regent's theology and other seminary training (i.e., pervasively sectarian instruction), as well as devotional worship services such as chapel services conducted by Regent.

Integrated religious activities include courses in subjects taught by public and other nonreligious institutions (i.e., "secular" subjects). Such activities also include student activities (such as athletics and clubs) similar to those conducted at public and other nonreligious institutions. Regent teaches "secular" subjects according to academic standards applicable to all accredited institutions. In addition, Regent teaches its Christian viewpoints on such subjects as applicable and encourages supplemental instructional activities to foster spiritual growth, such as prayer. Regent shall not agree to any limitations on its integrated religious activities.

- 2.3.4.3. *Implementation.* To the extent the President determines necessary or advisable to further Regent's mission or to cultivate Regent's Christian community, the President may establish additional standards based on Regent's Christian beliefs for the activities and programs conducted within the community or for Regent representatives or other community participants.

(Board of Trustees, Approved October 2013)

2.4. Statement of Faith

- 2.4.1. Regent University is a Christ-centered institution. The Board of Trustees, along with the faculty, staff and students of the University, are committed to an evangelical interpretation and application of the Christian faith. The campus community is closely

identified with the present-day renewal movement, which emphasizes the gifts, fruit, and ministries of the Holy Spirit. All employees are expected to understand and adhere to the following articles of belief:

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

2.5.Principle of Integrity

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

2.6.University Administrative Officers

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

Administrative Officer	Position
Dr. M. G. “Pat” Robertson	Founder, Chancellor, and CEO
Dr. Gerson Moreno-Riaño	Executive Vice President for Academic Affairs
Dr. Joseph Umidi	Executive Vice President for Student Life

Mr. Louis Isakoff	Senior Vice President and General Counsel
Ms. Ann LeBlanc	Vice President for Advancement
Ms. Sherri Miller	Vice President for Marketing and Public Relations
Mr. Robert Owen	Chief Financial Officer
Ms. Martha Smith	Vice President for Human Resources and Administration
Mr. Dean Wooten	Vice President for Finance

- 2.6.2. *CEO*. The CEO is the chief executive of Regent University. The CEO’s main duty is to provide focus and direction for the institution and to recommend appropriate policies to the Board of Trustees. The CEO serves as a member of both the Board and its executive committee and submits an annual report to the Board concerning the work, condition and needs of the University and any other matters pertinent to the institution or to the cause of higher education.
- 2.6.2.1. Further, the CEO recruits and develops a first-rate administrative team with whom he works to establish a strong, cohesive community within the University. He represents the institution and interprets its mission and purposes to its various constituencies, as well as provides leadership in developing the resources and assuring the fiscal viability of the University. The CEO has ultimate control of the University's fund-raising activities.
- 2.6.2.2. In regards to faculty relationships, the CEO or his/her designee calls and presides at meetings of the faculty except as otherwise provided in the bylaws of the University, and makes sure that the regulations and policies of the Trustees affecting the administration and work of the University are observed. The CEO recommends the appointment of all members of the faculty to the Board and, except as otherwise provided for in the bylaws, appoints all committees thereof, maintaining veto power of any action of any faculty, or committee, or agency of the faculty.
- 2.6.3. *Executive Vice President for Academic Affairs*. The Executive Vice President for Academic Affairs is responsible for the institution-wide general direction of the instruction, research and outreach activities of the university, and is the senior member of the Cabinet. This office assists the executive leadership team in ensuring that all of our programs are characterized by the highest quality possible, giving students the most value for their educational investment and full support to achieve their career and personal goals. We are also committed to providing a robust faith-learning integration for all academic programs, one that transforms how our students not only think but also how they live and lead in the world

- 2.6.4. *Executive Vice President for Student Life*: The Executive Vice President for Student Life oversees Student Services, and administers the budget for Student Services, which includes Student Activities and Leadership, Campus Ministries, International Student Services, Career Services, Writing Center, Counseling Services, Disability Services, Student Conduct, and Center for Student Happiness. The Executive Vice President for Student Life promotes and leads in the development of strategies for student success and retention.
- 2.6.5. *Vice President for Advancement*. The Vice President for Advancement provides leadership for services related to the advancement of the University. The individual in this position is responsible for supporting the President in a successful University-wide fund development effort, including annual fund initiatives, corporate and foundation relations, planned and deferred giving, and special events. The Vice President for Advancement advises the President and other senior staff on revenue generation and constituency development working to implement the strategic plan for Regent University. The individual in this position also is responsible for maintaining and enhancing the University's relationships with targeted constituents and for increasing the University's image and reputation with key publics. The Vice President for Advancement provides guidance and training to the advancement staff in Biblical stewardship, comprehensive fund development programs, and institutional marketing and communications. The Vice President for Advancement supervises the departments of advancement, alumni relations, advancement marketing and research, and advancement events.
- 2.6.6. *Vice President for Finance*. The Vice President for Finance is responsible for establishing policies and procedures to ensure the proper safeguarding of University assets and the proper use of University funds. The individual in this position is responsible for the planning, implementing, and monitoring the University's annual budget. The Vice President for Finance acts as liaison to the Board of Trustees for fiscal and administrative matters. The individual in this position oversees the management of the University's endowment assets as the liaison with the University's endowment consultant and the Investment Committee. The Vice President for Finance serves as liaison with external auditors conducting the annual audit of the University. The Vice President for Finance provides leadership and direction to the employees in Mail and Copy Services, Administrative Services, Purchasing, and the Business Office.
- 2.6.7. *Senior Vice President and General Counsel*. The Vice President and General Counsel is the chief legal officer of the University. The individual in this position provides legal counsel to each school and to the central administration. The Vice President and General Counsel maintains primary responsibility for the development of legal and related administrative policy as well as representing the University in outside legal and administrative proceedings. The Vice President and General Counsel supervises outside legal counsel.
- 2.6.8. *Vice President for Human Resources and Administration*. The Vice President for Human Resources and Administration is responsible for leading the University's strategic management of its human resources as a vital part of overall marketplace competitiveness. The individual in this position is responsible for developing and

implementing strategies to establish and maintain a healthy and positive workplace environment for faculty, staff, and students. The Vice President for Human Resources develops University-wide personnel policies and procedures to improve organizational effectiveness and oversees all record keeping and procedural functions required to ensure that employment, compensation, benefits, safety, personnel and equal opportunity policies and practices comply with applicable criteria of accrediting agencies, governmental agencies, and federal and state labor laws. This person also has responsibility for supporting all the academic and administrative computing and telecommunications needs of the University.

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

2.6.10. *Deans:*

Dr. Don Finn	School of Education
Dr. Esther Gillie	University Library
Dr. Doris Gomez	School of Business & Leadership
Dr. William Hathaway	School of Psychology & Counseling
Mr. Michael Hernandez	School of Law
Dr. Mitch Land	School of Communication & the Arts
Dr. Gerson Moreno-Riaño	College of Arts & Sciences
Dr. Eric Patterson	Robertson School of Government
Dr. Cornelius Bekker	School of Divinity

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

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

2.7. *Faculty*

- 2.7.1. The faculty of each School is composed of the Executive Vice President for Academic Affairs, the Dean of the School, such officers designated by the President to be primarily responsible for instruction and research, all full-time individuals of the rank of full instructor or above who are engaged in work from which recognized college degrees are awarded, and faculty emeriti. For a complete listing of Regent University faculty, please refer to the [Regent University Graduate and Undergraduate Catalogs](#) as appropriate.
- 2.7.2. In cooperation with the President, the Executive Vice President of Academic Affairs (EVPAA) and officers of the University, the faculty of each School is responsible for the conduct of instruction and research in that School. Each School faculty, with the consent of the Deans and the EVPAA, recommends such regulations to the President as it deems necessary to carry on instruction and research, promote faculty and student welfare, advance the standard of work, and otherwise further the aims of each academic unit within the University. It also recommends such persons as it determines fit to receive degrees or other marks of distinction as well as recommends new degrees or diplomas.

2.8. *Questions? Who to Contact?*

- 2.8.1. Regent University: 757.352.4000
- 2.8.2. Student Services: 757.352.4927
- 2.8.3. Business hours: Monday-Friday, 8am-5pm, Tuesdays until 6pm.
- 2.8.4. Regent CARES - After hours support and information center: 757-352-4738 or 855-352-4780. Online at www.regent.edu/cares.
- 2.8.5. Additional phone numbers (direct dial 757.352 + extension):

Office	Extension
Academic Affairs	4320
Activities (for students)	4928
Advancement/Development	4009
Alumni Relations	4027
Athletics/Intramurals	4486
Business Office	4059
Campus Ministries	4808

Career Services	4926
Cashier	4059
Classroom Reservations	4049
Class Schedules	4049
College of Arts & Sciences	4410
Community Building (Regent Village)	4895
Counseling (Personal)	4101
Counseling (Career)	4926
Diplomas/Degree Clearance	4045
Facilities Scheduling	4008
Facilities Services	4444
Financial Aid	4125
Graduation Procedures	4038
Housing (on & off campus)	4890
Human Resources	4070
Information Technology (Helpdesk)	4076
Libraries:	
University Library Circulation	4150
University Library Information	4150
University Library Reference	4159
Law Library	4450
Lost and Found	4927
Mail Services	4069
Marketing	4034
Office of the President	4015
Parking Services	4103
Psychological Services Center	4488
Regent Gift Shop	4904

Regent Ordinary (Café)	4931
Regent University Commons	4652
Regent University Village	4895
Robertson School of Government	4630
School of Communication & the Arts	4389
School of Divinity	4417
School of Education	4136
School of Business & Leadership	4225
School of Law	4046
School of Psychology & Counseling	4252
Security – Campus Police	(226-)2075
Sexual Harassment/Assault Reporting	4928
Shuttle	4927
Special Events	4036
Student Emergency Fund	4486
Student Employment	4070
Student Loan Deferment	4049
Student Organizations	4928
Student Services	4103
Transcripts	4124
University Calendar	4442
University Relations	4045

2.9. The Regent University Community

2.9.1. *The Student Body.* All 50 states and over 60 foreign nations are represented in the Regent University community. It is a diverse community, where there is a dynamic unity centered in the person of Jesus Christ.

2.9.2. *The Campus.* In addition to student housing, there are seven main buildings on campus that house academic and administrative offices.

2.9.2.1. Administration Building:

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

2.9.2.2. Classroom Building:

Psychological Services Center	First Floor
College of Arts & Sciences - Advising	First Floor
School of Business and Leadership	Second Floor
School of Psychology & Counseling	First/Second Floors

2.9.2.3. Communication Building:

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

2.9.2.4. Divinity Building and Welcome Center:

College of Arts & Sciences Admissions	Second Floor
Enrollment Management	First Floor
Graduate Admissions	Second Floor
School of Divinity	First, Second, & Third Floors
Welcome Center	First Floor

2.9.2.5. Library Building:

Atrium	Second Floor
Auditorium	Second Floor

Enrollment Management	First Floor
Law Library	Third Floor
Mail & Copy Services Library	First Floor
Prayer Chapel	Second Floor
University Library	First/Second Floors
University Receiving	First Floor

2.9.2.6. Robertson Hall:

Campus Ministries	Fourth Floor
Career Planning Services (Law)	Second Floor
College of Arts & Sciences	Fourth Floor
Robertson School of Government	Second/Third Floors
School of Law	Second/Third Floors

2.9.2.7. Student Center:

Café Moka	First Floor
Career Services/Career Resource Center	Second Floor
Center for Student Happiness	First Floor
College Student Leadership Board	First Floor
Computer Lab	First Floor
Council of Graduate Students (COGS)	First Floor
Counseling Services	Second Floor
Financial Aid	Second Floor
IDs/Keycards	Second Floor
International Student Support	Second Floor
Office of Student Activities & Leadership (OSAL)	Second Floor
Parking Services	Second Floor
Regent Athletics	First Floor
Regent Gift Shop	First Floor
Regent Ordinary (Café/Dining Services)	First Floor
Registrar's Office	Second Floor
Shuttle Services	Second Floor
Student Services	Second Floor

2.9.2.8. Regent University and CBN campus map is available [online](#).

2.9.3. Virginia Beach

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

- 2.9.3.2. Virginia Beach is a young city. Prior to its annexation with Princess Anne County, Virginia Beach was limited to the strip that is commonly known as the oceanfront resort area. The local municipal facilities (i.e. courthouse, etc.) are found on Princess Anne Road traveling east, not far from the small community of Pungo (known for its Strawberry Festival).
 - 2.9.3.3. Students who are residents of Virginia Beach will find excellent resources for recreational activities within the city. The Parks and Recreation Department operates a number of parks, pools and gymnasium facilities. The Virginia Beach Recreation Center, which is located at 800 Monmouth in the Kempsville Area, provides excellent pool, gymnasium, weight and exercise facilities. Theater and meeting rooms are included in the complex. A small annual fee is charged.
 - 2.9.3.4. Virginia Beach's climate is best described as "mild and moderate" with wonderful changes of season. The average annual snowfall is around three inches, and January and February are typically the coldest months.
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3. Campus Services

3.1. Introduction

- 3.1.1. In this section, information on a variety of topics related to student life is presented. These details make up an important part of day-to-day life at Regent University and should be carefully reviewed. They will assist students in taking maximum advantage of University resources. While each student is an individual in terms of goals and progress toward God's ideal, there are some significant commonalities to our commitment.
- 3.1.2. Intellectually, Regent University students agree to receive an education in accordance with our Philosophy of Education. Affirming the principle that all knowledge and wisdom come from God, each student's intellectual pursuit is characterized by a unique combination of disciplined academic preparation and compassionate, service-motivated application. Regent University students recognize that the discovery of truth may take them in a variety of directions. There is a commitment to the proposition that all truth is God's Truth. Students are challenged to filter through various avenues of learning to discover the essence of God's undergirding Truth.
- 3.1.3. Socially and culturally, Regent University students seek to discover the meaning of Christ's command that His followers are "to be in the world but not of it." Each student submits to the Standard of Personal Conduct and The Honor Code of Regent University throughout the time of his or her enrollment. The maturing Regent University student is committed to the highest standards of personal and professional integrity, a growing sensitivity to the needs of mankind, deepening personal humility that recognizes the hand of God in all that is accomplished and a sincere desire to cultivate and maintain meaningful life-long personal relationships. As a community of committed scholars, students recognize that it is necessary to maintain a posture of both contributing to and receiving from that community.
- 3.1.4. Although spiritual growth is ultimately an individual responsibility, Campus Ministries encourages and facilitates spiritual development among Regent community members.

- 3.1.5. In summary, Regent University students are preparing to live a life of honor to God, of service to mankind and of fullness to oneself. The goal is to help each student actualize his or her inherent potential and make a meaningful contribution to the activities of the University and society. You can obtain more information on Student Services [online](#).
- 3.2. *Activities and Special Events:* Recognizing the unique needs of students for social and recreational activities, the Office of Student Activities and Leadership (OSAL) promotes programs that bring the University family together at the school level and University-wide. Banquets, intramural sports, coffee houses, field trips and other related activities are offered periodically throughout the school year. Students who have special interests or suggestions on various activities, or who would be interested in coordinating an activity, are encouraged to contact OSAL.
- 3.3. *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 5:00 p.m., and until 6 p.m. on Tuesdays. The Regent Bookstore is closed for holidays coinciding with University closings. During the first week of the semester, the bookstore is open extended hours. All schedule changes are posted 48 hours in advance.
- 3.3.1. The bookstore accepts personal checks, Visa, MasterCard, and Discover for the amount of the purchase. Personal checks are cashed up to a whole-dollar amount of \$10. Current identification is necessary for all check handling.
- 3.3.2. The Regent Bookstore offers much more than textbooks and school supplies. There are also complete lines of Christian greeting cards, Regent insignia products, the nation's best-selling trade books and Bibles, gift items, snacks, and much more.
- 3.3.3. Textbook return and refund policies coincide with the University's drop-add policy. Students returning unused textbooks in new condition during the first week of classes will receive a 100 percent refund, a 50 percent refund during the second week; returns will not be accepted after the end of the second 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.
- 3.4. *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.
- 3.5. *Career Services:* Career Services offers 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 the Student Center.

- 3.6. *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.
- 3.7. *Council of Graduate Students:* 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 on the COGS website.
- 3.8. *Counseling Services*
 - 3.8.1. Student Services has a full-time licensed professional counselor on staff who provides individual and group counseling services to students, free of charge. Information on counseling services is available [online](#).
 - 3.8.2. The [Psychological Services Center](#) (PSC) is located on the first floor of the Classroom Building. Various counseling and psychological testing services are offered by PsyD students in the PSC.
- 3.9. *Disability Services:* The Office of Student Services is responsible for establishing accommodations for students with disabilities at Regent University. In addition, the Regent University Library has equipment available to assist the visually impaired. For more information visit www.regent.edu/disabilities or contact Student Services.
- 3.10. *Facility Scheduling for Activities:* [Student Organizations](#) that want to host activities that involve the use of University facilities, equipment or personnel must have approval from the Office of Student Activities and Leadership. Individual students who wish to use campus facilities for personal use must either find a University office or student organization to co-sponsor the activity, or follow the procedures for Outside Groups as outlined on the [Administrative Services webpage](#).
- 3.11. *Financial Aid:* Upon inquiry and application to the University, prospective students receive financial aid information. For additional information, please contact the [University Financial Aid Office](#) or the individual schools.
 - 3.11.1. Notice to Students Concerning Loss of Financial Aid for Drug Violations
 - 3.11.1.1. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set

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

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

- 3.11.1.2. If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.
 - 3.11.1.3. Students denied eligibility for an indefinite period can regain it only after successfully completing an approved rehabilitation program or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
 - 3.11.1.4. The Higher Education Opportunity Act requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.
- 3.12. *Health Center:* Through a partnership with Sentara Medical Group, the University maintains a health center on campus for on-campus residents. However, students are still urged to establish themselves with a family physician early in the school year.
- 3.13. *Identification Cards and Keycards*
- 3.13.1. Student identification cards are provided during initial registration. ID cards will be required for attending many Regent University sponsored activities and checking out library books. Students should carry and display their ID cards at all times. ID cards and Keycards can be obtained by visiting the Student Services Office.
 - 3.13.2. Students living in Regent Commons and those enrolled in communications and arts programs will be issued a Keycard. All other students will be issued a Student ID. Upon issuance of your Student ID or Keycard students agree to the following:

- 3.13.2.1. The ID/Keycard should be in your possession at all times and you will produce it any time requested by a University official.
 - 3.13.2.2. The ID/keycard will be returned to Student Services upon your graduation, or as requested by Student Services, whichever comes first.
 - 3.13.2.3. Lending, selling, or otherwise transferring a Student ID or Keycard is strictly prohibited.
 - 3.13.2.4. There is a non-refundable replacement fee of \$5 for the Student ID.
 - 3.13.2.5. There is a replacement fee of \$15 for a keycard. If you subsequently find your keycard and turn it in to Student Services, you will be reimbursed \$10.
- 3.14. *International Students*: For international students, all matters of admission are coordinated by the school of the individual student in consultation with the International Admissions Coordinator in the office of Enrollment Support Services. Once a student is admitted, immigration matters and cultural adaptation issues are coordinated through the [Office of International Student Services](#).
- 3.15. *Intramural Sports*: A variety of seasonal [intramural sports](#) are offered by Student Services through the [Office of Student Activities and Leadership](#). The programs vary in competition level and structure to meet the needs in the community. Intramural sports include flag football, volleyball, basketball, soccer, tennis, ping pong, and softball.
- 3.16. *Lost and Found*: Lost and found is located in the Office of Student Services on the second floor of the Student Center.
- 3.17. *Regent Ordinary (Dining Services)*: In colonial days, an Ordinary was an establishment that served good food at reasonable prices. Regent Ordinary is the University's effort to replicate the past today with good food in a delightful setting. Come and visit the Regent Ordinary in the Student Center. Students will find it to be an extraordinary experience. The Ordinary serves soups, salads, sandwiches, burgers, pasta, pizza, plated meals, as well as a variety of breakfast items. Starbucks coffee (espresso and other coffee/tea specialty drinks) and Coca Cola products are also featured. For menus and additional information, see [Regent Ordinary](#).
- 3.18. *Residence Life (Housing)*: The Office of Residence Life strives to provide as many housing options as possible. However, it does not assume responsibility for arranging or supplying housing for Regent University students.
- 3.18.1. [Regent Commons](#) is located on campus, adjacent to the Communication and Performing Arts Center. The complex consists of a total of 475 beds. The Commons is comprised of three types of furnished housing assignments: (a) double or triple occupancy one-bedroom, (b) shared studio, and (c) four-bedroom/ two-bath suites (four single students per suite). Housing fees for these assignments include furniture, electricity, cable television, internet service, water/sewage, laundry and use of the fitness center. For more information call 757.352.4652.
 - 3.18.2. [Regent Village](#) is located three quarters of a mile from campus. The complex consists of approximately 300 two- and three-bedroom, unfurnished housing assignments between

1,000-1,190 square feet each. A limited number of furnished roommate assignments are available. The apartments are equipped with refrigerators, ranges, and dishwashers. For more information call 757.352.4895.

- 3.18.3. *Off-Campus Housing:* The Office of Residence Life 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. The Office of Residence Life maintains listings of rooms, apartments, townhouses and houses for rent. There are also limited listings on real estate offered for purchase.
- 3.19. *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 1:00 PM, 5:00 to 6:30 PM, and 9:00 to 10:30 PM.
- 3.20. *Student Emergency Fund:* The [Student Emergency Fund](#), managed by the Office of Student Activities and Leadership, is available to assist enrolled students who are experiencing a financial emergency, excluding tuition-related expenses. The fund is sustained by monetary contributions made by students, staff, alumni, and friends of the University community.
 - 3.20.1. Students who are experiencing a financial emergency and who have exhausted other resources are encouraged to avail themselves of this ministry. Requests for emergency assistance are considered on the basis of what is clearly recognized as a bona fide emergency. As such, the Student Emergency Fund Committee considers each request separately. This fund is not to be viewed as a means of regular support.
 - 3.20.2. Contributions to the fund may be made through the Student Services Office. Normally, contributions to the fund are tax deductible. For more information contact Student Activities and Leadership at 757.352.4486.
- 3.21. *Student Health Insurance:* Except for international students with F-1 visas, the University does not require students to have health insurance, nor does it offer a health insurance plan for students. International Students should follow the procedures described on the [OISS website](#) to have their health insurance plan approved. All other students are responsible for securing their own insurance coverage, should they choose to have it.
- 3.22. *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 Office of Student Activities and Leadership. A current list of officially chartered student organizations and the applications for chartering a student organization may be obtained from this [website](#).
- 3.23. *Town Hall Meetings:* The purpose of these periodic meetings shall be to provide an informal forum for the expression of students' ideas, suggestions, and concerns. Town hall meetings are

held in the individual schools and University wide, and provide opportunities for the University administration to communicate upcoming plans to students.

3.24. *University Library:* The [University Library](#) occupies the first two floors of the Library Building, with the [Law Library](#) being on the third floor. Tours of the University Library may be scheduled for groups or individuals by contacting [Library Administration](#). It is recommended by the University Library that incoming students review the University Library's [freshmen orientation guide](#), and the [University Library's policies](#).

3.25. *University Publicity:* University-sponsored events and information are normally publicized in one or more of the following ways:

3.25.1. Official University Bulletin Boards are located throughout the University buildings. Some are for general University use, some are designated for each school office and others are for student use. All of these bulletin boards are for official University use only. Students desiring to post information must obtain approval from Mail Services for general use bulletin boards and from the appropriate school/office for individual school/office bulletin boards. Students wanting to place announcements on the student bulletin boards in the Student Center must have their announcement approved by the Student Services Office. Unapproved announcements and information will be removed. Students are strongly encouraged to read announcements and information publicized on these boards.

3.25.2. The [University Master Calendar](#) is updated weekly on the Internet. All student organization activities and events should be registered with the Office of Student Activities and Leadership in an attempt to alleviate any conflicts and facilitate communication. Before scheduling any event, students, faculty and staff should review the University Master Calendar to determine open dates.

3.25.3. Electronic Newsletters: University announcements are distributed to local students each Wednesday morning via the Regent Upcoming Events (RUE) email, and to distance students the last week of the month via the Regent Upcoming Events – Distance (RUE-D) email. Announcements can be sent to stusrv@regent.edu for inclusion in the RUE and/or RUE-D. Submissions for the RUE received by 2 PM on Tuesday will be included in that week's email. Submissions for the RUE-D received by the 25th of the month will be included in that month's email.

3.26. *University Writing Center*

3.26.1. The Regent University Writing Center (RUWC) offers free, one-on-one assistance to any Regent student working on an academic writing assignment. The RUWC staff use a collaborative coaching model that focuses on equipping students to become better self-editors. Therefore, coaching sessions offer individualized guidance in identifying the source of the student's writing problems and applying principles of effective academic writing. Coaching sessions are available in-person, over the phone, and through Wimba. These options make it feasible for both local and distance education students to take advantage of available services. Coaching sessions are 45 minutes in length and focus on any aspect of the writing assignment.

- 3.26.2. Throughout each semester, the RUWC also offers workshops on campus to help students with their writing needs. Online students can access recordings of the workshops on the [RUWC Resources page](#). 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.
 - 3.26.3. The RUWC also has a resources page on their website (www.regent.edu/writing) that contains tutorial videos, sample papers, formatting checklists, and other tools for MLA, APA, APSA, and Turabian. The resources page also contains handouts designed to help with grammar and punctuation, sentence structure, and avoiding plagiarism.
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4. Spiritual Life at Regent University

- 4.1. *Introduction:* The transformation of every believer into the image of Christ is the highest goal of spiritual life. We recognize that this process can only occur through the freedom expressed from the Spirit of the Lord. The same Spirit that raised Christ from the dead dwells within the believer and unites each one of us in the body of Christ. 2 Corinthians 3:17-18.
 - 4.1.1. *The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ. For we were all baptized by one Spirit into one body—whether Jews or Greeks, slave or free—and we were all given the one Spirit to drink.* 1 Corinthians 12:12-13.
 - 4.1.2. Nearly 45 Christian denominations make up the Regent community. Who can unite this startling display of diversity? Jesus Christ! He unites the many under one head, one Lord, one mission. We are enriched, not divided, by our differences when we place Christ First. Our President and Board of Trustees hold this as a prime value, stating “Regent University has as its focal point the teachings, practices and person of Jesus Christ, and fosters a trans-denominational environment.”
 - 4.1.3. Every student is on a spiritual journey. Our hope at Campus Ministries is to accompany and encourage students along the way. Just as Jesus “grew in wisdom and stature, and in favor with God and man,” we too are called to grow, (Luke 2:52). As believers, we are called to learn to walk, talk, and think like Jesus in every aspect of life. Ultimately, this journey will lead us to grow into the image of the Son. We believe the nature of this journey to be fourfold: the journey up towards God; the journey in towards identity in Christ; the journey together towards community; and the journey out towards the world. We invite you to take this Journey and grow along with us. For more information regarding programs and services offered contact Campus Ministries. To get involved, contact the Director of Campus Ministries at 757.352.4295.
- 4.2. *The Journey Up:* The purpose of the Journey Up is to celebrate God and the church – his people.
 - 4.2.1. *Chapel.* University Chapel meets each Wednesday at noon in the Chapel. Attendance is encouraged of all students, faculty, and staff as a visible expression of our spiritual unity. Services are also streamed live and archived on the Campus Ministry tab of the My Regent web portal. Individual schools may also hold chapel services. Scripture

encourages us not to "give up meeting together..." but to "encourage one another" by our communal worship and prayer. We value common worship as a means of expressing our deepest held beliefs that Christ is first over our campus.

- 4.2.2. *UnChapel* is a ministry for students by students that meets each Thursday evening in the Chapel. Students learn the spiritual practices of authentic worship, prayer ministry, and practical bible teaching in an organic, relaxed setting. Freed from distractions, the student community comes together in UnChapel to proclaim in their own voice Christ is first on our campus and in our hearts. Students have opportunity to minister through hospitality, public speaking, prayer teams, media teams, and creative arts. For more details email ministry@regent.edu.
 - 4.2.3. *Worship Team*. Campus Ministries trains Christian leaders to retake the arts in submission to Christ. As an expression of this desire, we disciple emerging worship leaders in the art and practice of leading others into the presence of God. Auditions are held yearly in the spring; scholarships are awarded to assist these students in pursuit of becoming good stewards in their spiritual discipline of leading worship. For more information contact ministry@regent.edu
 - 4.2.4. *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. To request more in-depth discipleship, contact the Discipleship Coordinator, Sara Carrara Di Fuccia, ministry@regent.edu.
 - 4.2.5. *Community Milestones*. These special chapel services occur regularly in the spiritual life of Regent University. Some of those would include:
 - 4.2.5.1. *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. New staff, faculty and student leaders are anointed by the administration for spiritual leadership in our academic community.
 - 4.2.5.2. *Founders Chapel*. Dr. M.G. "Pat" Robertson, Founder and Chancellor of Regent University addresses the campus and recounts the God-given vision that founded our institution as a "school for His glory."
 - 4.2.5.3. *Week of Worship*- Once a year in the fall, our school gathers for a week of special chapels, times of prayer and repentance, and worship. We then gather for a unique time of spiritual nourishment around the Communion table in the Chapel.
 - 4.2.5.4. *Holy Week Chapels*. The week before Easter Campus Ministries hosts a special Holy Week Chapel and Communion on Wednesday, and a Holy Thursday Communion and Foot Washing service.
- 4.3. *The Journey In*: The purpose of the Journey In is to reflect upon identity and personal calling.
 - 4.3.1. *Apprenticeship Program*: Each semester students may apply to be a part of the Campus Ministries Apprenticeship Program. This is an opportunity for students to discover their God-given passions by jumping into ministry opportunities on campus. Students who are selected for an apprenticeship position are assigned to a specific journey – Up, In,

Together, or Out – and paired with a Campus Ministries staff member for discipleship. Apprentices will learn firsthand what it means to run a ministry by actively participating in the planning, leading, and assessing various chapels, service events, prayer initiatives, and discipleship programs. Alongside gaining ministry experience, Apprentices learn valuable professional skills through weekly Apprenticeship meetings and office hours. To apply for a Campus Ministries Apprenticeship position, please contact Ryan Smith, Apprenticeship Coordinator, at ministry@regent.edu.

- 4.3.2. *Prayer:* Prayer is the key to growth in all phases of our Christian walk. Individuals at Regent University are encouraged to develop and participate in various intercessory prayer groups in and around the campus community. Special calls to prayer are made throughout the year. Often, entire chapel services are devoted to corporate prayer and worship. The Chapel is open for prayer from 7 AM to 12 midnight each day, and the Prayer Room is open to students 24 hours a day, seven days a week. You can submit a prayer request at any time by emailing prayer@regent.edu.
- 4.3.2.1. *Lauds Morning Prayer:* Every Tuesday morning at 8am in the Prayer Garden, students, staff and faculty are encouraged to gather for a time of liturgical and renewal prayer for Regent, the nation, and the world.
- 4.3.2.2. *Pre-Service Prayer:* Before each Chapel and UnChapel service a time of prayer and intercession is held by students and the Regent University Ministry Team. This is a time to lift up Chapel speakers, worship, and Regent’s campus, as well as come alongside the Lord’s will for each particular service. Pre-Service prayer is typically held in the Chapel Prayer room 45 minutes prior to each service.
- 4.3.2.3. *Ministry Team:* The Regent University Ministry Team consists of various students, faculty, and staff who serve at each chapel service as intercessors and prayer counselors. The ministry team’s focus is joining with the Lord in encouraging His people, affirming scripture, and establishing His kingdom through pre-service prayer and prayer ministry throughout each University Chapel and UnChapel service. To find out how to get involved with the ministry team, please email ministry@regent.edu.
- 4.3.3. *Align Spiritual Practices:* Each month Campus Ministries emphasizes a different spiritual discipline to foster both personal and communal growth. Community growth is experienced through various initiatives throughout the year, such as Spoken Word where Regent students, faculty, and staff read through the entire Bible aloud, or Regent Burn, a 24-hour worship celebration. Personal growth is encouraged through several spiritual discipline challenges that are provided online from the Campus Ministries homepage.
- 4.3.3.1. *Re-Align Blog:* Those undertaking these personal spiritual challenges have the opportunity to share personal stories and gain support on our blog, “Re-Align.” Re-Align bloggers consist of various Campus Ministries student leaders, apprentices, and staff members and includes weekly thoughts and narratives revolving around each month’s key discipline.
- 4.3.3.2. *Bible Reading Plan:* Scripture is crucial to spiritual growth as well as maintaining a personal relationship with the Lord. Because of this, Campus Ministries provides a reading plan each semester in alignment to the overall metanarrative for each year. This year Regent faculty, staff, and students can look forward to two 15 week

reading plans, one focusing on “the Life of David” in the Fall, and the other focusing on “the Life of Jesus” in the Spring. To access said reading plan, please visit the campus ministries homepage or email us at ministry@regent.edu.

- 4.4. *The Journey Together* The purpose of the Journey Together is to befriend the other in community.
- 4.4.1. *Life Groups*. Life groups are small student groups that exist to build authentic Christian Community through meaningful relationships and personal discipleship among Regent students. They typically consist of students meeting regularly to read and apply Scripture into their lives in a personal and encouraging context. Each wing of each floor of the Commons hosts a Life Group for its residents led by 2 Life Group Leaders. There are also groups for commuters, and for some graduate schools. Check the Campus Ministry [website](#) for the latest listing of groups.
- 4.4.2. *Local Church Involvement*. University students are encouraged to become involved in a local church. Some churches provide rides to their services, and there are several local churches within a few minutes’ walk of campus. An online database of many Hampton Roads area churches is available on the Campus Ministries tab on the My Regent web portal. Don't see your church? Email Campus Ministry ministry@regent.edu.
- 4.4.3. *Leadership Training*. Regent’s motto, “Christian leadership to change the world” rings true in our spiritual life on campus. Campus Ministries offers cutting-edge spiritual leadership training through the “Grow Leadership Journey.” This comprehensive program offers students a transformational leadership paradigm lived out in a relational context. It begins with a semester-long apprenticeship, continues through the roles of Life Group Leader, Life Group Captain, and Discipleship Coach. Leadership Lab is the signature monthly training ground, teaching ministry micro-skills and supported by regular relational coach sessions, 1-on-1 discipleship, and supplemented by student reflection and periodic readings. For more information, contact Campus Ministries at ministry@regent.edu
- 4.4.4. *COGS Chaplains* (Graduate Students) Each of our graduate schools selects school chaplains in collaboration with Campus Ministries and the Council of Graduate Students. Campus Ministries encourages and trains these chaplains to minister effectively according to the vision of their COGS delegation and school administration. Contact your COGS senator to discover the timeline and process to become a school chaplain.
- 4.5. *The Journey Out*: The purpose of the Journey Out is to testify unto the world of God’s love through words and actions.
- 4.5.1. *Regent Serves*. Several outings each academic year are sponsored by Campus Ministries to aid in serving ministry and non-profit organizations in the Hampton Roads area. Recent activities have included opportunities for students to serve Blankets for the Homeless, Union Mission of Norfolk, People in Need (PIN) of Virginia Beach, Habitat for Humanity, and the Crisis Pregnancy Center.
- 4.5.2. *Good Fridays*: A life of selfless and regular service to others is modeled through our “Good Fridays” program that features recurring service visits to local ministries such as

Kempsville Rehabilitation Center, United in Him, and the Storehouse. Contact ministry@regent.edu to inquire about the next service event.

- 4.5.3. *Urban Missions Trip*. Each spring term join a group of students and staff as we venture out to serve a ministry or evangelism need in a specific area of the United States. The Campus Ministries office coordinates this annual trip, which is typically slated for the week of Spring break. Past trips have been to major urban centers including, Washington, D.C., New York City, Los Angeles, and Richmond, VA. Visit the Campus Ministry [website](#) for more information.

5. Standard of Personal Conduct

5.1. Introduction

- 5.1.1. Attendance at the University and participation in institutional activities are viewed as privileges rather than rights. Along with these privileges come a variety of responsibilities. It is assumed that all students are mature individuals needing limited guidance and direction regarding personal and behavioral activities. Biblical standards for personal conduct are assumed to be understood by University participants. By agreeing to follow the Standard of Personal Conduct, a student certifies that he or she will submit himself or herself to the standards of the Regent University community throughout the time of enrollment as a student. Regent University members maintain a life of discipline, which promotes the well-being of both themselves and other members of the institution.
- 5.1.2. Regent University encourages a close and edifying relationship among faculty, staff, and students, one that will deepen the spiritual growth of each and stimulate a vigorous intellectual life in the Regent Community. In order to accomplish these aims, it is imperative that Regent University faculty, staff, and students conduct themselves in a Christ-like and professional manner and maintain an exemplary and involved lifestyle. Students, faculty, and staff are encouraged to become involved in a local church and to attend church regularly. In addition, community members are also invited and encouraged to participate in activities of the Regent community and its founding organization, CBN.
- 5.1.3. Regent University has developed its Campus policies from a Christian perspective and desires to be a redemptive community. From a Christian understanding, a redemptive community is one in which we recognize the goodness of Creation (Gen. 1:31), the reality of the Fall (Gen. 3:17-19), and the redemptive work of Jesus Christ in bringing about God's purposes (Rom. 8:22). A redemptive community is one in which we honor one another as made in the image of God (Gen. 1:26). We do this by treating one another with respect, by extending grace and mercy to one another, by being loving and understanding, and by being patient and trustworthy. All this must be done in a manner that maintains order and discipline. In order for this to occur the University believes that members of the University community need the opportunity to learn and grow through accepting responsibility for their actions. A redemptive community is characterized by the fruit of the spirit: "But the fruit of the Spirit is love, joy, peace, patience, kindness,

goodness, faithfulness, gentleness and self-control. Against such things there is no law." (Gal. 5: 22-23). The Regent University community wishes to model and foster these qualities of redemption and personal responsibility in the lives of faculty, staff, and students.

5.2. *University Policies Regarding Student Conduct:*

5.2.1. *Accessory to a Violation:* Aiding or condoning any violation of the Standard of Personal Conduct. Students should hold one another accountable and challenge one another to stop behaviors that violate University policy. If a student confronts a peer about his/her misconduct and the behavior(s) that violates University policy stops, then the student is not expected to report the violation to University officials. If a student confronts a peer about his/her misconduct and the behavior(s) that violates University policy does not stop, then the student is expected to report the violation to University officials. If a student is not comfortable directly confronting a policy violation, the student is expected to separate him/herself from the incident and report it to University officials. Being an accessory to a violation of University policy includes, but is not limited to, aiding another individual in violating the Standard of Personal Conduct, having knowledge of a violation and failing to confront it or failing to immediately leave a situation where a violation is occurring, and/or failing to report a violation to a University official.

5.2.2. *Alcohol, Drugs, and Tobacco:*

5.2.2.1. The Bible calls us to a sober mind and sound judgment. The University requires that members of the Regent community—faculty, staff and students—refrain from the illegal use of drugs and the abuse of addictive substances controlled by law. Consistent with this policy, the use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia is prohibited. Students with a valid prescription for controlled medications are permitted to possess and use those medications on campus. The misuse, sale, or distribution of prescription medications is prohibited. For additional information regarding drug and alcohol use, misuse, and abuse, to include counseling and treatment options, university sanctions, legal consequences, and health risks, please see [Appendix A](#).

5.2.2.2. In keeping with a call to a sober mind and sound judgment, Regent also forbids 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. Non-tobacco smoking products (i.e. electronic and herbal cigarettes) are also prohibited. The Apostle Paul exhorts the body of Christ that, if they truly loved their fellow man, they would set aside personal freedom by refraining from behavior that might be a stumbling block to weaker brethren. Regent University encourages members of the Regent community to exercise personal responsibility and, guided by Paul's admonition, appropriately set aside personal freedom and refrain from the use of alcohol and tobacco.

5.2.2.3. Any use of alcohol, tobacco, or controlled substances that results in a criminal violation, e.g., drunken driving, public nuisance, disorderly conduct, use of these substances by a minor, etc., is considered a substance abuse violation and will be

- dealt with through the disciplinary process, whether or not the student is charged with or convicted of a crime.
- 5.2.2.4. Any incident that occurs as a result of the use of alcohol that, in the judgment of the University administration, reflects negatively on the image of the University will be considered a violation of the Standard of Personal Conduct and will be dealt with accordingly. In some instances, violations could result in removal from student housing or suspension or dismissal from the University.
 - 5.2.3. *Attire*: As a Christian community of higher education, we value modesty and professionalism in attire, while also recognizing that casual attire is often appropriate on a college campus. The University has not established a “dress code” for students, however there are certain standards that are expected in order to maintain modesty and decorum. Clothing that is inappropriately revealing such as, but not limited to, crop tops, mini-skirts, low-riding pants, low-cut tops, and tops that expose large areas of the back or torso, should not be worn. Additionally, students are expected to wear shoes indoors, and men are expected to wear shirts in public areas. Students who prefer to remove their shoes as an act of worship in Chapel may do so, as long as it is not disruptive to the environment. Faculty/staff who believe a student is inappropriately dressed have the authority to address the concern with the student, and the University expects the student to heed the concern and adjust his/her attire as necessary. Students who work on campus are expected to abide by the employee dress code policy found in the Employee Handbook while performing their job duties.
 - 5.2.4. *Dishonesty*: Scripture exhorts us to honesty and integrity. Lying or making a false statement which the maker knows to be false, or which is made with reckless disregard for the truth of the matter asserted, is prohibited. Lying also includes any deliberate attempt to mislead or intentionally misrepresent attendance or online participation, or falsifying attendance/participation reports.
 - 5.2.5. *Failure to Comply*: Failure to comply with the proper instructions of a University official may result in disciplinary action by the University. Such failure to comply may include, but is not limited to, not completing a sanction or requirement that was imposed as a result of a previous violation of this Standard of Personal Conduct or the policies located in the [Residence Life Handbook](#).
 - 5.2.6. *Guests*: Students are responsible for the behavior of their guests while on campus. Children under the age of 13 should be in the direct care of a parent or guardian when visiting campus.
 - 5.2.7. *Harassment*: 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. Specific information on the University’s sexual harassment policy and response procedures can be found in Section 8.7 of this Handbook.
 - 5.2.8. *Hoverboards and Other Similar Equipment*. Due to potential fire and safety hazards, the use, possession or storage of hoverboards (self-balancing scooters, battery-operated

- scooters, hands-free Segways and other similar equipment) is prohibited in all Regent University owned and operated facilities.
- 5.2.9. *Misuse of Computer Privileges or Facilities.* Unauthorized access to, or use of, the University computer files, equipment (hardware or software) or facilities, including attempts to gain unauthorized use or access is prohibited. Unauthorized use is defined as (a) unauthorized entry into a file to use, read, or change the contents, or for any purpose; (b) unauthorized transfer of a file; (c) use of computing equipment or facilities to interfere with the work of another student, faculty member or University official; (d) use of computing equipment or facilities to send obscene, abusive, intimidating, hostile or offensive messages; (e) use of computing equipment or facilities to interfere with the normal operation of the University computing system; (f) use of the computing equipment or facilities to view pornographic or other obscene websites; (g) violation of the [Acceptable Use Policy](#) of the University; or (h) use of the computing equipment or facilities to accomplish any other prohibited activities under the Standard of Personal Conduct such as threats to the health and safety of others, abuse or intimidation, sexual misconduct, profanity or lying.
- 5.2.10. *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).
- 5.2.11. *Public Worship:* Consistent with the University's Mission and Statement of Faith, public acts of worship on campus and at University-sponsored activities must be reflective of orthodox Christianity, consistent with the beliefs expressed in the Nicene and Apostle's Creeds. All expressions of worship are subject to the authority of campus administrators.
- 5.2.12. *Sexual Conduct:* Regent University fully accepts the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.
- 5.2.13. *Theft and Misuse of Property:* We are to be content with what we have and what God has given us; as such, the University has a policy against theft or misuse of property. No member of the University community shall steal, damage, take without authorization, or attempt to steal, damage, take or use without authorization property of another, nor shall he/she remove or attempt to remove property of another from the place or divert it from the use and/or place to which it was assigned. No member of the University community shall recklessly or knowingly help or assist another in stealing, damaging, taking without authorization, or attempting to steal, damage, or take without authorization property of another. Possession of another's property knowingly and without permission is a violation of this regulation. Theft and misuse of property includes illegal downloads of materials, misappropriation of another person's ideas or expressions, such as copyright infringement or plagiarism, and unauthorized copying or use of another's works contrary to the course syllabus or other guidelines. See Academic Honor Code and Disciplinary Policy in this *Handbook*.

- 5.2.14. *Threats or Violence*: As a redemptive community, we support life, health, and well-being. The University prohibits threats or violence to the health and safety of others. Engaging in any act, such as fighting, physical assault, unlawful detention, interference with the freedom of movement of another person, verbal abuse, threats, stalking, intimidation, harassment, coercion or any other conduct which endangers or has the reasonable potential to endanger the health or safety of the student or other members of the University community including oneself or visitors is prohibited. As a Christian organization, we expect members of the University community to treat each other with respect and civility.
- 5.2.15. *Unlawful Conduct*. Violations of any local, city, state or federal law, regardless of whether such conduct takes place on or off the campus, and regardless of whether there has been any trial and/or conviction for such conduct in a court of law, may also constitute a violation of the Standard of Personal Conduct. Conduct leading to arrest, indictment or conviction for violation of local, state, or federal law may result in disciplinary action by the University. See Appendix for legal consequences regarding the illegal use/possession of drugs/alcohol.
- 5.2.16. *Violation of Housing Rules or Regulations is Prohibited*. These rules are contained in the [*Residence Life Handbook*](#).
- 5.2.17. *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 adjoining property owned by CBN. Firearms are defined as any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets, or shoot regardless of propellant used. Weapons include, but are not limited to, knives, razors, metal knuckles, hatchets, foils, stun guns, tasers, blackjacks, nunchuks, bows and arrows, or any explosive or incendiary devices. Exception to this policy will apply to sworn or authorized public safety personnel in the performance of their duties. A harmless instrument designed to look like a firearm, explosive, or dangerous weapon which is used by or is in the possession of a person with the intent to cause fear or assault to another person is included within the meaning of a firearm, explosive, or dangerous weapon.
- 5.2.18. *Miscellaneous*: The foregoing infractions are not intended to constitute an all-inclusive list of offenses for which a student may be disciplined under the Standard of Personal Conduct. It is the intent, rather, to provide some examples of the types of behavior, which are punishable hereunder. Any misbehavior deemed by the University to violate the Bible, the law, or the spirit of this Standard of Personal Conduct shall be dealt with as though it were expressly prohibited herein.
- 5.3. *Conduct and Scholarships*: Regent reserves the right to adjust or cancel scholarships/grants in response to student conduct and/or academic integrity violations.
- 5.4. *Disruptive or Dangerous Behavior Policy*
- 5.4.1. In the spirit of pro-active Christian concern and care, Regent University is committed to maintaining a safe living, working, and learning environment for students, faculty, and staff. The University recognizes that situations may arise where a student's behavior is a

potential threat to self or others, or where a student's behavior significantly disrupts the ability of other students, faculty, or staff to participate in Regent's educational programs, living environments, or employment opportunities. Disruptive behavior may or may not include actions which lead to voluntary or involuntary hospitalization.

- 5.4.2. *Definitions.* Students may be administratively removed from student housing assignments, or have disciplinary sanctions imposed as a condition of continued classroom attendance or participation, in situations where their behavior is considered by the University, at its sole determination, to be:
- 5.4.2.1. *Potentially Dangerous to Themselves or Others.* Danger to self or others includes, but is not limited to excessive use of alcohol, misuse of prescription medications or illegal drugs, gestures or threats of harm to self or others, suicidal ideation or behaviors, self-mutilation, violence or threats of violence, or assaults.
 - 5.4.2.2. *Significantly Disruptive to Others, but Not an Immediate Threat to Self or Others.* Disruptive behavior includes behaviors that interrupt or impair a student, faculty, or staff member's ability to carry out their daily activities and responsibilities. Such disruption may be in the form of a single behavioral incident or a series of incidents. Disruptive behavior includes, but is not limited to, students whose behavior potentially may deteriorate to the point of serious harm or dysfunction without assessment, intervention or treatment. When standard assessment is impossible because of the student's resistance, behavioral observations will constitute the basis for such judgment.
- 5.4.3. *Implementation.* If a student's behavior is determined by the University to be disruptive to the University community, the University reserves the right, at its sole determination, to intervene and impose conditions designed to enhance the student's opportunity to succeed at Regent University, or to remove the student if the University deems appropriate, and to minimize disruptive influence on the University community. The University will follow the procedures described in the section of this Handbook titled "Procedures: The Student Discipline Process." Moreover, issues of disruptive behavior will typically be considered "Matters of a Sensitive Nature," as described in section 5.5.7.
- 5.4.3.1. Measures taken by the University may include but are not limited to mandatory mental health or alcohol/drug assessment/evaluation, adherence to a treatment plan, removal from or reassignment within student housing, behavioral contract, or mandatory withdrawal from the University. A behavioral contract is an agreement between the University and the student, in which certain specified conditions must be met as a condition for the student's continued participation at the University, or the student's return to the University after withdrawal.
 - 5.4.3.2. Emergency response procedures, including Virginia laws governing involuntary commitment, are in place to respond to students who are determined by the University to be an immediate danger to self or others.
- 5.4.4. *Intermediate Suspensions.* In certain circumstances the Director of Residence Life & Community Standards, in consultation with the Executive Vice President for Student Life, may impose an intermediate suspension prior to the hearing process. It may be imposed only when, in the judgment of the Director of Residence Life & Community

Standards in consultation with the Executive Vice President for Student Life, the presence of the accused student on the University campus, would constitute a threat to the safety or well-being of individual members of the campus community or the campus community in general. Before implementing the intermediate suspension, the accused student will be given oral or written notice of the intention to impose the intermediate suspension. After the student has been intermediately suspended, the student shall be provided the opportunity to participate in the standard judicial process in a timely manner. The intermediate suspension is not to exceed 7 days. During the intermediate suspension, the student may not enter the campus without obtaining prior written permission from the Executive Vice President for Student Life or the Director of Residence Life & Community Standards.

5.4.5. *Return to Campus/Class Participation Guidelines.*

- 5.4.5.1. Students who have been removed from student housing and/or class attendance/participation following administrative intervention, judicial sanctions, or mental health hospitalization may be required to be assessed by a counselor or health care professional prior to being reinstated. This assessment process may include an off-campus mental health assessment by a qualified mental health or other health care professional, or an alcohol/drug assessment by a substance abuse counselor, as a condition of returning to campus. In all cases, the counselor or health care professional must be deemed acceptable to the University. The counselor or health care professional may be asked to provide in writing such information as the University may require to determine the student's readiness to be reinstated. Such information may include, but is not limited to (a) a statement regarding the student's readiness to return to the academic demands of the University; (b) a statement regarding the student's readiness to return to an on-campus living environment (student housing); and (c) a description of the After Care Plan that should be in place over the next weeks and months to ensure the student's continued health and wellbeing. The student may be required to sign a two-way release form to allow for dialogue regarding assessment and/or treatment between the treating professional(s) and the Student Services staff member(s) designated by the Executive Vice President for Student Life. The two-way release allows the University to release information regarding the behaviors and circumstances leading to the administrative intervention to the health care professional conducting the assessment/treatment and to receive information regarding the student's participation in treatment.
- 5.4.5.2. In all circumstance, return or readmission to full participation in the University community will require a meeting with the Student Services staff member(s) designated by the Executive Vice President for Student Life. This will be a private meeting between the student and the Student Services staff member(s). This meeting must be conducted before the student is permitted to return to campus. As a condition of return, the University may stipulate ongoing conditions or requirements for a student to remain on campus or participate in class.

5.5. *Procedures: The Student Discipline Process*

- 5.5.1. *Introduction:* We believe in the Biblical concept of holding ourselves and our peers accountable. Therefore, we adhere to the Matthew 18:15-17 and Matthew 5:23-24 concepts regarding the relationship and interactions with one another in community. We attempt to administer community policies and regulations from a developmental perspective with the belief that consequences for the violation of community standards should lead an individual toward redemption with God, restoration with the community and reconciliation with people. However, it should be understood, that it may be necessary at times to remove a student from the University community either for a specified period of time or permanently, based on the individual circumstances. Students who demonstrate an inability to adjust to the Standard of Personal Conduct through repeated violations, may be suspended or dismissed from the University. The judicial process of Regent University does not take the place of any legal proceedings of which a student may be a part.
- 5.5.2. *Proactively Seeking Support and Help.* Students who are struggling with issues and behaviors that violate behavioral or disciplinary policies are encouraged to seek support and help.
- 5.5.2.1. Any student who initiates contact with a staff member in Student Services regarding issues and behaviors of this nature will be required to participate in an accountability contract and/or seek professional assistance, rather than proceed through the judicial structure.
- 5.5.2.2. Students who request help will be asked to abstain from behaviors that violate University policies. If violations continue while engaged in the accountability contract or professional assistance, the student will be subject to the University judicial process.
- 5.5.2.3. Student Services may still impose reasonable and applicable expectations or boundaries for students holding a leadership position on campus who seek support.
- 5.5.2.4. Student Services professionals reserve the right to proceed with the student discipline process if they believe the student or a member of the community may be adversely affected by the student's misconduct.
- 5.5.3. *Reporting an Incident.* Students are strongly encouraged to go to one another in brotherly love and speak truth. However, if a student is fearful for his/her safety or otherwise uncomfortable approaching the offending student, he or she should not approach the student but rather report the suspected violation to the Office of Residence Life & Community Standards. Judicial proceedings may be initiated when the Assistant Vice President for Student Life receives information (written or oral) regarding alleged student misconduct. To report an incident of community standards violation, a student must do one of the following:
- 5.5.3.1. Report it to Residence Life staff (RA or Resident Director)
- 5.5.3.2. Report it to the Director of Residence Life & Community Standards; or
- 5.5.3.3. Submit a report to the Regent Behavioral Intervention Team (RUBIT) via the online [form](#). (The RUBIT form should only be used in cases where you believe someone is displaying behavior that could pose a threat of harm to themselves or others.)

- 5.5.3.4. In cases involving sexual harassment or sexual assault, students should contact the Title IX coordinator in Student Services (757-352-4103, SC 201). See section 8.7 below for information about the University’s sexual harassment policy and response procedures.
- 5.5.4. *Inclusion of (Academic) Deans of the Schools.* The Assistant Vice President for Student Life may consult with appropriate University personnel such as Deans of Schools, prior to beginning the hearing process. Due to the unique nature of the professional requirements upon students in the School of Law, the judicial process for Regent University law students will proceed under the collaborative direction of the School of Law Dean for Student Affairs (or other individual designated by the Dean of the School of Law) and the Assistant Vice President for Student Life.
- 5.5.5. *Parental Notification.* Students will be encouraged at all levels of discipline to share the information with their parents/guardians. Parents will be contacted if the student is under the age of 18 or if safety or health concerns exist. Additionally, parents will be notified if a student under the age of 21 violates the alcohol or drug policies. In all cases, unless there is an immediate concern for the health or safety of a student, parents will be notified via mail after the judicial process is complete and the student has received his/her sanction(s).
- 5.5.6. *Student Adjudication Process.* All infractions of the University Standard of Personal Conduct and housing policies initially will be handled by Residence Life staff through the Resident Director (for residential students) and/or the Assistant Vice President for Student Life (for non-resident students). Steps are as follows:
- 5.5.6.1. Report submitted.
 - 5.5.6.2. Preliminary Investigation conducted by the Assistant Vice President for Student Life (or the AVP’s designee).
 - 5.5.6.3. Assistant Vice President for Student Life (or the AVP’s designee) determines if there are reasonable grounds to believe an infraction may have occurred.
 - 5.5.6.4. If there are reasonable grounds to proceed, the student has the right to a hearing with the University Judicial Council.
 - 5.5.6.5. If the student waives his/her right to a hearing with the University Judicial Council the student could choose to have an administrative meeting with the Resident Director of the respective Residence Hall or the Assistant Vice President for Student Life (or the AVP’s designee). See “*Waiving the Right to a Council Hearing*” below.
 - 5.5.6.6. If the student desires to appeal the decision of the University Judicial Council, he/she may appeal to the Executive Vice President of Student Life, only if the matter is of a sensitive nature, as set forth below in section 5.5.7). See “*Student Judicial Procedure Appeals*” below.
 - 5.5.6.7. There shall be no appeal from a decision of the Executive Vice President of Student Life (or the EVP’s designee). All decisions are final.
 - 5.5.6.8. In all cases, a student will be found in violation of University policy if the standard for “preponderance of evidence” is met, meaning the evidence presented indicates it is more likely than not that the student is in violation.

- 5.5.6.9. Nothing in this process shall be construed to preclude a faculty member, dean or the dean's designee from taking appropriate action to maintain discipline in a class or within the School.
- 5.5.7. *Matters of a Sensitive Nature.* The University reserves the right to convene an Administrative Judicial Council to adjudicate sensitive incidents on a case-by-case basis at the discretion of the Assistant Vice President for Student Life and the Executive Vice President for Student Life. Cases of a sensitive nature include, but are not limited to, sexual issues, addictions, and cases in which suspension or dismissal from the University is a possibility. The Administrative Judicial Council will be comprised of Student Services professionals and may include faculty at the discretion of the Executive Vice President for Student Life. Cases of a sensitive nature may also be heard by the Assistant Vice President for Student Life if the student meets the criteria outlined in section 5.5.8, "Waiving the Right to a Council Hearing," and makes a request for such a hearing. If a student wishes to appeal a decision of the Administrative Judicial Council, the appeal will be heard by the Executive Vice President of Student Life or the EVP's designee.
- 5.5.8. *Waiving the Right to a Council Hearing.* Students may choose to waive their right to a Council hearing, and have the matter resolved by a Resident Director (for resident students) or the Assistant Vice President for Student Life (or the AVP's designee) for non-resident students in the form of an administrative hearing, under the following conditions:
- 5.5.8.1. The violation is the student's first violation.
 - 5.5.8.2. The student wishes to address the violation through an administrative meeting, rather than a council hearing.
 - 5.5.8.3. The student admits guilt to the violation.
 - 5.5.8.4. The student agrees to accept the disciplinary sanctions as suggested by the administrator, whatever they may be.
 - 5.5.8.5. If the student waives the right to a Community Conduct Council in accordance with this section, and the matter is resolved, there shall be no right of appeal.
- 5.5.9. *Student Judicial Procedure Appeals.* Every student who does not waive their right to a council hearing under section 5.5.8, has the right to one appeal.
- 5.5.9.1. An appeal must be requested within 72 hours of the decision being rendered (weekends and holidays excluded), using the Appeal Request Form (available from Residence Life and Student Services), and must include a statement outlining and supporting in detail the specific grounds on which the student is appealing.
 - 5.5.9.2. An appeal must be based on one or more of the following:
 - 5.5.9.2.1. A process or procedural error occurred.
 - 5.5.9.2.2. New information that was not available or known to the student appealing at the time of the hearing has come to light which, when considered, may materially alter the outcome. Information that the student chose not to present at the hearing is not considered new information.
 - 5.5.9.2.3. The decision was arbitrary and capricious (lacks substantial evidence).
 - 5.5.9.3. If the student submits a timely appeal, the Executive Vice President for Student Life (or the EVP's designee) will review the appeal request and render a decision.

- 5.5.9.4. During the appeals process, sanctions given by the original hearing body may be temporarily delayed until the appeals process is completed, at the discretion of the Executive Vice President for Student Life. The appeal hearing will result in one of three decisions:
 - 5.5.9.4.1. A decision may be overturned;
 - 5.5.9.4.2. A decision may be amended; or
 - 5.5.9.4.3. A decision may be upheld.
- 5.5.9.5. If the original decision is amended, sanctions will not be increased; they can only be decreased, modified, or revoked.
- 5.5.9.6. After an appeal decision has been rendered, the appeal decision is final. The student will be notified in person and/or in writing within 5 days of the decision being rendered.
- 5.5.10. *Student Employment*: If a student worker, graduate assistant, or teaching assistant is placed on University probation or other disciplinary sanction by Student Services, the student may lose the opportunity to continue working on-campus or to apply for on-campus employment in the future. If employment is lost, there is no guarantee of reinstatement, reemployment, or future employment upon the student's return to a status of good standing with the University.
- 5.5.11. *Failure to Attend or Comply*. If a student fails to appear at a scheduled hearing or meeting with the Assistant Vice President for Student Life or Resident Director, the adjudication process will continue without the student's participation. If a student fails to comply with the policies and procedures of the adjudication process, the university will make a decision about the conduct case in the student's absence based on existing evidence and/or information provided to the university by other individuals involved in the matter.
- 5.5.12. *Recording of Hearing*. No audio or visual recordings of any kind may be made at the hearing. Formal court procedures and state and federal rules of procedure and evidence do not apply. Legal counsel, friends, relatives, and anyone not directly related to the case, are not allowed to attend the hearings with the accused student. University Counsel is authorized to attend the hearings when determined to be appropriate by the Executive Vice President for Student Life.
- 5.5.13. *Format of Hearing*. The general format for disciplinary hearings will be as follows (exceptions may be made according to the nature of the case):
 - 5.5.13.1. Prayer
 - 5.5.13.2. Presentation of charges by the chair of the council.
 - 5.5.13.3. Presentation of evidence by the chair of the council.
 - 5.5.13.4. Presentation by student charged.
 - 5.5.13.5. Questioning of student charged and/or witnesses by the council members.
 - 5.5.13.6. Questioning of any witnesses by the student charged.
 - 5.5.13.7. Deliberation (student charged not present).
 - 5.5.13.8. Decision/notification (immediate notification verbally with written notification to follow).

6. Academic Procedures

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

- 6.2. *Academic Honor Code and Disciplinary Policy*
 - 6.2.1. 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. This policy is purposely found in the *Student Handbook* and is referenced in the catalog and the *Faculty and Academic Policy Handbook*.
 - 6.2.2. The Dean of each school may, at his/her discretion, delegate any or all of his/her responsibilities under this Academic Honor Code and Disciplinary Policy to an administrator or faculty member in his/her School. When used hereafter, "Dean" means either the Dean or his/her designee.
 - 6.2.3. *Christian Foundations of Academic Integrity*.
 - 6.2.3.1. *Biblical*. Regent University affirms the Biblical commandment of “thou shalt not steal” (Ex. 20:15). In the context of academic integrity, this must be understood in the larger framework of “love thy neighbor as thyself” (Matt. 22:39) as well as “render therefore unto Caesar what are Caesar’s; and unto God what are God’s” (Matt. 22:21). Paul writes from this framework of love and respect when he says, “Pay to all what is owed them: taxes to whom taxes are owed, revenue to whom revenue is owed, respect to whom respect is owed, honor to whom honor is owed” (Rom. 13:7). Each of these passages conveys the social obligation to respect the dignity of both the personhood and the property of those in society. Paul thus prescribes the biblical standard of honest, hard work as a key to respecting each other’s personhood and property. In his letter to the Ephesians, Paul even provides counsel to those who have committed theft, stating, “Let him labor, doing honest work with his own hands, so that he may have something to share with anyone in need” (4:28). As such, the God of the Bible mandates a higher life than the world requires, a life in which Christians participate in the love and dignity God holds for himself as Father, Son, and Spirit. Indeed, even as Christ honors and acknowledges the will of his Father and the works of his Spirit, so should Christians honor and acknowledge the wills and works of those that provide opportunities to edify their minds and hearts with the knowledge and wisdom of sound scholarship. In doing so, Christians follow the biblical precept of integrity that is founded on love and respect and enables them to learn both from one another and those outside the faith.
 - 6.2.3.2. *Philosophical*. Regent University also affirms the necessity of recognizing the classical virtues when deriving a foundation for academic integrity, particularly the

virtue of diligence. The virtues dictate that researchers should consider morality first. In other words, one's sense of expediency must always follow from that which is right, not from that which is convenient. Cicero comments that, in order to act morally, individuals must act in a manner that prevents themselves from being placed in a position where they must choose between convenience and morality, or, stated differently, into a position where they "consider one thing to be right but not expedient, and another to be expedient but not right" (102). The virtues, therefore, require *diligence* in order to act morally upright—*diligence* to plan ahead, *diligence* to rationally consider the context of the moral situation, and *diligence* to act biblically not just ethically. For that which is ethical to the world is never necessarily moral before Christ.

Cicero, Marcus Tullius. *On Moral Obligations*. Trans. John Higginbotham. London: Faber and Faber LTD, 1967. Print.

- 6.2.3.3. Legal. Finally, Regent University affirms the necessity of equipping students for the reality of functioning within a society bound by laws, including copyright laws. Paul speaks clearly about a Christian's responsibility to abide by the laws of the land. He concludes that authority is ultimately from God, so believers must work within that God-ordained system (Rom. 13). Thus, in mastering the art and science of proper attribution of sources, students are participating in the Biblical tradition of exhibiting reverence for the divine institute of law as well as giving honor where honor is due.
- 6.2.4. *Violations of the Academic Honor Code*. Due to the convenience of the Internet, research has become less arduous and more fruitful, thus making plagiarism and other forms of academic dishonesty easier to commit. Therefore, students are responsible for knowing what constitutes plagiarism, how to avoid it, and what constitutes dishonesty. Students are also responsible for understanding that if they allow a fellow student to cheat or plagiarize, or if they complete an assignment for a fellow student, they are accomplices to academic dishonesty and are subject to the same penalty. 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. Conduct that violates the Academic Honor Code, therefore, includes the following:
 - 6.2.4.1. Dishonesty Other Than Plagiarism. This lack of integrity is exhibited through lying, cheating, defrauding, or deceiving. Examples of dishonesty may include (but are not limited to) such actions as 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; or 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.

6.2.4.2. Plagiarism and Lack of Proper Attribution. 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 *both* quotation marks *and* proper attribution.

Proper attribution pertains to the manner in which a writer references the works of other individuals, a method which differs according to discipline. Proper attribution is therefore determined by each student's school, degree program, and sometimes course syllabi. A 'rule of thumb' is to use both quotation marks *and* a method of citation for a source's key terms or phrases, particularly where a source uses the term(s) as a definition. For instance, Gibaldi (2009) depicts how a writer can plagiarize a single word:

ORIGINAL SOURCE -

Everyone uses the word *language* and everybody these days talks about *culture*... "Languaculture" is a reminder, I hope, of the necessary connection between its two parts... (Michael Agar, *Language Shock: Understanding the Culture of Conversation* [New York: Morrow, 1994: print; 60]).

PLAGIARISM EXAMPLE -

At the intersection of language and culture lies a concept that we might call "languaculture."

EXAMPLE WITH PROPER ATTRIBUTION -

At the intersection of language and culture lies a concept that Michael Agar has called "languaculture" (60).

Gibaldi notes that in the plagiarized example the writer plagiarizes for failing to "acknowledge a term invented by another author" . . . whereas the example with proper attribution acknowledges the uniqueness of the term, "refers the reader to the full description of the work in the works-cited list at the end of the paper, and the parenthetical documentation identifies the location of the borrowed material in the work" (57). Whether quoting, paraphrasing, or summarizing, proper attribution is expected in all coursework at Regent University.

From an ethical standpoint, Gibaldi explains the concept of plagiarism further:

Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or

expressions as your own to get a better grade or gain some other advantage constitutes fraud. (p. 52)

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: MLA, 2009. Print.

6.2.4.2.1. Levels of Plagiarism. Because of the wide range of acts which constitute plagiarism, the following levels of plagiarism are provided to give guidance to instructors. If the particular act of plagiarism is not provided below (especially with respect to plagiarized artwork including films, plays, and other visual or audio arts), the instructor should use his/her best judgment in light of the circumstances or should consult with his/her Dean.

6.2.4.2.1.1. Minor Plagiarism. Minor Plagiarism means doing any of the following in 249 words or less within an assignment:

6.2.4.2.1.1.1. Using a source's idea or logic (i.e., summarizing or paraphrasing) without proper attribution (6.5.2);

6.2.4.2.1.1.2. Using verbatim key terms, phrases, and/or sentences without quotation marks and without proper attribution; or using minimal content from an audiovisual source without proper attribution;

6.2.4.2.1.1.3. Revising the source's work by inserting a few synonyms in one or more original phrases or sentences (i.e., improperly paraphrasing);

6.2.4.2.1.1.4. Revising one or more phrases or sentences by reordering the clauses but not changing any words (i.e., improperly paraphrasing).

6.2.4.2.1.2. Major Plagiarism. Major Plagiarism means doing any of the following in 250 words or more within an assignment:

6.2.4.2.1.2.1. Using substantial verbatim content from a source without quotation marks without proper attribution; or using substantial content from an audiovisual work without proper attribution;

6.2.4.2.1.2.2. Revising substantial portions of the source's work by inserting a few synonyms, and/or minimal paraphrasing, in one or more paragraphs (i.e., improperly paraphrasing); or paraphrasing/summarizing substantial portions of a source's work without proper attribution;

6.2.4.2.1.2.3. Repeatedly committing minor plagiarism in one or more papers in one or more courses;

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

6.2.5.1. Penalties 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 charging faculty member and/or the Dean of each School (6), has discretion to exercise his/her judgment about the propriety of sanctions in light of the circumstances presented (including the fact that the student may have been guilty of other Honor Code provisions).

6.2.5.2. Penalties for Minor Plagiarism. The faculty member shall give the student a verbal warning and shall counsel the student about academic integrity and the serious

consequences resulting from the breach of integrity. In addition, the faculty member may, at his/her discretion, do one or more of the following:

- 6.2.5.2.1. Give the student a written warning by filing Notice of Academic Dishonesty form with the Dean's Office (see Appendix B);
- 6.2.5.2.2. Give the student an assignment grade penalty;
- 6.2.5.2.3. Require the student to reformulate and resubmit the assignment (with or without grade penalties).
- 6.2.5.3. Penalties for Major Plagiarism. The faculty member may, at his/her discretion, do the following for the first two offenses:
 - 6.2.5.3.1. First offense—Normally, give a zero (or a failing grade if the School does not use a numerical grading scale) for the assignment for which the student submitted the plagiarized work or post and no opportunity to resubmit the assignment; the Dean may also, at his/her discretion, require the student to complete the Regent University *Academic Integrity Workshop* administered by the University Writing Center.
 - 6.2.5.3.2. Second offense (in the same or more courses)—Normally, give a failing grade in the course for which the student submitted the plagiarized assignment; the Dean shall also require the student to complete the Regent University *Academic Integrity Workshop* administered by the University Writing Center.
 - 6.2.5.3.3. Third offense (in the same or more courses)—Upon the third offense, the student shall be remanded to the Dean's Office. The Dean may, at his/her discretion, do the following: Normally, dismiss the student from the University.
- 6.2.6. *Faculty Procedures for Suspected Violations of the Academic Honor Code.* During this process, faculty should consider violations of the academic honor code 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 that repeated instances of minor plagiarism result in major plagiarism. Further, while Regent University does not recognize the excuse of 'lack of intent' in academic honor code violations, faculty are expected to weigh the nature of the penalties they assign with the nature of the violation. For instance, willful negligence or purposeful deceit is not the same as ineptitude or incompetence. Faculty are therefore encouraged to remember that punitive actions are not ends in themselves but educational opportunities to help foster responsibility and diligence in students who exhibit the need.
 - 6.2.6.1. 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 analyzing *SafeAssign* reports for any suspected plagiarism (search engines such as Google are also useful), finding the original work suspected of being plagiarized, or talking to other students if cheating or lying is suspected. Faculty should bear in mind that while a low *SafeAssign* score

does not necessarily exonerate students from a charge of plagiarism or other acts of academic dishonesty (6.5.4), neither does a high *SafeAssign* score necessarily confirm suspicions of plagiarism or other acts of academic dishonesty. *SafeAssign* only reveals matching content, which may have been properly attributed. Faculty analysis and interpretation are always required.

- 6.2.6.2. 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 another act of violation of the academic honor code.
- 6.2.6.3. Communications with Student(s). After reaching a preliminary conclusion, the charging faculty member shall notify the student by Regent University email in order to share the evidence that led the charging faculty member to conclude preliminarily that the student violated the academic honor code. Faculty are also highly encouraged to meet with the student in-person or by phone when possible to review the charge and evidence stated in the email. At this meeting, the student may refute the charge, and, if the faculty member is satisfied no violations of the academic honor code occurred, no further action is necessary.
 - 6.2.6.3.1. Notice of Intent to File. However, during the meeting with the student(s), should the charging faculty member become convinced that violations of the academic honor code occurred, the faculty member shall inform the student(s) of his/her intent to file the Notice of Academic Dishonesty form with the Dean's Office.
 - 6.2.6.3.2. Notice of Student's Right to Appeal. The charging faculty member should also inform the student(s) of his/her right to appeal this decision once contacted by the Dean's Office, that the appellate process is timely, and that failure to adhere to the timelines allotted forfeits the student's right to appeal.
- 6.2.6.4. Communications with the Dean. Once the charging faculty member has notified the student of his/her intent to file, the faculty member should complete and file the *Academic Dishonesty Notice* (see Appendix B in this *Handbook*) with his/her Dean's Office. In completing this form, the faculty member must note the sanction he/she assigns and when he/she communicated with the student. The faculty member must keep a copy of the *Academic Dishonesty Notice* and a copy of the evidence and forward the original copy of the *Academic Dishonesty Notice* with the original copy of the evidence of dishonesty to his/her Dean. The faculty member will then notify the student via Regent University email that the *Academic Dishonesty Notice* has been filed with the Dean's Office, thus allowing the student to begin the appellate process.
- 6.2.6.5. If more than one student is involved in the charge of violating the academic honor code, a separate *Notice of Academic Dishonesty* form shall be filed for each student

involved by the charging faculty member. In other words, the charging faculty member shall follow procedures in 6.7.4 for each student involved.

- 6.2.7. *Dean's Action Upon Receipt of Academic Dishonesty Notice and Evidence of Violations of the Academic Honor Code.* Upon receipt of the *Academic Dishonesty Notice* (see Appendix B in this *Handbook*) and the evidence of dishonesty, the Dean will (a) review the documentation and the case, (b) review the student's file to determine whether or not the student has committed other acts of academic dishonesty, and (c) evaluate whether or not the sanction imposed by the faculty member is appropriate. If the penalty imposed by the faculty member is inconsistent with guidelines found in this policy, or if the student has committed other acts of academic dishonesty which warrant a more substantial penalty than the one recommended, the Dean must consult with the faculty member about changing the penalty for the student consistent with this policy. After reviewing the *Academic Dishonesty Notice* and meeting (if needed) with the charging faculty member, the Dean shall then complete the lower portion of the *Academic Dishonesty Notice* and mail a copy of the form and evidence to the student via Regent e-mail. A physical copy of the form and evidence may also be mailed to the student's permanent address.
- 6.2.7.1. Documentation of the incident shall be retained in the student's permanent file.
- 6.2.8. *Student Procedures for Appealing Academic Integrity Decisions.* Students are expected to follow the appellate process by adhering to the steps listed below and doing so within the timeframes allotted. For instance, students appealing to the department chair before seeking a reconsideration from the charging faculty member will not be accepted. Also, students failing to appeal as directed below within the times stated will forfeit their right to appeal.
- 6.2.8.1. Appeals within the Department.
- 6.2.8.1.1. Request for Charging Faculty Member to Reconsider. If the student wants to appeal the sanction imposed by the charging faculty member, the student must first ask the charging faculty member to reconsider his/her decision. In seeking this reconsideration, the student must send to the faculty member a Regent University e-mail with a return receipt requested or a letter by certified mail or overnight courier (with a copy to the Dean) within 30 days of the date the student received the *Academic Dishonesty Notice* (see Appendix B in this *Handbook*) sent by the Dean's Office. 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 charging faculty member's decision). Requests based on lack of intent to plagiarize or lack of knowledge of the University's academic honor code will not be considered. The charging faculty member 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 by telephone with the student, or both. Thereafter, the charging faculty member must notify the student in writing via Regent University email of his/her decision to reconsider (with a copy to the Dean).
- 6.2.8.1.2. Appeal to the Department Chair. Within 14 days of the charging faculty member's written communication indicating his/her decision not to

reconsider, the student may appeal the charging faculty member's decision by communicating with the faculty member's Department Chair (if a Department Chair does not exist, proceed to 6.9.2) via Regent University email. In this email, the student shall state in detail why the decision by the charging faculty member either lacks substantial evidence, is inconsistent with the University's academic integrity policy, and/or is arbitrary and capricious. Appeals based on lack of intent to plagiarize or lack of knowledge of the University's academic honor code will not be considered. The Department Chair 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 by telephone with the student, or both. Thereafter, the Department Chair shall notify the student by Regent University email of his/her decision to grant/deny the student's appeal (with a copy to the charging faculty member and to the Dean).

6.2.8.2. Appeal to the Dean. Within 14 days of the Department Chair's (or charging faculty member if no department chair exists) written communication indicating his/her decision to deny the appeal, the student may appeal the Department Chair's decision by filing the *Student Appeal of Academic Dishonesty Charge* form (see Appendix C in this Handbook). In this form, the student shall state in detail why the decision by the Department Chair is either inconsistent with the University's academic integrity policy and/or is arbitrary and capricious. Appeals based on lack of intent to plagiarize or lack of knowledge of the University's academic honor code will not be considered. 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 by telephone with the student, or both. Thereafter, the Dean shall notify the student by Regent University email of his/her decision to grant/deny the student's appeal (with a copy to the charging faculty member and to the Department Chair).

6.2.8.3. Appeal to the Executive Vice President of Academic Affairs. Within 7 days of the Dean's written communication indicating his/her decision to deny the appeal, the student may appeal the Dean's decision by sending a letter by certified mail or overnight courier or Regent University e-mail with a return receipt requested to the Executive Vice President of Academic Affairs or his/her designee (hereafter "EVP") with a copy to the Dean. In this letter or e-mail of appeal, the student shall state in detail why the decision by the Dean is inconsistent with the University's academic integrity policy, and/or is arbitrary and capricious. Appeals based on lack of intent to plagiarize or lack of knowledge of the University's academic honor code will not be considered. The EVP may then, at his/her discretion, limit his/her review to the written record provided or may appoint a panel of three members of the faculty/administration to hear the appeal. If the EVP appoints a panel, the panel will conduct a hearing and recommend a decision to the EVP within 30 days after appointment. Thereafter, the EVP shall notify the student by Regent University email of his/her decision to grant/deny the student's appeal (with a copy to the Dean). The decision of the EVP shall be final.

(Academic Council, Approved September 2013)

6.3. *Academic Probation and Dismissal*

- 6.3.1. Students must maintain an acceptable cumulative grade point average, for courses taken at Regent University. Joint degree students must maintain an acceptable grade point average in each separate degree. A student's academic status will be determined at the end of each term by the Registrar's Office. Please refer to the University catalog for details by School.
- 6.3.2. *Academic Probation.* When a student's cumulative grade point average falls below the minimal acceptable level for that school (probationary GPA may be different by degree level or program; please refer to the current online catalog for details), the student shall be placed on academic probation for the next term of enrollment. Students on academic probation should consult with their advisors on how they might improve their academic performance. Academic probation status is recorded in the student's academic record. When a student is placed on academic probation the Dean shall notify the student in writing of any specific instructions for improving academic performance. A student will be removed from academic probation if the cumulative grade point average is greater than or equal to the minimal acceptable GPA for his/her program at the end of the next term of enrollment.
- 6.3.3. *Academic Dismissal.* Students on academic probation whose cumulative grade point average is below the minimal acceptable GPA for their program at the end of the probationary term shall be subject to dismissal. (In other words, the student has one term to bring the low GPA back to the acceptable GPA.) (In the School of Law, a student may be dismissed without first having been placed on academic probation.) The Dean will notify the student, in writing, of the dismissal.
 - 6.3.3.1. *Petitioning for Reinstatement.* Students who have been dismissed may petition for reinstatement through the School, after one academic year, unless other criteria for possible reinstatement were contained in the dismissal letter. All petitions for reinstatement will be considered on an individual basis. Reinstatement will be granted only on a petition demonstrating that there is a strong likelihood that the student possesses motivation and capacity to successfully complete the academic requirements. The Dean shall notify the student in writing of the School's decision regarding reinstatement. Students who are reinstated shall be required to comply with any conditions set forth in the letter of reinstatement.
- 6.3.4. The School sends a copy of the reinstatement form and all letters regarding academic status to the Registrar's Office to be placed in the student's University file.

(Academic Council, Approved March 2000)

6.4. *Dismissal on Grounds other than Unacceptable GPA or Conduct Problems*

- 6.4.1. In order to complete certain professional training programs at Regent students may be required to demonstrate a pre-defined level of an applied competency or other pre-identified professional characteristics as a function of their specific training mission and professional standards. For instance, students in clinical programs may be required to successfully complete an internship or field placement. Even when a failing performance in such field experiences, or exhibition of personal characteristics inconsistent with the

profession a student is being prepared to enter, do not result in an unsatisfactory cumulative G.P.A., they can still constitute sufficient grounds for dismissal from the program. Professional training programs are expected to function as gatekeepers for entry into their regulated profession as a public protection responsibility. Students who fail to demonstrate a passing level of a professional or clinical competency in field training experiences or who are judged to be unsuitable for client responsibilities in the profession by the faculty despite implementation of appropriate remediation plans will likely be dismissed from their program regardless of their grade standing.

- 6.4.2. Students should consult program handbooks to determine if there are benchmark competencies or other factors beyond maintaining acceptable academic performance and conduct that could result in a dismissal.
- 6.4.3. Because of the risk to the public in failing to prevent a person from entering such professions who are not properly suited for them, the presumption in any dismissal case will be in favor of the program's judgment and the student must produce a successfully compelling argument demonstrating that program acted arbitrarily or capriciously in reaching its decision to win an appeal.

(Academic Council, Approved October 2014)

6.5. *Student Appeals and Grievances*

6.5.1. *Definitions*

6.5.1.1. An appeal is defined as a request to a higher authority to change a decision that was made, typically a decision that the student believes adversely affects her/his academic career.

6.5.1.2. A grievance is defined as a complaint or concern of a student regarding a faculty or staff member or a policy of the University that the student believes adversely affects her/his academic career or personal well-being.

6.5.2. *Timeframes:* When extenuating circumstances prevent any of the following procedures from occurring within the specified timeframe, the university, at its sole discretion, may decide to make an exception and extend the timeframe in question.

6.5.3. *Seeking Informal Counsel:* Students are encouraged to speak with their respective academic advisor before engaging in any appellate or grievance action.

6.5.4. *Procedure for Academic Integrity Decision Appeals:* Students who wish to appeal decisions related to academic integrity should follow the procedures described in section 6.2.8. of this handbook.

6.5.5. *Procedure for Sexual Harassment Grievances:* Complaints of sexual harassment should follow the procedures outlined in section 8.7 of the Student Handbook.

6.5.6. *Procedure for Student Adjudication Process Appeals:* Appeals related to the Student Adjudication Process shall follow the procedures set forth in section 5.5 of this Student Handbook. The process described in 6.5.9 below shall not apply to the Student Adjudication Process.

6.5.7. *Procedure for Final Course Grade Appeals.*

6.5.7.1. When a student wants to appeal a final course grade, s/he must submit a Grade Appeal Form to the instructor within 30 days from the date the grade is posted. If no appeal is filed within the 30-day period, the grade will be considered final.

- 6.5.7.2. Within 14 days of the student's request, the instructor shall confer with the student and explain the reason for the grade and, if warranted, raise the grade, lower the grade, or leave the grade unchanged.
- 6.5.7.3. If the student believes s/he has not received a satisfactory resolution from the instructor or if the instructor does not reply within 14 days, the student may appeal to the Dean of the School or College for resolution by submitting a copy of the original grade appeal form and supporting documents. In the case where the Dean was the course instructor, the appeal shall be submitted to the Executive Vice President of Academic Affairs (EVP) and his/her administrative assistant. The appeal to the Dean/EVP must occur within 7 days from the instructor's decision or within 21 days from the submission of the matter to the instructor if no decision is issued by the instructor. An academic unit may have additional levels of review between the instructor and the Dean. If such additional levels are in place, guidance will be provided to the student. The Dean/EVP may convene a panel of faculty to review the appeal.
- 6.5.7.4. The Dean/EVP shall respond in writing with a decision within 30 days of his/her receipt of the appeal, and the decision is final.
- 6.5.8. *Procedure for Academic Policy Appeals/Petitions*
 - 6.5.8.1. To request an exception to an academic policy listed in the Academic Catalog, a student should complete the Academic Petition form located on the Registrar's website. There are separate forms for graduate and undergraduate students.
 - 6.5.8.1.1. A graduate student should submit the Academic Petition to the Academic or Student Support Office in his or her School.
 - 6.5.8.1.2. An undergraduate student should submit the Academic Petition to his/her Academic Advisor.
- 6.5.9. *Procedure for All Other Student Appeals and Grievances.*
 - 6.5.9.1. In the spirit of Matthew 18:15-17, students should first seek resolution with the original employee(s) involved in the given matter. If the student believes the original employee(s)' response is not appropriate or the student is not comfortable approaching the employee(s), the student shall take the matter to the employee(s)' supervisor for resolution. The supervisor shall review the matter and respond to the student within 14 days.
 - 6.5.9.2. If the student believes the matter has not been resolved appropriately by the supervisor, the student may submit an Appeal or Grievance Request form (See Appendix D) to the Executive Vice President for Student Life. The request will then be forwarded to the appropriate Director, Department Chair, Dean, or Vice President [hereafter "Reviewer"] for review and action.
 - 6.5.9.3. All appeals under section 6.5.9 must utilize the Appeal or Grievance Request form and must set forth the specific grounds upon which the student believes the decision or action should be reconsidered. The student shall attach all supporting documentation (e.g., previous correspondences regarding the matter) to the request form. Additional documentation will not be accepted from the student after the initial submission. The student must submit the Appeal or Grievance Request form and supporting documentation to the Executive Vice President for Student Life

within 30 days of the decision from the supervisor. No appeal received after 30 days will be considered, and the original decision will be final.

- 6.5.9.4. After the form is received by the Reviewer, s/he will provide a copy of the request to all other University employees who were involved in the original decision and request a response to the appeal. Any such responses should be addressed to the Reviewer and must be made within 14 days after the copy of the request was provided to the employee.
- 6.5.9.5. Thereafter, the Reviewer may do one or more of the following:
 - 6.5.9.5.1. Render a new decision but only if the Reviewer determines that the original decision being appealed was arbitrary and capricious;
 - 6.5.9.5.2. Grant an exception to the policy in question but only if the Reviewer believes the student's case warrants an exception;
 - 6.5.9.5.3. Instruct the original department involved to conduct a full review of the policy in question, in consultation with the Reviewer and other associated departments, and facilitate an amendment to the policy if deemed appropriate;
 - 6.5.9.5.4. In consultation with Human Resources staff, take appropriate action on the employee's behavior that prompted the grievance;
 - 6.5.9.5.5. Deny the appeal/grievance if the Reviewer determines, in his/her sole discretion, that it presents no substantial issue that merits further consideration (i.e., the facts presented do not warrant changing the original decision; the policy in question is based on Biblical standards; the original staff member's behavior/response was fully and appropriately addressed according to university processes and policies).
- 6.5.9.6. All decisions of the Reviewer are final, and no further appeals are permitted.
- 6.5.9.7. The Reviewer will notify the student of his/her decision in writing within 30 days of receiving the Appeal or Grievance Request.
- 6.5.9.8. The Reviewer will additionally notify the Executive Vice President for Student Life of the decision in writing so that a centralized record of all appeal and grievance outcomes may be kept.

6.5.10. *Procedure for Submitting Grievance to State Agency*

- 6.5.10.1. As a last resort, if the student is not satisfied with the outcome of the institutional grievance process, the grievance may then be submitted to Regent's home state agency, State Council of Higher Education for Virginia (<http://www.schev.edu/students/studentcomplaintProcess.asp>).

(Academic Council, Approved April 2013, revised January 2015)

6.6. *Accommodation for Disabilities*

- 6.6.1. The policy and intent of Regent University is to fully and completely comply with the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, and the Americans with Disabilities Amendments Act of 2008, to the extent that they apply to the university. Regent University will not discriminate against an otherwise qualified student with a disability in the admissions process, or any academic activity or program, including student-oriented services.

- 6.6.2. 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, or unless it would fundamentally alter a degree or course requirement.
- 6.6.3. Qualified students must request reasonable accommodations for disabilities through the Disability Services Coordinator in Student Services. The request process begins with the student submitting the online form found [here](#).
- 6.6.4. The University may request documentation of the student's functional limitations to support the request. While the student 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 student will be helpful in determining the type of reasonable accommodation to provide.
- 6.6.5. Regent University reserves the right to choose among reasonable accommodations as long as the chosen accommodation is effective. If a student refuses a reasonable accommodation, the university will be deemed to have complied with its obligation under the ADA.
- 6.6.6. Regent University will make every effort to provide a reasonable accommodation in compliance with the Americans with Disabilities Act. If a student believes that the University has not adequately responded to a request for reasonable accommodation, the matter may be addressed according to the procedures described in section 6.4.8 of this Handbook.
- 6.6.7. For more information, students can contact the Disability Services Coordinator at disabilities@regent.edu, or visit our website at www.regent.edu/disabilities.

(Academic Council, Approved July 2013)

6.7. *Faculty Grievance Against a Student*

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

(Academic Affairs, Approved February 2006; updated by Academic Council, August 2014)

6.8. *Student Records Confidentiality*

- 6.8.1. Regent University protects the confidentiality of the education records of current and former students. This policy is administered in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA rights apply once a

student is considered "in attendance" by the institution. Regent defines "in attendance" as being registered for at least one class at 12:01 a.m. on the first day of the student's first term, as determined by the official University academic calendar. At its discretion, the institution may provide directory information to include: student name, address, email address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and participation in officially recognized activities. Students may withhold directory information by notifying the Registrar's Office, in writing, within two weeks of the posting of the annual fall notice that advises students of their rights.

- 6.8.2. *Access to Student Educational Records by the Student:* Students who want 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.
 - 6.8.2.1. Educational records do not include:
 - 6.8.2.1.1. Records of instructional, administrative and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute authorized by the maker.
 - 6.8.2.1.2. Records of a law enforcement unit.
 - 6.8.2.1.3. Student health and counseling records.
 - 6.8.2.1.4. Employment or alumni records.
 - 6.8.2.2. Students may not inspect and review the following:
 - 6.8.2.2.1. Financial records of parents or guardians.
 - 6.8.2.2.2. Confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review.
 - 6.8.2.2.3. Education records containing information about more than one student, in which case the institution will permit access only to that part of the record that pertains to the inquiring student.
 - 6.8.2.3. 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.
 - 6.8.2.4. 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 Registrar 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.
 - 6.8.2.4.1. Student requests for a hearing must be made to the Executive Vice President of Academic Affairs in writing, specifically stating the nature of their disagreement with their educational records. The Executive Vice President 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 Executive Vice President informs 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 student's expense.

6.8.2.4.2. 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 student, the educational records will be corrected or amended.

6.8.2.4.3. If the decision is unsatisfactory to the student, the student may submit a statement commenting on the information in his or her records, or statements setting forth any reasons for disagreeing with the Hearing Committee's decision. 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.

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

6.8.3.1. *Directory Information.*

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

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

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

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

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

6.8.3.2.2. Persons or organizations providing students financial aid;

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

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

7. Safety and Security

- 7.1. *Bicycle Registration:* The CBN/Regent Campus Police Department (CPD) implements proactive policing and crime prevention methods as a critical component of Campus safety. CPD has partnered with the National Bike Registry as a part of these measures. This comprehensive bicycle registration system, allows students, staff and faculty of the CBN/Regent University Campus to register for \$10.00 for a 10 year period. The National Bike Registry has granted CPD access to the database which will allow CPD to maintain, track, and investigate any incidents involving bicycles on campus. Upon registration, participants will receive a tamper proof, weather resistant sticker, in addition to helpful information concerning crime prevention. To register your bicycle, visit www.regent.edu/police.
- 7.2. *Building Hours:* The table below contains the building hours for University buildings.

Building	Days	Hours
Administration Building	Monday-Sunday	7:00am-12:00 Midnight
Chapel	Monday-Sunday	7:00am-12:00 Midnight
Classroom Building	Monday-Sunday	7:00am-12:00 Midnight
Communication Building	Monday-Sunday	7:00am-12:00 Midnight
Divinity/Welcome Center	Monday-Sunday	7:00am-12:00 Midnight
Library*	Monday-Saturday	7:30am-12:00 Midnight
Library*	Sunday	2:00pm-12:00 Midnight
Robertson Hall	Monday-Sunday	7:00am-12:00 Midnight
Student Center**	Monday-Saturday	7:00am-12:00 Midnight
Student Center**	Sunday	1:00pm-12:00 Midnight

*Lib*Library hours may vary in the summer.

**Students who live in the Commons have after-hours keycard access to the Student Center.

- 7.2.1. Variations of the above hours typically occur on holiday weekends and during semester breaks. Changes in normal building hours are communicated in advance via email. Please use a "buddy" system in University buildings especially when studying at night. Do not study alone and do not leave someone else alone during late night hours. The University reserves the right to restrict access at any time and to any person.
- 7.3. *Emergency Information and Procedures:* The CBN/Regent Police Department handles all emergencies on University premises. The emergency telephone number is extension 2911 or 757.226.2911 if calling from off campus. Non-emergency calls should be placed to extension 2075 or 757.226.2075 if calling from off campus.
- 7.4. *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.
- 7.5. *Illness or Injury:*
- 7.5.1. In the event of serious injury or illness while on campus either during regular hours or after hours, CBN/Regent Police should be contacted immediately. The security dispatcher is on duty 24 hours a day at ext. 2075 or 757.226.2075. The dispatcher is trained to contact the appropriate emergency squad, as well as to send a police officer

trained for interim emergency treatment. For minor medical emergencies, first aid kits are available in the main hallways of each University building floor.

- 7.5.2. Subsequent to any medical emergency involving a guest on campus, the Administrative Services office should be notified as soon as possible at 757.352.4008. If the emergency involves a student, the Executive Vice President for Student Life should be contacted at 757.352.4404. For medical emergencies involving a Regent employee, Human Resources should be notified at 757-352-4070.

7.6. *Missing Student Policy*

- 7.6.1. If a member of the Regent University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the CBN/Regent Campus Police Department at 757-226-2075. Campus Police will generate a missing person report and initiate an investigation.
- 7.6.2. After investigating the missing person report, should CBN/Regent Campus Police determine that the student is missing and has been missing for more than 24 hours, Campus Police will notify the student's emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Campus Police will notify the student's parent or legal guardian immediately after Campus Police has determined that the student has been missing for more than 24 hours. As per requirement of the law, Campus Police will inform the Virginia Beach Police Department of any missing student in order to inform them that Campus Police has conducted an initial investigation and has determined that a student is missing. This notification will be made no later than 24 hours after the student is determined to be missing.
- 7.6.3. In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Regent University in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact can do so through the online Resident Information Card available in Genisys. This confidential contact information will be accessible only to authorized campus officials and law enforcement and it will not be disclosed outside of a missing person investigation.

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

7.8. *Parking*

- 7.8.1. *Handicapped.* Handicapped parking spaces are provided on campus. This parking privilege is under the jurisdiction of the Commonwealth of Virginia, which requires handicapped license plates or handicapped permits on vehicles occupying these spaces. Handicapped plates may be obtained through the Department of Motor Vehicles (DMV) in your state of permanent residence before arrival. To apply for Virginia license plates,

obtain appropriate forms through the Commonwealth of Virginia DMV. Applications for handicapped plates should be made as soon as possible.

- 7.8.2. *Permits.* Parking permits may be obtained in the Student Services Office. The permit is mandatory for all 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 and/or towing.
- 7.8.3. *Parking fees.* Students who enroll in at least one on-campus class in a given semester are assessed a parking fee by the University. The fee provides a parking permit and student's use of on-campus parking for the academic semester in which the fee is paid.

8. General University Policies

- 8.1. *Equal Opportunity Policy:* Regent University does not discriminate on the basis of race, color, sex, national or ethnic origin, disability or veteran status in admissions, or in the administration of educational policies, scholarships, loan programs, athletics or other University administered student programs. In addition, Regent does not discriminate based on religion, except as necessary to comply with Regent's Standard of Personal Conduct and Statement of Christian Community and Mission.
 - 8.1.1. Questions or concerns regarding discrimination based on sex may be directed to the University's Title IX Coordinator, Amber Steele. Ms. Steel can be reached at 757-352-4928 or astele@regent.edu. Ms. Steele's office is located in suite 201 of the Student Center.
 - 8.1.2. Further information about Title IX and sexual discrimination in education is available from the [Office of Civil Rights](#) at the US Department of Education; 800-421-3481; OCR@ed.gov; www.ed.gov/ocr.
- 8.2. *Faculty/Staff-Student Relationships*
 - 8.2.1. It is misconduct for faculty (whether regular, part-time or adjunct), or *academic staff members* to have an amorous relationship, whether face to face, or by written, or by any electronic means, with students in any instance. For purposes of this policy, *academic staff members* are those in a position to have oversight and/or power over students within an academic context, such as Deans, associate/assistant Deans, as well as the staff of Academic Affairs, Academic Services, the Business Office, and certain Student Services staff (e.g., International Student Director). Students, faculty, and *academic staff members* are to avoid dual relationships that compromise the instruction, advising, evaluation, supervision, and administration processes.
 - 8.2.2. In addition, Regent University discourages amorous (romantic or sexual) relationships between students and other staff. When one of the individuals involved has direct professional influence or direct authority over the other, or otherwise a conflict of interest exists, both the University and the person in the position of influence and power are vulnerable to charges of sexual harassment from the person in the position of lesser power and/or by third parties. In situations of a conflict of interest, amorous relations are

also prohibited. Codes of ethics for most professional associations forbid professional-client sexual relationships and the relationships enumerated above should be viewed in this context.

- 8.2.3. In the case of instructor and student, for example, the respect and trust accorded the instructor by the student, as well as the power exercised by the instructor in giving grades, advice, evaluations, and recommendations for further study and future employment, may greatly diminish the student's actual freedom of choice concerning a romantic or sexual relationship. The integrity of the faculty-student relationship is the foundation of the University's educational mission. This relationship vests considerable trust in the faculty member, who, in turn, bears authority and accountability as mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between faculty member and student must be protected from influences or activities that can interfere with learning consistent with the goals and ideals of the University. Whenever a faculty member is responsible for academic supervision of a student, a personal relationship between them of a romantic or sexual nature, even if consensual, is inappropriate. Any such relationship jeopardizes the integrity of the educational process.
- 8.2.4. Faculty and staff members should avoid such liaisons, which can harm affected students, and damage the spiritual and academic integrity of the institution. An amorous relationship exists when, without the benefit of marriage, two persons as consenting partners (a) have a sexual union or (b) engage in romantic partnering or courtship that may or may not have been consummated sexually.
- 8.2.5. It is misconduct subject to disciplinary action for the above stated behavior(s) to occur. It is also misconduct subject to disciplinary action to make a charge of violation of this policy, which has no reasonable basis in fact.
- 8.2.6. While it is impossible to enumerate situations in which professionalism may be compromised, faculty and staff members, as well as students, are required to refrain from any conduct that may create a semblance of impropriety. Students should report improper relationships to their Program Director and/or to the Dean. It is not a defense to a charge of misconduct that the conduct was consensual or instigated by the other party.

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

8.3. *Freedom of Expression*

- 8.3.1. 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.
- 8.3.2. 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.

8.4. *Online Safety Notice.*

- 8.4.1. Regent University has taken notice of increased student usage of networking sites, specifically Facebook® and Twitter®. 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.
- 8.4.2. Regent University strongly discourages students from posting personal information on publicly available websites. Students should protect, at all times, phone numbers, home addresses, date of birth, and social security number. There exist criminal predators who seek to harvest personal information for either financial gain (identity theft) or to carry out more targeted physical acts.
- 8.4.3. 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.
- 8.4.4. 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.
- 8.4.5. 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.
- 8.4.6. Questions about student use of Facebook® and Twitter®, other similar sites, or general inquiries about online safety may be referred to the Regent University Student Services department at 757.352.4103 or via [email](#).

8.5. *Partisan Political Activity*

- 8.5.1. If you are considering a political activity on campus, before proceeding please contact Human Resources (757.352.4053) or Student Activities and Leadership (757.352.4928).
- 8.5.2. Section 501 (c) (3) of the Internal Revenue Code prohibits Regent University, as a tax-exempt organization, from participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for public office. Accordingly, neither Regent University, nor its representatives, shall use University funds or assets to engage in, either directly or indirectly, impermissible political campaign intervention as set forth in Revenue Ruling 2007-41, 2007-25 I.R.B. 1421. This policy applies to domestic and international activity.
- 8.5.3. In keeping with Regent University's mission to train people to change their world by affecting the ways in which people think and conduct their affairs, Regent University students retain all rights and obligations of citizenship provided in the Constitution and

- laws of the United States of America. Each student is encouraged to be actively involved as a citizen by supporting the party and candidates of his or her choice.
- 8.5.4. Specific guidelines and restrictions applicable to Regent University and its students are contained in this policy statement.
- 8.5.5. *Endorsement or Support of Candidates.*
- 8.5.5.1. Regent University will not endorse or oppose, or provide support for or against, any candidate for public office. "Public office" includes, but is not limited to, all federal, state, and local elective positions, delegates to party conventions, and any office of a political party. A "candidate" is someone who is a candidate for public office as defined in the Federal Election Regulations.
- 8.5.5.2. University students engaging in partisan political activity must do so in their individual capacity, and not as representatives of Regent University.
- 8.5.5.3. Regent University will not make any contributions or expenditures in connection with any election to any political office, or in connection with any primary election, political convention, or caucus to select candidates for political office. Except as expressly provided in Student Organizations section below, no expenses related to partisan political activity be reimbursed to University students.
- 8.5.6. *Political Rallies.* Neither Regent University nor any University student acting as a representative of the University will sponsor, support, or participate in rallies or other forms of assembly at which candidates (or persons who may reasonably be considered candidates) for public office appear for the purpose of advancing their candidacies, or in which persons appear for the purpose of supporting or opposing candidate(s) for public office. This does not prohibit students from acting in their individual capacity, provided that they make that fact clear. Candidates may appear on campus in such circumstances provided that an event hosted by the University at which a candidate appears meets the nonpartisan and unbiased nature requirements set forth in Rev. Rul. 2007-41. Such appearances shall require approval of the Executive Vice President for Student Life, in consultation with the Senior Vice President and General Counsel and the Executive Vice President for Academic Affairs.
- 8.5.7. *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.
- 8.5.8. *Facilities, Equipment, and Letterhead.* Subject to the exceptions provided in the Student Organizations section below, the following apply:
- 8.5.8.1. Regent University will not make facilities or assets owned, controlled, or operated by it available to candidates for public office or organizations controlled by or supporting such candidates for use in connection with their campaigns.
- 8.5.8.2. Regent University equipment, facilities, or letterhead may not be used for any partisan political activity.
- 8.5.8.3. Regent University systems, such as electronic mail and interoffice mail, may not be used for commercial or partisan political purposes or to promote political candidates.

- 8.5.8.4. Posting of signs, meeting notes, posters, or petitions of a partisan political nature on Regent University property is prohibited. These restrictions do not extend to the wearing of political buttons on one's person or the placement of bumper stickers on one's personal vehicle.
- 8.5.9. *Student Organizations.* Regent University recognizes that a campus community should be a place that fosters the free exchange of ideas. Accordingly, the following apply:
- 8.5.9.1. The University, at its discretion, may recognize student political organizations, including, but not limited to, Young Democrats/Regent Democrats or Young Republicans/Regent Republicans. Once officially recognized by the University as approved student organizations, these groups shall be treated like other approved student organizations. All student organizations shall, among other things, have a faculty advisor prior to University recognition, and shall comply with all the requirements found at Student/Service Organizations [website](#).
- 8.5.9.2. Student organizations may conduct certain voter education activities (including the presentation of public forums and the publication of voter education guides). They may also sponsor voter registration and get-out-the-vote drives.
- 8.5.9.3. A student organization may invite political candidates (in their capacity as candidates or in their individual capacity) to speak at its events. Candidates may also appear without an invitation at organization events that are open to the public. When a candidate is invited to speak as a political candidate, the student organization is not required to ensure that the event is conducted in a nonpartisan manner, because the expression and dissemination of political views of the individual students comprising a student organization does not represent the views of the University or its representatives.
- 8.5.9.4. Regent University may allow approved student organizations to use institutional facilities and funds allocated to such student organizations for partisan political purposes, provided that such groups pay the usual and normal charges. If fees are generally not charged, then the student organization need not be charged. If funds are allocated by the University to a student organization, the student organization may determine what activities those funds may be used for, provided such use is aligned with the goals and mission of Regent University. Care should always be maintained to avoid the appearance of any endorsement by Regent University and to observe all the principles of this policy. Accordingly, student organizations hosting or sponsoring partisan political events using institutional facilities and/or funds must clearly communicate that the event is hosted by the student organization and not the University.
- 8.5.9.5. All literature or other materials of a University-approved student organization shall indicate that the views and activities expressed therein are those of the organization and are not endorsed by the University.
- 8.5.9.6. Student organizations may post signs and banners of a partisan political nature, as well as distribute campaign literature on campus, provided that any such communication clearly state that the communications represent the views of the student organization and not the University. Such postings and distributions shall

be coordinated through the Office of Student Services, and shall comply with all procedures and guidelines generally applicable to student organizations.

- 8.5.9.7. Student organizations shall use the following statement in advertisements and at the beginning of any event that is partisan in nature: “This activity is being conducted by _____. It is not sponsored, endorsed, or supported by Regent University.”
 - 8.5.9.8. If a student organization wants the University to announce that organization's event, the organization shall coordinate through the Office of Student Services. In such event, the University may, in its discretion, post via e-mail a notice of the event, but shall clearly state that the event is sponsored by the student organization and not the University.
 - 8.5.10. *Media Presentations.* This policy is not intended to preclude or restrict Regent University, its officers, faculty, staff, and/or students from speaking out on public issues of importance to the University's mission. These issues include, but are not limited to, abortion, sexuality, schooling, war and peace, crime, public morality, public finance, health, religious liberties, and similar issues of broad public concern and moral content. *If you are considering a political activity on campus, before proceeding please contact Human Resources (757.352.4053) or Student Activities and Leadership (757.352.4928).*
- 8.6. *Sales and Solicitation:* 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.
 - 8.7. *Sexual Harassment and Assault*
 - 8.7.1. *Policy.*
 - 8.7.1.1. It is Regent University's policy to provide students and employees with an environment for learning and working that is free of sexual harassment whether by members of the same sex or opposite sex. University administrators and supervisors are responsible for assuring that effective measures are taken to implement this policy's procedures.
 - 8.7.1.2. It is a violation of this policy for any member of the University community to seek gain, advancement or consideration in return for sexual favors, or to make an intentionally false accusation of sexual harassment. It is a violation of this policy for any member of the University to engage in verbal, non-verbal physical, or electronic sexual harassment whether on or off campus.
 - 8.7.1.3. Any person who has been accused of sexual harassment pursuant to the terms of this policy, who retaliates against her/his accuser in any manner, shall be charged with violating this policy. Any member of this University community who is found in violation of this policy will be subject to appropriate sanctions, which may include suspension, expulsion or probation.
 - 8.7.2. *Definitions.*

- 8.7.2.1. "Electronic" refers to communication or activity via electronic means such as email, text, Facebook, blog posts, or any other computer or internet-based action.
 - 8.7.2.2. "Member of the University community," means student, employee, alumnus, volunteer, or contracted worker involved in any University-sponsored activity.
 - 8.7.2.3. A "no contact directive" is an instruction given to an individual that prohibits him/her from communicating in any manner with another individual.
 - 8.7.2.4. "Sexual harassment" is defined as unwelcome conduct of a sexual nature. The term includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, physical, or electronic conduct of a sexual nature, whether it occurs on or off campus. Sexual assault is a form of sexual harassment.
 - 8.7.2.5. "Title IX" of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment is a form of sex discrimination prohibited by Title IX.
 - 8.7.2.6. The "Title IX Coordinator" is the employee whose responsibilities include overseeing all Title IX complaints and investigations, identifying and addressing any patterns or systemic problems that arise during the review of such complaints, and educating the University community on Title IX compliance.
- 8.7.3. *Procedure.*
- 8.7.3.1. Any student who believes that s/he has experienced sexual harassment and/or assault as defined in this policy should notify the Title IX Coordinator, Amber Steele, in Student Services. The Title IX Coordinator can be reached at 757-352-4928, astele@regent.edu, in SC 201, or via the Anonymous Reporting Form found at <http://www.regent.edu/admin/stusrv/harassment/contact.cfm>. A student may choose to first inform a trusted member of the Regent community, who will then assist the student in contacting the Title IX Coordinator about the complaint. Additional information, definitions, and resources are located at www.regent.edu/harassment.
 - 8.7.3.2. If a student believes s/he is a victim of a crime, the student may additionally choose to file a report with Campus Police or the local police department where the crime occurred.
 - 8.7.3.3. If the complaint is against another student, the Title IX Coordinator will promptly investigate the matter and take the appropriate steps to resolve the situation as described below. If the complaint is against any other member of the Regent community, the Title IX Coordinator will work with Human Resources as appropriate to resolve the matter.
 - 8.7.3.4. In matters where a student requests confidentiality, the Title IX Coordinator will evaluate that request in the context of the University's responsibility to provide a safe and nondiscriminatory environment for all students. This means that the university may not be able to promise confidentiality in all cases.
 - 8.7.3.5. During the investigation, the individual accused of sexual harassment will be given an opportunity to respond, either orally or in writing, to the complaint. Both parties will have an opportunity to produce relevant witnesses or evidence to support their statement of the facts of the claim(s). A typical investigation takes approximately

- 60 calendar days from the receipt of the complaint, but more time may be necessary depending on the nature of the allegations.
- 8.7.3.6. If needed, at any point in the investigation, the Title IX Coordinator may take appropriate action to assist or protect the students in the educational setting. Actions could include, but are not limited to, a “no-contact directive,” a change in housing assignment or class schedule, individual counseling, or police escorts on campus.
 - 8.7.3.7. In some cases, the conduct may constitute both sexual harassment under Title IX and criminal activity. The Title IX Coordinator will inform the student of his/her right to file a criminal complaint, but the Title IX Coordinator is not a lawyer and will not provide legal advice. The providing of such information is not an indication of the Title IX Coordinator’s determination of the merits of the claim. The standards for criminal investigations are different; therefore, police investigations or reports are not determinative of whether sexual harassment or violence violates Title IX.
 - 8.7.3.8. If the Title IX Coordinator finds, based on the preponderance of the evidence (more likely than not), that there is good cause to proceed with a council hearing, the Title IX Coordinator will refer the results of the investigation to the Assistant Vice president for Student Life for adjudication, per the process described in Sections 5.5.6. and 5.5.7. The complainant and the accused will have similar and timely access to any information that will be used at the hearing as well as an equal opportunity to present relevant witnesses and other evidence. Mediation is not an acceptable alternative to a hearing, and the complainant and the accused will not be permitted to directly question one another at the hearing.
 - 8.7.3.9. Within approximately one week of the hearing, both the complainant and the accused will be separately notified in writing of the outcome of the adjudication hearing, and both will have the right to appeal as outlined in section 5.5.9.
 - 8.7.3.10. If the Title IX Coordinator finds no good cause for a council hearing based on the preponderance of the evidence, a judicial hearing will not be held and the Title IX Coordinator will notify the complainant and accused of this finding.
- 8.7.4. Transcripts
- 8.7.4.1. Definition of “sexual violence.” For purposes of this policy, “sexual violence” means physical sexual acts perpetrated against a person’s will or against a person incapable of giving consent.
 - 8.7.4.2. Definition of “good disciplinary standing.” For purposes of this policy, “good disciplinary standing” means that a student has completed all terms and conditions of a suspension, to the satisfaction of Regent University, and is eligible to apply for readmission. Readmission shall be at the discretion of the University, and “good disciplinary standing” status shall not be a guarantee of readmission.
 - 8.7.4.3. Any student who has been suspended under this policy for a violation involving sexual violence shall have a prominent notation placed on his/her academic transcript, stating the following: “Suspended for a violation of Regent University’s Sexual Harassment and Assault Policy.”

- 8.7.4.4. Any student who has been permanently dismissed under this policy for a violation involving sexual violence shall have a prominent notation placed on his/her academic transcript, stating the following: “Dismissed for a violation of Regent University’s Sexual Harassment and Assault Policy.”
- 8.7.4.5. Any student who has withdrawn from Regent University while under investigation for a violation involving sexual violence shall have a prominent notation placed on his/her academic transcript, stating the following: “Withdrew while under investigation for a violation of Regent University’s Sexual Harassment and Assault Policy.” The University will continue its investigation after the withdrawal, will make a determination of responsibility, and will impose sanctions as appropriate, with or without the student’s participation. If the student is found responsible for sexual violence and is suspended or dismissed, the student’s transcript will be updated accordingly.
- 8.7.4.6. Any student permanently dismissed as indicated in 8.7.4.4 above, or who has withdrawn as indicated in 8.7.4.5 above, who is subsequently found not to have committed a violation involving sexual violence, shall have the aforementioned notation removed from his/her academic transcript.
- 8.7.4.7. Any student suspended as indicated in 8.7.4.3 above, who is subsequently found not to have committed a violation involving sexual violence, shall have the aforementioned notation removed from his/her academic transcript. Further, any student suspended as indicated in 8.7.4.3 above, who completes the term of the suspension and any conditions thereof, and has been determined by Regent University to be in good disciplinary standing, shall have the aforementioned notation removed from his/her academic transcript.

8.8 *Speakers on Campus*

8.8.1. *Policy.*

- 8.8.1.1. Regent University is a private Christian University that values the sharing of knowledge, the search for truth and the social intellectual and spiritual development of students. Free inquiry and free expression are essential to learning. An atmosphere in which one can ask questions and evaluate divergent points of view is promoted. The University is committed to an open expression of views that challenge us to more effectively fulfill our Christian responsibilities in society.
- 8.8.1.2. The University reserves the right to authorize to speak on campus only those speakers who, in some way, will contribute to the mission and vision of the University, and who agree in advance to conduct themselves in a manner consistent with traditional Christian values. This includes avoiding profane language, potentially slanderous statements, advocacy of violent change, or overthrow of the government.

8.8.2. *Procedure.*

- 8.8.2.1. Any University-recognized student organization may invite and sponsor guest speakers to appear before its group with the approval of the advisor and dean of the appropriate corresponding school. A ‘guest speaker’ is defined as anyone who is not a Regent student, Regent faculty member, Regent staff member, as well as

anyone that is not a CBN or ACLJ employee. Recognized student organizations are not authorized to present programs to all-University audiences unless they receive specific approval from the Office of Student Activities and Leadership. Exceptions to this policy must be approved by the Executive Vice President for Student Life.

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

(Academic Council, Approved November 1995)

8.9 *Student Fundraising*: Regent University is fully supportive of the charity and fundraising efforts of our Student Organizations. As a Christian University, it is important that we model Christ-likeness to those in need in our communities. In order to best provide the support needed to student organizations in their philanthropic efforts, all fundraising or charity collection efforts must be coordinated through Student Services. Please contact the Office of Student Activities and Leadership at 757.352.4928 for guidance. NOTE: this policy should not be construed to prohibit students from soliciting assistance from their families, friends, or their local church.

8.10. *Student Travel*

- 8.10.1. This policy establishes rules and procedures for travel that is funded, hosted, or coordinated by Regent University schools, offices, student organizations, or other units within the University. Examples include but are not limited to study abroad programs, conferences, competitions, mission trips, recreational excursions, political gatherings,

and educational-site visits. Travel that would reasonably be perceived as representing the University or as being sponsored by a Regent University unit because of the way it is marketed or coordinated is covered under this policy, regardless of whether the University provides funding.

- 8.10.2. Travel that is hosted by a department or School must follow the School's procedures for approval.
- 8.10.3. Student Organizations must register and receive approval for travel by submitting an Off Campus Event Application at least 3 weeks in advance. The request form can be found and submitted at <http://www.regent.edu/studentorgs>. Itineraries, confirmed attendees, and liability waivers are due to the Assistant Director of Student Activities and Leadership at least one week prior to travel.
- 8.10.4. All participants must sign a liability waiver.
- 8.10.5. All trips must have a Trip Coordinator who travels with and leads the group. Trip Coordinators must be regular employees or faculty members. Exceptions can only be considered in special circumstances by the Executive Vice President for Student Life in consultation with the Dean of the School/College as appropriate.
- 8.10.6. Students must be in groups of at least 3 when going outside of the hotel or other established locations for this trip. ("Established locations" being the site of the conference/competition/study program, or any locations that are part of the official trip itinerary.) In certain locations where there are particular concerns for safety, this rule may be further limited at the discretion of the Trip Coordinator. If a Trip Coordinator believes factors such as the age of the participants, the location of the trip, and the length of the trip warrant an exception to this rule, he/she may request an exception in advance of the trip. For school-based travel, the Dean or the Dean's designee will approve exceptions. For student organization travel, the Executive Vice President for Student Life will approve exceptions.
- 8.10.7. When the schedule allows "free time" for the participants, the Trip Coordinator should determine whether public transportation, taxis, or walking are appropriate means of transportation given the location of the trip, and whether certain locations or areas are off limits. Free time activities should be openly discussed with and approved by the Trip Coordinator.
- 8.10.8. A male and female should never be alone together in a hotel room, except for married couples. Additionally, students should avoid all situations that bear a semblance of impropriety.
- 8.10.9. For the safety of our students, the Trip Coordinator should set a time by which students cannot be outside of the hotel. Midnight is advised as a standard acceptable time.
- 8.10.10. Participation in the trip is limited to Regent students, faculty, and staff. Additional participants may be approved on a case-by-case basis by the Dean or the Dean's designee. For student organization trips, additional participants may be approved by the Executive Vice President for Student Life.
- 8.10.11. Students may not leave the established trip locations with anyone not associated with the trip. Friends and family members who are in the area may join the group for meals or excursions as approved by the Trip Coordinator. The Trip Coordinator may make

exceptions to allow students to leave established trip locations with locals whom the Trip Coordinator knows or individuals whom are personally recommended by someone the Trip Coordinator knows.

- 8.10.12. Regent University may be unable to provide accommodations for people with disabilities, particularly for international travel. If an individual needs specialized assistance or accommodations, that person may be required, depending on the circumstances, to bring a companion/assistant at full price. Also, those who have a health or mental condition that may interfere with participation in program activities need to consult with their physician to determine if they are able to participate in the trip. If a potential participant has any questions, they should contact the Disability Services Coordinator at 757-352-4579 or at disabilities@regent.edu.
- 8.10.13. All participants are accountable to the policies in the Standard of Personal Conduct found in the Student Handbook (www.regent.edu/studenthandbook).
- 8.10.14. The Student Handbook states in section 5.2.1.2., “In keeping with a call to a sober mind and sound judgment, Regent also forbids 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.” Therefore, trip participants may not consume alcohol or use tobacco at any event, excursion, or meal that could be considered as “identified with or directly linked to the University.” Participants are further accountable to section 5.2.1.4. of the student handbook, which states, “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.” At no time during Regent-related travel should faculty or staff consume alcohol with students. If an individual is both a student and an employee of Regent University, the individual will be deemed a staff member for purposes of application of this policy.
- 8.10.15. Participants are responsible for complying with local laws and are responsible individually for any violations.
- 8.10.16. Trip Coordinators should meet with the Executive Vice President for Student Life prior to the trip to ensure their understanding of this policy. This is only necessary once for each Trip Coordinator.
- 8.10.17. The following policies apply to International Travel.
 - 8.10.17.1. Budget approval for all International travel must be coordinated through the Office of Graduate Administration with final approval coming from the Office of Academic Affairs.
 - 8.10.17.2. International medical and travel insurance is coordinated by the Office of Graduate Administration as part of the international travel approval process (http://www.regent.edu/academics/academic_affairs/study_abroad.cfm).
 - 8.10.17.3. The University may require participants on certain trips to obtain vaccinations prior to travel.
 - 8.10.17.4. All participants are encouraged to individually register their travel plans online with the Department of State at <https://step.state.gov/step/>.

(Deans Council, Approved February 2014)

8.11. *University Media and External Relations*

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

8.11.2. *Official Information.*

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

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

8.11.3. *Unofficial Information.*

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

8.12. *Vaccination Policy:* Regent University cares about the health and well-being of all students and the broader Regent community. For this reason, the University strongly encourages new students (especially students who are 17-24 years old) enrolling for their initial term of study at Regent to schedule an appointment with a physician prior to arrival on campus. During your doctor's visit it is recommended that you have a health evaluation/physical examination and ensure that you are current on all required and recommended immunizations. While there are a number of immunizations that are important to long-term health and well-being, we encourage you to discuss two particular immunizations with your physician: Hepatitis B and Meningococcal. The Center for Disease Control (CDC) highly recommends that traditional aged college students residing in on-campus housing facilities receive both the Hepatitis B and Meningococcal immunizations. Hepatitis B is a disease that affects the liver and is spread through contact with an infected person. Meningococcal disease is a serious bacterial infection of the fluid surrounding the brain and spinal cord. For more information on the diseases and the vaccines associated with them, please visit the CDC website.

Appendix A – Additional Information Regarding Drug and/or Alcohol Use, Misuse, and Abuse

A.1. Resources and Support

A.1.1. *Counseling, Treatment, and/or Rehabilitation.* Any student who believes he/she has a problem with drug and/or alcohol abuse is urged to seek counseling and treatment at a clinic of his or her choice. A list of some of the available clinics which provide counseling and/or treatment in this area are listed below. All counseling and treatment sessions, as well as referrals, will be handled in a confidential manner.

A.1.1.1 *On Campus.* Students can utilize free counseling and therapy services through the Psychological Services Center (PSC) and our licensed staff counselor. Appointments for both the PSC and the licensed counselor can be made by calling 757-352-4488.

A.1.1.2 *Hampton Roads.* The Hampton Roads area has several qualified clinics and therapists who work with addictive behaviors. Some are listed below, but the University does not recommend any particular clinic or therapist. Additional information may be obtained from the Human Resources Office or from the Office of Student Services.

Chesapeake Community Services Board – Mental Health Division 757.548.7011

Chesapeake Community Services Board – Substance Abuse Services 757.547.9334

Christian Psychotherapy Services – Chesapeake/Greenbrier 757.312.8002

Christian Psychotherapy Services – Chesapeake/Western Branch 757.398.2881

Christian Psychotherapy Services – Newport News 757.873.0735

Christian Psychotherapy Services – Norfolk 757.622.2114

Christian Psychotherapy Services – Virginia Beach 757.490.0377

Covenant Counseling Services 757.547.7877

Eden Counseling Services 757.466.3336

Hampton-Newport News Community Services Board 757.788.0300

Norfolk Community Services Board 757.441.5300

Norfolk Community Services Board – Substance Abuse Program 757.664.6670

Norfolk Psychiatric Center 757.496.6000

Portsmouth Community Services Board 757.393.8618

Regent University Psychological Services Center 757.352.4488

Regent University Student Services 757.352.4103

Resource Guidance Services Inc. 757.463.9600

SENTARA Mental health management Employee Assistance Program 757.363.6777;
800.899.8174

Virginia Beach Community Services Board – Developmental Services 757.385.0600

Virginia Beach Community Services Board – Substance Abuse Division 757.385.0866

Virginia Beach Psychiatric Center 757.627.5433

A.1.1.3. *Additional National Organizations.*

AL-ANON World Service Office – Information Services 757.499.1443

AL-ANON World Service Office – Newport News 757.875.9429

AL-ANON World Service Office – Williamsburg 757.253.1234

Alcoholics Anonymous (AA) – Newport News 757.595.1212

Alcoholics Anonymous (AA) – Virginia Beach 757.490.3980

Alcoholics Anonymous (AA) – Williamsburg 757.253.1234
Cocaine Hotline 800.COCAINE, 800.262.2463
Drug Information – National Institute of Drug Abuse (NIDA) 800.622.HELP
Lawyers Helping Lawyers www.valhl.org 804.644.3212
Narcotics Anonymous 800.777.1515
Narcotics Anonymous – Virginia Beach 757.437.6150, 757.459.8467

A.2. Sanctions

A.2.1 Policy

- A.2.1.1. In applying sanctions as provided by the *Student Handbook*, it will be the policy of Regent University to concentrate upon the academic performance of its students, and the expectation that students will conduct themselves in a Christ-like and professional manner.
- A.2.1.2. Any student who voluntarily admits, in the absence of reasonable suspicion or of any conduct which alone would subject the student to discipline, that he or she has a drug-related or alcohol-related problem may be referred to one of the clinics listed above and shall not be disciplined solely as a result of the admission.
- A.2.1.3. Any student found to be in violation of substance abuse related policies and/or who has received a final conviction in local, state, or federal court will be subject to discipline up to and including dismissal. In cases that do not result in dismissal, sanctions could include mandated counseling, monetary fines, removal from student housing, or mandated community service.

A.3. Legal Consequences Regarding the Illegal Use/Possession of Drugs/Alcohol

A.3.1 Students should be aware that under Virginia law, a conviction for the use, possession, or distribution of illicit or unlawful drugs may result in the following criminal sanctions:

3.1.1. *Marijuana.*

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

3.1.1.1.1. Up to 30 days in jail and/or a fine up to \$500

3.1.1.1.2. For a second or subsequent violation - up to one year in jail and/or fine up to \$1,000

3.1.1.2. Possession with intent to sell or distribute (based on weight):

3.1.1.2.1. 1/2 ounce (misdemeanor) - up to one year in jail and/or a fine up to \$1,000

3.1.1.2.2. 1/2 ounce to 5 pounds (felony) - from one to 10 years in jail and/or fine up to \$1,000

3.1.1.2.3. 5 pounds or more (felony) - from five to 30 years in jail and/or a fine up to \$10,000

3.1.1.3. A person 18 years old or older selling to someone under 18 and three years their junior (felony) - from 10 to 50 years in jail and/or fine up to \$50,000

3.1.1.4. Manufacturing (felony - growing, producing, processing, etc.). 5 to 30 years in jail and/or fine up to \$10,000

3.1.2. *Drug Related Material (Drug Paraphernalia).*

3.1.2.1. Possession (misdemeanor) - up to one year in jail and/or a fine up to \$1,000.

3.1.2.2. Providing to minors (felony) - 1 to 10 years in jail and/or a fine up to \$1,000.

- 3.1.2.3. Providing to adults (misdemeanor) - up to one year in jail and/or a fine up to \$1,000
- 3.1.3. *Controlled Substances (Marijuana, Cocaine, Narcotics, and Hallucinogens).*
 - 3.1.3.1. Possession (dependent upon the classification of the substance):
 - 3.1.3.1.1. Misdemeanor offenses - up to one year in jail and/or fine up to \$1,000
 - 3.1.3.1.2. Felony offenses - from one to 10 years in jail and/or a fine up to \$1,000
 - 3.1.3.2. Distribution/Manufacturing (dependent upon the classification of the substance):
 - 3.1.3.2.1. Misdemeanor offenses - up to one year in jail and/or fine up to \$1,000
 - 3.1.3.2.2. Felony offenses - from 5 years to life in jail and/or a fine up to \$100,000
- A.3.2. Students should also be aware that, under **the provisions of the United States Code**, conviction for the use, possession, or distribution of illicit or unlawful drugs may result in the following criminal sanctions. Prohibited/unlawful acts: manufacture, distribute, dispense, or possess with the intent to manufacture, distribute, or dispense a controlled substance; create, distribute, dispense, or possess with the intent to distribute or dispense a counterfeit substance. Penalties (dependent upon substance and number of violations) are as follows:
 - 3.2.1. Narcotic drugs:
 - 3.2.1.1. First offense - up to 15 years in jail and/or a fine up to \$25,000
 - 3.2.1.2. Second offense - up to 30 years in jail and/or a fine up to \$50,000
 - 3.2.2. Other controlled substances:
 - 3.2.2.1. First offense - from up to one year to five years in jail and/or a fine up to \$15,000
 - 3.2.2.2. Second offense - from one to 10 years in jail and/or a fine up to \$30,000
- A.3.3. Under **Virginia law**, a conviction for the unlawful use, possession, or distribution of alcohol may result in the following criminal sanctions:
 - 3.3.1. Underage possession and/or transportation (misdemeanor):
 - 3.3.1.1. up to 12 months in jail
 - 3.3.1.2. fines up to \$1,000
 - 3.3.1.3. loss of driver's license for up to one year
 - 3.3.2. Using a false driver's license (misdemeanor):
 - 3.3.2.1. fines up to \$100
 - 3.3.2.2. loss of driver's license for up to one year
 - 3.3.3. Buying for a minor (misdemeanor):
 - 3.3.3.1. up to 12 months in jail
 - 3.3.3.2. fines up to \$1,000
 - 3.3.3.3. loss of driver's license for up to one year
 - 3.3.4. Selling to minors or intoxicated persons (misdemeanor):
 - 3.3.4.1. up to 12 months in jail
 - 3.3.4.2. fines up to \$100
 - 3.3.5. Drunk in public (misdemeanor):
 - 3.3.5.1. fines up to \$100
 - 3.3.6. Disorderly conduct (misdemeanor):
 - 3.3.6.1. up to 12 months in jail
 - 3.3.6.2. fines up to \$1,000
 - 3.3.7. Abusive language (misdemeanor):
 - 3.3.7.1. fines up to \$1,000
 - 3.3.8. Driving under the influence (misdemeanor):

- 3.3.8.1. loss of driver's license for six months (first offense) TO loss of driver's license for up to three years (second offense)
- 3.3.8.2. fines from \$200 to \$1,000
- 3.3.9. Unlicensed sale (misdemeanor):
 - 3.3.9.1. up to 12 months in jail
 - 3.3.9.2. fines from \$100 to \$1,000
- 3.3.10. Drinking in public (misdemeanor):
 - 3.3.10.1. fines up to \$100

A.4. *Alcohol, Illicit Drugs, and Health Risks*

A.4.1. The health risks involved in using alcohol and illicit drugs include, but are not necessarily limited to:

- 4.1.1. Alcohol Excessive alcohol use may lead to loss of muscle control, dizziness, nausea, vomiting, headaches, unintentional injuries, violence, and alcohol poisoning (a medical emergency that can cause loss of consciousness, low blood pressure and body temperature, coma, respiratory depression, or death). Long term effects may include neurological, cardiovascular, and psychiatric problems, cancer, liver disease, heart disease, and pancreatitis.
- 4.1.2. 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.
- 4.1.3. 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.
- 4.1.4. 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.
- 4.1.5. 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.
- 4.1.6. Depressants Included are barbiturates, 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.

- 4.1.7. 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.
- 4.1.8. 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.
- 4.1.9. 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.

Appendix D: Appeal or Grievance Request

Before completing this request, the student should first communicate directly with the employee and supervisor to whom this most directly relates. If the student then believes s/he has not received a satisfactory resolution from her/his initial efforts to address the matter, this form should be used to request further review and consideration. This form must be submitted within 30 days of the original response from the employee and supervisor first involved, or else the appeal/grievance will not be considered by the University. For the full policy on Student Appeals and Grievances, please see the Student Handbook.

Student Name _____ Student ID Number _____

Please check your reason for this request:

- Requesting a reconsideration of a decision made by a university employee.
- Requesting an exception to a non-academic policy.
- Filing a grievance regarding a policy.
- Filing a grievance regarding the actions of a university employee.

Please note that this form should not be used to request a grade appeal, to request an exception to an academic policy, or to appeal a decision of the Student Adjudication Process. Those appeals are handled through separate processes as described in sections 6.18-6.22 in the Student Handbook. Grievances related to sexual harassment should follow the procedures described in section 8.1 of the Student Handbook.

Please attach a detailed description of what led to this appeal/grievance, including any relevant, dated documentation of your correspondence with Regent faculty or staff and any witnesses involved, and your attempt to first resolve this matter with the employee and supervisor to whom this most directly relates. Please clearly state the specific grounds upon which you believe the original decision or action should be revised. Please submit all documents relevant to your appeal or grievance. Any materials not submitted with this form will not be considered.

Please describe the outcome you are hoping to achieve: _____

I attest that to the best of my knowledge all information presented in this request is true.

Signature Date

Submit this form and supporting documentation to the Executive Vice President for Student Life, SC 201. All materials will be forwarded to the appropriate Director, Department Chair, Dean, or Vice President for review and action. Received on: _____ Received by: _____
Appeal/Grievance # _____