STUDENT HANDBOOK

Effective October 27, 2026

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.

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2. The University

2.1. Foundational Christian Beliefs, Policies, and Practices

2.1.1. Regent University was created for a distinct purpose in response to a call from God, received by our founder, Dr. M.G. "Pat" Robertson, to build a school for God's glory. Consistent with this calling, all policies in this document are governed by Regent's Biblical Christian beliefs as expressed in the *Statement of Faith* and the *Christian Community and Mission Policy*. Both of expressions of our Christian beliefs have been approved by the Regent Board of Trustees, the highest religious and institutional body for our university. The Statement of Faith articulates Regent's core Christian doctrines. The Christian Community and Mission policy expands on how these beliefs control and shape our mission, community composition, conduct expectations, facility use, and our positions on some specific cultural issues. Our intention is for all aspects of our university life to be faithful to our Christian beliefs: from the personnel we hire, the policies and procedures we adopt, to the student experience. All employees agree to adhere to our Christian beliefs and understandings and

to abide by other University policies. Apart from degree-seeking students in the School of Divinity and students in some other specific roles described in our policies, students are not required to adhere to our Christian beliefs. All students do, however, agree to be instructed in accord with our Christian beliefs and to abide by other applicable policies and standards. All Regent Community members are expected to be knowledgeable of the Statement of Faith and Christian Community and Mission policy as the assumed foundation for all content that follows.

2.2. History

2.2.1. Dr. M. G. "Pat" Robertson, founder of the Christian Broadcasting Network, had an inspired vision of establishing a graduate-level institution (now also undergraduate-level) that would train mature men and women for the challenge of representing Christ in their professions. In 1977, that dream materialized when CBN University was incorporated as a nonprofit educational institution in Virginia Beach, Virginia. In the fall of 1978, 77 students began classes in modest, rented facilities.

2.2.2. 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.

2.2.3. The University has grown to nearly 11,000 students, offering associates, bachelors, masters, and doctoral degrees through on-campus and online programs.

2.3. Vision, Mission, and Values

2.3.1. Vision. To be the most influential, Christian, transformational university in the world.

2.3.2. 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.

2.3.3. Values.

2.3.3.1. Christ First. Regent University has as its focal point the teachings, practices and person of Jesus Christ, and fosters a trans-denominational environment.

2.3.3.2. Excellence. Regent University will be recognized for its excellence in education, scholarship, service, and workplace environment.

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

2.4. Principle of Integrity

2.4.1. 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.

2.5. **Vice President for Student Life & Dean of Students (VPSL/DOS)**

2.5.1. The VPSL/DOS oversees all student life programs and related departments at the University, including University Athletics.

2.5.2. The VPSL/DOS oversees offices providing co-curricular services to students which include, but are not limited to, the following: Student Engagement, Campus Ministries, Residence Life, Counseling Services, Disability Services, Title IX, Center for Student Happiness, The Ordinary Cafe, the Gift Shop, online bookstore, 77 Coffeehouse, Health Center, and Shuttle Services.

2.5.3. The VPSL/DOS promotes and leads in the development of strategies to foster the holistic development of students.

2.6. **Other officers:** Other officers at the University include the Provost, Executive Vice President for Advancement/Enrollment, Executive Vice President for Finance/Administration, Senior Vice President and General Counsel, Vice President/Chief of Police, Vice President for Strategic Initiatives, and Vice President for Human Resources.

2.7. **Academic Unit Leadership:**

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

2.7.2. *Director of the Law Library.* Under the oversight of the Dean of the School of Law, the Director of the Law Library is responsible for the overall management of all Law Library functions. S/he plans for and authorizes the acquisition of all materials, equipment, and supplies and recommends policies to facilitate their use.

2.7.3. *Dean of a School or College.* The Dean of a school or college serves as its chief administrative officer. The Dean is appointed by the trustees upon the recommendation of the President. As the academic leader, 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.

2.8. **Faculty**

2.8.1. The faculty of each School is composed of the Provost, the Dean of the School, such officers designated by executive leadership 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.

2.8.2. In cooperation with executive leadership, the Provost 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 Provost, recommends such regulations to executive leadership 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.

2.8.3. The faculty of each School/College/Library is composed of the Provost, the Dean of the School/College/Library, and all regular employees holding a faculty rank status who are assigned to the School/College/Library.

2.8.4. In cooperation with the President, the Provost and officers of the University, the faculty of each School/College/Library is responsible for the conduct of instruction and research in that School/College/Library. Each School/College/Library faculty, with the consent of the Deans and the Provost, 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 programs.

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
Alumni Engagement	First Floor
Business Office	First Floor
Advancement	First Floor
Facility Services	First Floor
Human Resources	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
School of Psychology & Counseling	First/Second Floors

2.9.2.3. Communication Building:

College of Arts &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
Registrar's Office	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
Law Library	Third Floor
Mail & Copy Services	First Floor
Prayer Chapel	Second Floor
University Library	First/Second Floors
University Receiving	First Floor

2.9.2.6. Robertson Hall:

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

2.9.2.7. Dede Robertson Student Center:

Athletics	Second Floor
77 Coffeehouse	First Floor
Center for Student Happiness	First Floor
Computer Lab	First Floor

Counseling Services	Second Floor
Disability Services	Second Floor
IDs/Keycards	Second Floor
International Student Support	Second Floor
Student Engagement	Second Floor
Parking Services	Second Floor
Regent Gift Shop	First Floor
Regent Ordinary (Café/Dining Services)	First Floor
Shuttle Services	Second Floor
Title IX & Non-Discrimination	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 of 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.

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. Regent students can also take advantage of a discounted membership at the Indian River YMCA across the street from campus. The University subsidizes a portion of the membership fee for students who are eligible.

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 commonalties 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. To that end, the university selects course materials to promote student learning, but selection does not imply endorsement of the views expressed by the content or author(s). There is a commitment to the proposition that all truth is God's Truth. Students are challenged to filter through various avenues of learning, including a robust engagement with culture 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 Life online.

3.2. **Student Engagement**: Student Engagement's main goal and purpose is to create student enhancement and campus involvement, whether you are an on-campus, online, or commuter student. We do this through programs, 50+ student organizations, leadership opportunities, and experiences that allow Regent students to apply what they learn in the classroom. Getting involved is an excellent way for students to meet new people, develop leadership skills, and be active in student life. Intramural sports, paint nights, open mic nights, dances, and other student activities are offered periodically throughout the academic year. Students with special interests, suggestions on various activities, or who would like to be involved with coordinating activities are encouraged to contact Student Engagement. This office coordinates orientation programs for all on-campus students (except for students in the JD Law program and some doctoral programs who will attend specialized orientations through their schools). Campus-based undergraduate students and international students will receive information related to campus orientations at their Regent and application email accounts. Visit www.regent.edu/orientation for more information.

3.3. **Regent Bookstore:** The University's bookstore is operated by BNC Services which is exclusively an online service. BNC Services offers competitive pricing, new/used textbook rentals, guaranteed buyback offers and free ground shipping. To access the bookstore, go to http://www.regent.edu/regentbookstore. Payment options for the bookstore include financial aid vouchers and credit cards.

3.4. **Regent Gift Shop:** Located on the first floor of the Dede Robertson Student Center, the Regent Gift Shop offers a wide selection of Regent University-branded apparel, gifts, and accessories. Items may be purchased in-store or online at http://www.regentgiftshop.com, where store hours, shipping information, and pick-up options are available.

3.5. **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 at 1225 Kempsville Road beside Kemps River Shopping Plaza. The next closest is at 1425 Battlefield Blvd. in Chesapeake.

3.6. **The Center for Student Happiness (CSH)**

3.6.1. *Mission*: The CSH exists to increase the quality of the student's experience at Regent University. The Center for Student Happiness (CSH) supports students through specialized services that enhance their college experience by removing obstacles and creating opportunities for students' unique joy and fulfillment in activating their sense of calling. More information is available at www.regent.edu/csh.

3.6.2. *Academic Coaching*: Academic coaches assist students in developing effective writing, reading, and study strategies. Coaching appointments focus on promoting independent learning and confidence in academic work. One-on-one coaching, virtual drop-in hours, group sessions, workshops, and over 200 on-demand resources are available through www.regent.edu/writing.

3.6.3. *Student Success*: Student Success supports student development through online workshops, special programs, and structured conversations focused on values, priorities, mindset, and planning. Students work to clarify purpose, set goals, manage time and stress, and implement strategies for success. Sessions are offered at no cost in-person, by phone, or via video at www.regent.edu/LC.

3.6.4. *Career Services*: Career Services prepares students and alumni for career success by connecting their calling with academic preparation and market opportunities. Support includes major and career exploration, resume and interview guidance, access to career coaches, premier online assessments, LinkedIn guidance, and professional development events. Visit www.regent.edu/CS for details.

3.6.5. *Appointments*: Academic, Life, and Career Coaching appointments are available through Handshake (regent.joinhandshake.com). Students may meet with a coach in person, by

phone, or by video. Repeated no-shows without advanced cancellation may result in restricted access to services.

3.6.6. *Online Orientation*: All new online students are enrolled in KEYS, an online Canvas orientation that assists with the transition to Regent. Students who complete KEYS may qualify for a $250 voucher to the online bookstore and receive access to additional support resources and student communities.

3.6.7. *Math Support*: The Math Tutoring Lab (MTL) provides foundational support for students enrolled in general education math courses (MATH 101, 102, 201, 211, and 212). Services include one-on-one online tutoring and an extensive library of course-specific video resources. For details, visit www.regent.edu/mathlab.

3.6. **Counseling Services**

3.6.1. Counseling Services has several full-time licensed professional counselors, as well as master's level interns, on staff who provide individual and group counseling services to students. Services are offered on campus and free of charge to any student as long as they are enrolled in classes. Information on counseling services is available online.

3.6.2. 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.

3.7. **Disability Services:** The Office of Disability 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 757.352.4489.

3.8. **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 Student Engagement. 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.

3.9. **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.

3.9.1. ***Notice to Students Concerning Loss of Financial Aid for Drug Violations:*** 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

3.10.1.1. 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.

3.10.1.2. 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.

3.10.1.3. 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.

3.10.2 ***Notification to Students Regarding Satisfactory Academic Progress (SAP):*** To qualify for federal financial aid a student must be making satisfactory academic progress (SAP). Federal financial aid includes federal loans, the Pell Grant, and the TEACH Grant. Information regarding SAP policies and procedures are located on the Student Financial Aid webpages. SAP policies are required to ensure that recipients of federal student aid and other aid administered by the Student Financial Aid Office are meeting qualitative and quantitative progress toward their degree as required by program regulations and policies. Student Financial Aid reserves final authority in SAP appeal decisions.

3.10. **Health Center**: Through a partnership with Sentara Medical Group, the University maintains a full-time health center on campus for all students in campus housing as well as commuters (both undergraduate and graduate). However, students are still urged to establish themselves with a family physician early in the school year.

3.11. **Identification Cards and Mobile IDs**

3.12.1. *Identification cards*: Student identification cards are provided upon request through the MyRegent Portal. ID cards will be required to attend many Regent University-

sponsored events and activities and pick up packages from the housing office. Students should carry their ID cards at all times.

3.12.2. *Access Cards*: All students will be issued a mobile credential that contains access to housing, the library, and other buildings needed for classes. Students who do not have a smartphone will be issued a physical access card upon request.

3.12.3 Upon issuance of your Student ID or access card, students agree to the following:

3.12.3.1. Your Student ID should always be in your possession, and you will produce it at any time requested by a University official.

3.12.3.2. Lending, borrowing, selling, duplicating/cloning, or otherwise transferring a Mobile ID or access card is strictly prohibited, will be addressed as misconduct, and is subject to criminal investigation and charges.

3.12.3.3. There is a non-refundable replacement fee of $10 for Student IDs.

3.12. **International Students**: Students will work with their international advisor for all matters related to F-1 regulation and compliance from matriculation to graduation. The student will be required to maintain all F-1 requirements throughout their time in the states and/or affiliation with Regent University. Student Engagement will oversee the student experience, including the required orientation, acclimation, and continued integration into the Regent community.

3.13. **Intramural Sports**: A variety of seasonal intramural sports are offered by Student Engagement. The programs vary in competition level and structure to meet the needs in the community.

3.14. **Lost and Found**: Lost and found is located in the Office of Student Life, office 201 in the Dede Robertson Student Center. The lost and found will be emptied at the end of each semester.

3.15. **Dining Services**: Comprised of The Ordinary and 77 Coffeehouse, Dining Services seeks to provide quality food and beverage from the Regent community. Regent's Meal Plan program allows students to use allotted "Meal Swipes" at The Ordinary Cafe and "Royal Dollars" towards three on-campus services: The Ordinary Cafe, 77 Coffeehouse, and the Regent Gift Shop. For more information, visit regent.edu/mealplans.

3.15.1. The Ordinary strives to offer delicious meals and commits to providing a location where all are welcome to gather, eat, and fellowship. In colonial days, an ordinary was an establishment that served good food at reasonable prices. Likewise, the Ordinary Cafe is a quaint dining establishment providing good food at great prices in a delightful setting.

3.15.2. 77 Coffeehouse is a warm and inviting space to study, relax, or connect with friends. Our name honors the university's history and reflects our commitment to continuing that legacy of community, purpose, and faith.

3.16. **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.

3.16.1. *Regent Commons* is located on campus, adjacent to the Communication and Performing Arts Center. The complex consists of a total of approximately 520 beds. The Commons is comprised of three types of furnished housing assignments: (a) 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, internet service, water/sewage, laundry and use of the fitness center. For more information call 757.352.4652.

3.16.2. *Regent Village* is located three quarters of a mile from campus. The complex consists of approximately 400 two- and three-bedroom, furnished and unfurnished housing assignments between 1,000-1,190 square feet each. The apartments are equipped with refrigerators, ranges, and dishwashers. For more information call 757.352.4895.

3.16.3. As stated in the Christian Community and Mission Policy and in accordance with Biblical teachings, Regent University believes that God created humans as male or female (Gen. 1:27; Mark 10:6) and that the creational intent is for a person's gender to be the biological sex the person has at birth (Jeremiah 1:5; Luke 12:7). Therefore, residential students will be assigned to on-campus housing based on biological sex at birth.

3.17. **Shuttle Services**: University Shuttle Services provides free shuttle transportation from Regent Village to the main campus and at various stops on the main campus. Please refer to the Shuttle Services website for the most up-to-date schedule.

3.18. **Student Emergency Fund**: The Student Emergency Fund, managed by the Assistant Vice President of Student Life, is available to assist currently enrolled on-campus or local students who are experiencing a financial emergency that is separate from tuition-related expenses.

3.18.1. Currently enrolled on-campus or local students experiencing financial emergencies are encouraged to apply for the Student Emergency Fund for consideration of support. Requests for emergency assistance are considered on a case-by-case basis as to what is clearly recognized as an emergency.

3.18.2. Students interested in obtaining an application for the Student Emergency Fund can contact 757-352-4489.

3.19. **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 International Student Admissions 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.

3.20. **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 Student Engagement.

A current list of officially chartered student organizations and the applications for chartering a student organization may be obtained from this website.

3.21. **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 LibGuides, and the University Library's policies.

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

3.22.1. 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 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 Dede Robertson Student Center must have their announcement approved by Student Engagement. Unapproved announcements and information will be removed. Students are strongly encouraged to read announcements and information publicized on these boards.

3.22.2. The University Master Calendar is updated weekly on the Internet. All student organization activities and events should be registered with Student Engagement 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.

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4. Spiritual Life at Regent University

4.1. **Introduction**: "Christian Leadership to Change the World." We're in full recognition that before one can change the world, one needs to be changed into an instrument God can use to change the world. While every department of the university operates with a world-class scholarship from a Biblical worldview, it is the distinct role of Campus Ministries to enrich the spiritual life of the students on campus and online.

4.1.1. Campus Ministries at Regent University has a vision: To be the catalyst that inspires every Regent student to live for the glory and Kingdom of God.

4.1.2. Our Mission Statement is: Campus Ministries fosters Christian community, cultivates spiritual growth, and equips Regent students to fulfill the Great Commission in every vocation.

4.1.3. Nearly 45 Christian denominations make up the Regent community. We are enriched, not divided, by our differences when we place Christ First. Our Chancellor and Board of Trustees hold this as a prime value: "Regent University has as its focal point the teachings, practices, and person of Jesus Christ, and fosters a trans-denominational environment." While each Christian denomination is respected and honored, Campus Ministries officially

teaches in accordance with the Regent University Statement of Faith and makes room for Regent's distinct emphasis on the renewing work of the Holy Spirit in education and ministry.

4.1.4. Campus Ministries' efforts are organized into three areas of the Mission Statement: Cultivate Spiritual Growth, Foster Christian Community, and Equip Regent students to fulfill the Great Commission in every vocation. They are briefly reviewed in the following points.

4.2. **Cultivate Spiritual Growth**: *The ministries within this area focus on providing opportunities for graduate and undergraduate students to enrich their walk with Christ.*

4.2.1. ***University Chapel***: University Chapel meets each Wednesday at noon in Shaw Chapel. Attendance of all students, faculty, and staff is encouraged 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. University Chapel speakers seek to apply a Christian worldview to the unchallenged cultural assumptions of our day. Likewise, Scripture encourages us not to "give up meeting together..." but to "encourage one another" through our communal worship and prayer. We value common worship to express our deepest-held beliefs that Christ is first over our campus.

4.2.2. ***UnChapel:*** This ministry for students by students meets each Thursday evening in Shaw 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. In UnChapel, students can minister through worship, hospitality, preaching, 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 becoming good stewards in their spiritual discipline of leading worship. In addition to the scholarship team, students have opportunities to sing in the University Choir and Instrumental Ensemble, which lead us in worship once a month during University Chapel. For more information, contact ministry@regent.edu.

4.2.4. ***Personal Walk with God***: Each individual must assume responsibility for their own spiritual life. The University undergirds this by providing materials and teachings on developing skills in personal devotion, Bible study, and prayer. To request more in-depth discipleship, contact ministry@regent.edu.

4.2.5. ***Prayer***: Prayer is the key to growth in all phases of our Christian walk. Students 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. Occasionally, entire chapel services are devoted to corporate prayer and worship. The Prayer Room in Shaw Chapel 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.

4.2.5.1. Intercessory Prayer: Every Tuesday and Thursday at 8:30 am in the Prayer Room in Shaw Chapel, students, staff, and faculty are encouraged to gather for thirty minutes of prayer for Regent, the nation, and the world. T

4.2.5.2. Pre-Service Prayer: Before each UnChapel service, students and the Regent University Ministry Team hold a time of prayer and intercession. This is a time to pray for the Chapel speakers, the worship team, Regent's campus, and the Lord's will for each particular service. Pre-Service prayer is typically held in the lobby of the Visitor Center 45 minutes before each service.

4.2.5.3. Ministry Team: The Regent University Ministry Team consists of various students, faculty, and staff serving as intercessors and prayer counselors at each chapel service. 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.

4.2.6. ***Community Milestones***: These special chapel services occur regularly in the spiritual life of Regent University. Some of those would include the following:

4.2.6.1. Fall Convocation. At the start of the fall semester of each academic year, the Regent community gathers for spiritual renewal and preparation for the coming year. This special time includes a variety of unique chapels, guest speakers, and praise and worship experiences. The administration anoints new staff, faculty and student leaders for spiritual leadership in our academic community.

4.2.6.2. Founders Chapel. During Founders Chapel an important administration member celebrates the founding of the university. They highlight the significance of Dr. M.G. "Pat" Robertson, Founder and former Chancellor of Regent University, and recount the God-given vision that founded our institution as a "school for His glory."

4.2.6.3. Holy Week Chapels. The week before Easter, Campus Ministries hosts a unique Holy Week Chapel on Wednesday and a Holy Thursday service.

4.3. **Foster Christian Community**: The ministries in this area focus on building healthy and mutually edifying discipleship relationships

4.3.1. ***Community Groups***: Connect 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 weekly to read and apply Scripture to their lives in a personal and encouraging context. Each wing of each floor of the Commons (housing area) hosts a Connect Group for its residents led by trained Connect Group Leaders. There are Connect Groups in the Village for undergraduate and graduate students and Connect Groups for commuter students. Check the Campus Ministries' website, regent.edu/campusministries, for the latest listing of groups.

4.3.2. ***Local Church Involvement***: University students are encouraged to become involved in a local church. Some churches provide rides to their services, and several local churches are 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.

4.3.3. ***Campus Ministries Student Council Delegates (Graduate Students):*** Each graduate school selects school delegates in collaboration with Campus Ministries and the Council of Graduate Students. Campus Ministries encourages and trains these delegates to minister effectively according to the vision of their COGS delegation and school administration. Students interested in COGS should contact their COGS senator to discover the timeline and process to become a school delegate.

4.4. **Equipping Students to Fulfill the Great Commission in Every Vocation**: The ministries in this area focus on leadership development, training, and sharing the love of God with conviction and compassion in whatever vocation God calls us to.

4.4.1. ***Forerunner Program:*** Each Fall, incoming students may apply to participate in the Campus Ministries Forerunner Program. Students enrolled in the Forerunner Program will have the unique opportunity to actively engage in ministry both on and off campus. As ambassadors of Christ within the campus community, they will participate in various service projects, evangelism efforts, discipleship meetings, and receive personal mentoring from experienced staff and administration members. To apply for a Campus Ministries Forerunner Program position, please get in touch with the Forerunner Program Coordinator at ministry@regent.edu.

4.4.2. ***Regent Serves*****:** Campus Ministries sponsors several outings each academic year to serve local ministries and non-profit organizations in the Hampton Roads area. Connect Group Team Leaders lead these service activities. 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.

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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 themselves 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 themselves and other community members. This Standard of Personal Conduct applies to a student's conduct while on-campus, off-campus and online. While the University does not actively monitor the conduct of students on social media and off-campus, the University will fully investigate any and all alleged misconduct reported to the appropriate University officials. There shall be no refund of tuition or fees in the event a student is suspended or dismissed from the University and/or campus housing for any reason. In addition, if a student who has been dismissed or suspended has received Title IV funds, their change of enrollment status

may require a recalculation of eligibility resulting in funds returned to the Department of Education by Regent, and a subsequent balance due to Regent by the student in the same amount. In such an instance, and for any other balance due to the University, the student will be subject to the terms of the Student Financial Obligation Note.

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 the 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, Tobacco and other Smoking or Smokeless Products***

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. The University has zero tolerance for the illegal use of drugs and the abuse of addictive substances controlled by law. 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. The Drug and Alcohol Abuse Prevention Program information is listed in Appendix C. It includes information regarding drug and alcohol use, misuse, and abuse, to include counseling and treatment options, university sanctions, legal consequences, and health risks.

5.2.2.2. In keeping with a call to a sober mind and sound judgment, Regent also forbids the use, consumption, possession, cultivation, distribution, promotion, or sale of alcohol, tobacco, marijuana or other controlled substances 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 and nicotine alternative smoking and smokeless products, such as but not limited to nicotine vapor products or nicotine patches, are also prohibited. This policy also applies to campus visitors and guests of students. 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, tobacco, and marijuana.

5.2.2.3. Any use of alcohol, tobacco, marijuana, or controlled substances that results in a criminal violation, e.g., drunken driving, public nuisance, disorderly conduct, possession 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. Depending on context, a violation of this policy can also be a violation of the *Hazing* policy (see section 5.2.13.).

5.2.2.4. Any incident that occurs as a result of the use of alcohol, marijuana, or other controlled substances that, in the judgment of the University administration, reflects negatively on the image of the University or disrupts the campus' learning or living environment, will be considered a violation of the Standard of Personal Conduct and shall 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. ***Assemblies***

5.2.3.1. Regent University is a private Christian institution that values sharing knowledge, the search for truth, and students' social, intellectual, and spiritual development. Above all, the University is committed to promoting virtues that glorify our Lord and Savior, Jesus Christ. While free inquiry and free expression are essential to

learning, these activities must be conducted with respect to all that is True, Good, and Beautiful. The expression of differing viewpoints is commonplace in academia; however, the expression of said viewpoints must be conducted with intellectual integrity and in an orderly and peaceful manner. The following policy outlines the University's expectations regarding assemblies.

5.2.3.2. For this policy's purpose, an assembly is a group of two or more persons gathered together in one place to address an intellectual, moral, or social issue. This policy applies to assemblies that occur in person on University property and those on University-affiliated or provided social media accounts and virtual platforms, including, but not limited to, Facebook, Instagram, and Zoom. The University reserves the right to restrict assemblies to Regent University community members, specifically current students, faculty, and staff.

5.2.3.3. The University will only permit those assemblies that, in the judgment of the University administration, will contribute to the mission and vision of the University and will be conducted in a manner consistent with traditional Christian values. Conduct prohibited during assemblies includes, but is not limited to, profane language, potentially slanderous statements, advocacy of violent change or overthrowing the government, destruction of property, or injury to persons, sit-ins, blocking of ingress or egress, or similar or dissimilar activities.

5.2.3.4. Protests and demonstrations require prior approval from the University and must comply with all University conduct and assembly policies. Regent encourages forums that foster dialogue and respectful engagement of divergent views in lieu of protests or other demonstrations particularly on topics in which there is substantial disagreement in the Christian community. No assemblies or demonstrations of any kind will be approved that the University deems counter to its Christian beliefs and mission as reflected in documents such as the Regent Statement of Faith and Community & Mission policy. When a permission is granted for a protest on campus grounds, it will be subject to conditions the University deems necessary to safeguard our Christ-centered mission and operations. For instance, the event will be restricted to a time, place and manner approved by the university. Such events are to be safe, civil, non-disruptive, and respectful of others. Behavior constituting a “heckler’s veto” (i.e., shouting down those with a dissenting point of view) is a violation of Regent’s civility standards and is not permitted. The participants in any protest events may not include non-University persons or organizations unless previously approved by the University. Participation in such events will not constitute an excused absence from Regent courses. Approved events which do not comply with these requirements are subject to immediate termination and dispersal.

5.2.3.5. All Regent faculty, staff, and students are obligated to follow our conduct and grievance policies, and therefore, expressing grievances or concerns about another member of the Regent University community is to be done according to such policies at all times. Expressing personal aspersions against another Regent community member during the course of an assembly is in violation of grievance and conflict resolution policies. Any conduct that violates the University’s non-discrimination policy is also prohibited.

5.2.3.6. All assemblies must be pre-approved by Student Services in consultation with University administration and (in situations potentially involving University buildings or facilities) Administrative Services.

5.2.3.7. The University reserves the right to cancel any in-person or virtual assembly that it deems likely to cause an interruption in the University's orderly activities or otherwise violates this policy. The Chancellor, Provost, University Police, or Student Life staff may order an assembly to be canceled or terminated because it constitutes a disruptive activity. Any faculty or staff member or any student who resists such an order shall be subject to disciplinary action. Any activity that, in the opinion of the University, interrupts or disrupts campus life is prohibited.

5.2.3.8. The Standard of Personal Conduct also applies to actions that occur where there is no direct or indirect involvement by or connection with the University. While the University does not prohibit its community members from attending assemblies off campus, all conduct policies still apply. Any alleged violations of the University's Standard of Personal Conduct occurring at off-campus assemblies will be investigated and addressed per the student adjudication process found in the Student Handbook or the Progressive Discipline Policy found in the Employee Handbook.

5.2.3.9. On occasion, non-Regent University community members will be invited to campus to participate in special academic or social events. The University will warmly welcome these guests to campus and provide Christian hospitality to them during their visit. Such guests are expected to follow the guidelines in this policy and the University's Standard of Personal Conduct found in the Student Handbook. Additionally, Regent University community members are expected to treat non-Regent University community members with civility and respect. Mistreatment of non-Regent University community members by students will be investigated and addressed through the student adjudication process.

5.2.3.10. Approval of assemblies on campus does not necessarily imply endorsement or sponsorship by the University.

5.2.4. ***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.

5.2.5. ***Camping, Shelter Construction, Hammocks & Sleeping On-Campus:*** Constructing shelters or camping on University owned or operated properties is prohibited at all

times. Students may use hammocks on trees during daylight hours. Only one person per hammock is permitted. The use of hammocks is not permitted from dusk to dawn. Hammocks may only be used on-campus in the following areas: the central mall area of campus which is the green space that extends from the front of the library to the front of the Communication Building, the green space between the Dede Robertson Student Center and the Administration Building, and green spaces in or around Regent Commons and Regent Village. The University, at its discretion, reserves the right to require a student to remove a hammock in or on University-owned or operated properties if the hammock is causing a disruption, in an unauthorized area, or causing an obstruction to University-related activities. Students must clean up any debris caused by or left from the use of hammocks. Students will be held responsible for any damage caused to trees from the use of hammocks. Sleeping in or on University-owned or operated properties, excluding students in campus housing, is prohibited from dusk to dawn. Any student found sleeping in or on University-owned or operated properties during this specified timeframe will be addressed and will be directed to his/her on-campus assignment (if applicable) or housing located off-campus.

5.2.6. ***CBD Products:*** Legal CBD supplements that do not violate other University policies, such as but not limited to smoking and drug abuse, are currently permitted on campus. However, be advised that the University reserves the right to test CBD products. University community members, including faculty, staff, student, and guests, must comply when University officials request testing of CBD products. University officials will also require proof of purchase with the original packaging of all CBD products in question.

5.2.7. ***Civil and Respectful Communication*****:** As a Christian organization, we expect members of the University community to treat each other with civility and respect. Students are expected to be courteous in their correspondence and interactions with fellow students, staff, and faculty. When students communicate with faculty and staff, the tone of their communication should be professional and respectful. Communication with others in the University community includes, but is not limited to, in-person interactions, email, class discussion boards, telephone, texts, and social media, and must not be of a disparaging, hostile, or profane nature. Casting personal aspersions against a fellow student, faculty or staff member outside the context of a formal grievance or other formal due process procedure is considered a violation of this policy. An example of such a violation would be using a derogatory label, such as calling someone a liar without substantive evidence or in inappropriate venues, including in communications that include other students or persons outside those parties to a formal appeal or grievance. Students with concerns regarding a fellow student, staff, or faculty member are encouraged to utilize proper procedures included in this Student Handbook, such as the biblical Matthew 18 approach to reconciliation (5.5.1.) or an Appeal or Grievance form (Appendix B). A grievance must be written in a civil and respectful fashion to demonstrate respect for one another and to best communicate the matter of concern. Students may also contact the appropriate University official for further assistance, depending on the nature of their concerns. While one may disagree with the determination of the administration or the outcome of an appeal or grievance, one is required to do so in a respectful manner and without casting personal aspersions.

5.2.7.1. ***Bullying***: An intentional, repeated behavior intended to cause harm to, isolate, humiliate, intimidate, or exercise social power over an individual who is perceived to be less powerful or vulnerable. A violation of this policy may also violate the Harassment and/or Hazing policy/ies and/or other University policies. Any student who believes he/she has been a victim of bullying may report it here or speak with a University Official. Bullying of the sexual nature can be reported to the Title IX Coordinator here. Bullying, of any nature, is prohibited.

5.2.7.2. ***Cyberbullying***: A form of bullying using electronic devices such as but not limited to cell phones, tablets, computers, or other devices that can communicate digitally. A violation of this policy may also violate the Harassment and/or Hazing policy/ies and/or other University policies. Any student who believes he/she has been a victim of bullying may report it here or speak with a University Official. Cyberbullying of the sexual nature can be reported to the Title IX Coordinator here. Cyberbullying, of any nature, is prohibited.

5.2.8. ***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. Students who engage in misconduct and then deliberately lie with the intent to deceive University officials regarding their misconduct can expect additional sanctioning such as, but not limited to, probation, suspension or dismissal from the University. Sanctions are issued at the discretion of the University and are dependent upon the unique context of each student's conduct case.

5.2.9. ***Failure to Comply*:** Failure to comply with the proper instructions of a University official may result in disciplinary action by the University, up to and including potential dismissal. Examples of proper instructions of a University official include, but are not limited to, requiring student attendance at a meeting with Regent personnel, requiring completion of elements in a remediation plan, fulling requirements imposed as a result of a previous violation of university conduct or other policies, or requiring compliance with potentially changing health or safety protocols and expectations implemented by the University in response to health emergencies.

5.2.10. ***Fire Pits & The Eternal Flame:*** The University is pleased to offer our students fire pits and Adirondack chairs in the mall area for educational purposes and student enjoyment. Primary responsibility for the fire pit fire and the safety of the participants, spectators, and others will remain with the sponsoring organization or group. The review by the University will be to assist the sponsor in carrying out their responsibilities and to coordinate the activities of interested parties. The University is primarily responsible for the maintenance and upkeep of the Fire Pits and Chairs. Propane tanks are secured within each pit cabinet. Student Services regularly inspects and replaces propane tanks as necessary. Authorized individual users, or student groups and approved organizations utilizing the area for specific events are responsible for ensuring use is in accordance with the posted safety of use instructions. Portable fire extinguishers are posted in the vicinity as an additional safety precaution. When fire pits are not being utilized for

groups or events, the responsibility for use will be the individual user. All fire pits must be used responsibly and as directed. Students are prohibited from cooking food or s'mores over the fire. Foreign objects (to include paper products, refuse or chemicals) will not be deposited into the fire pits. Abuse or misuse will not be tolerated and must be reported to RUPD and Student Services. The World Reach Eternal Gospel Flame, located on CBN grounds in front of the Studio Headquarters Building, is a dedicated memorial l site celebrating the worldwide broadcasting of Christian programming. , CBN and Regent University founders, Dr. M.G. "Pat" Robertson, and his wife, Dede Robertson, are interred at the site. The memorial is open for public visitation. Students are welcome to visit the Memorial site for prayer and reflection. However, students are prohibited from tampering with, or depositing any foreign object or substance into the flame or utilizing the flame for cooking food. Failure to comply is considered misconduct and will be addressed by Student Services. Criminal prosecution is possible due to the Eternal Flame being on private property.

5.2.11. ***Guests*:** Students are responsible for the behavior of their guests while on campus. Children under the age of 18 who are not Regent University students should be in the care of a parent, guardian, or host when visiting campus. Out of consideration for classmates, instructors, and the learning environment, students with children should not bring children to class sessions. Students with extenuating circumstances involving childcare should have proactive conversations with their instructors.

5.2.12. ***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 Appendix A of this Handbook. Depending on context, a violation of the *Harassment* policy can also be a violation of the *Hazing* policy (see section 5.2.9.).

5.2.13. ***Hazing*:** Hazing, whether it occurs on or off campus, is prohibited. This prohibition applies to all students and all student groups including but not limited to student organizations, clubs, bands, and athletic teams. It also applies to University Officials, faculty, staff, and volunteers. All violations are subject to sanction up to and including dismissal or termination. Hazing can include, but is not limited to, the following kind of actions and activities carried out by a student organization, recognized by the University or not, which is used for initiation into, affiliation with, or maintenance of a membership for a student organization:

- Being blindfolded, captured, kidnapped and/or taken to an unknown location
- Total or partial nudity of any kind
- Physical violence
- Paddling or whipping
- Forced sexual activity
- Forced servitude to others
- Sleep deprivation

- Forced exercise
- Forced consumption of alcohol or any other substance
- Altering physical appearance (i.e., head or eyebrow shaving, branding, etc.)
- Acts that impair academic or athletic performance
- Forced physical activity that could result in harm
- Activities that cause extreme mental stress, humiliation, or degradation

5.2.13.1. Virginia law prohibits hazing and is as follows: "§ 18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials; penalty. It shall be unlawful to haze so as to cause bodily injury, any student at any school or institution of higher education. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor." Teams, clubs and organizations found responsible for hazing can have their affiliation with the University revoked, face the loss of University funding and/or be sanctioned at the discretion of the University's administration. Students found responsible for hazing can be suspended or permanently dismissed from the University. Victims of hazing may also pursue legal action against responsible parties. Students who are present during and/or passively condone the hazing of other students but not actively involved in the actions taken against another student can be found responsible for serving as accessories to a violation of this policy.

5.2.13.2. Furthermore, activities or conduct for the purpose of a military training program, or that advances the objectives or goals of a legitimate educational curriculum and/or extra-curriculum is not prohibited under this policy.

5.2.13.3. Consent to hazing is never a defense to a violation of this policy, and allowing yourself to be hazed also constitutes a violation. Ignorance of this or any other policy outlined in this Handbook does not remove the expectation to uphold standards or the consequences of violating them.

5.2.13.4. Hazing should be reported immediately to Campus Police (757.226.2911) if there is an imminent or potential threat to the health and safety of a student. Hazing can be reported to the Regent University Behavioral Intervention Team (RUBIT) by completing and submitting form found here: https://www.regent.edu/report. Hazing of a sexual nature can also be reported to the Title IX Coordinator for further investigation. More information regarding Title IX can be found here: https://www.regent.edu/community-spiritual-life/student-life/title-ix/.

5.2.13.5. If a student is unsure if an act he or she has committed, witnessed or been subject to is considered hazing, please reach out to the Student Life staff for further support and resources.

5.2.13.6. Hazing investigations will follow procedures outlined in Section 5.5 of this Handbook, and will occur separately from other investigations associated with the same incident (other investigations may fall under the authorities of Title IX, Student Housing, University Conduct, or other investigative authorities). All violations are subject to sanction up to and including dismissal or termination.

5.2.13.7. A violation of this policy may also violate the Harassment and/or Bullying policy/ies and/or other University policies.

5.2.13.8. The University reserves the right to update and revise this policy at any time.

5.2.14. ***Hoverboards, Scooters, E-Bikes, Other Similar Equipment*:** Due to potential fire and safety hazards, the use, possession or storage of hoverboards and electric or motorized scooters and bikes are prohibited on campus and cannot be stored in Regent University owned and operated facilities. Rentable scooters available to the public, such as Lime electronic scooters, and e-bikes cannot be used or stored on University property. Self-propelled scooters are permitted on campus.

5.2.15. ***IT Security***: This policy applies to all students, staff, and faculty. This policy does not apply to students, staff or faculty who fall victim to such violations of this IT Security Policy. All infractions will be evaluated in context — severity and intent will inform final classification. Breaches of IT security, whether intentional or accidental, will be treated in the following manner:

5.2.15.1. First Minor Offense — Verbal or written warning. Must complete targeted security awareness training, receive a FreshService knowledge base article FR, and, where applicable, the device used in the offense is remediated, and additional controls are applied. Other requirements may apply where appropriate.

5.2.15.2. Second Minor Offense — Conduct meeting. Must complete another set of IT Security training. Other requirements may apply where appropriate.

5.2.15.3. Third Minor Offense or First Major Offense— Conduct meeting, where the offense is treated and sanctioned as a major offense, given the repeated negligent behavior and destructive pattern. The University reserves the right to immediately escalate to University probation or removal.

5.2.15.4. Minor Offenses (negligent, non-malicious, low-impact) include, but are not limited to:

- Sharing account credentials
- Repeated phishing susceptibility after prior awareness training
- Storing or transmitting sensitive data insecurely after prior awareness training
- Leaving a shared/lab computer logged in and unattended
- Using university systems for prohibited but non-malicious personal use
- Accessing another student's account with their permission

5.2.15.5. Major Offenses (intentional, adversarial, or causing measurable harm) include, but are not limited to:

- Intentional unauthorized access to university systems or data
- Distribution or exfiltration of protected student/institutional data
- Introducing malware or ransomware into university systems
- Bypassing security controls
- Any activity that causes measurable harm to the university, other students, or faculty

5.2.16. ***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.

5.2.17. ***Non-Acceptance or Revocation of Admission:*** Regent University reserves the right to refuse or revoke admission or readmission to prospective students prior to attendance on any grounds it deems appropriate. Bases for revocation include, but are not limited to, intentionally withholding pertinent information, misrepresentation of information, uncivil or disrespectful communication with University community members, or engaging in behavior that the University deems to be in violation of the spirit of the Community and Mission policy, to be in violation of the Standards of Personal Conduct, and/or to be undermining of Regent's Christian mission. Regent determines an admission fraudulent if the student has misrepresented information or omitted pertinent information in the admission process. If such information is discovered prior to the prospective student attending any classes in the program to which a prospective student has been admitted, recission of an admission decision may result. The decision to rescind admission is made by Enrollment Management. The University may include other departments it deems appropriate when addressing an admission revocation case. An appeal of revoked admission, if any, must be submitted within 10 days of the recission and is heard by the Executive Vice President for Advancement and Enrollment, whose decision in such matters is final. The decision to rescind will be upheld on appeal unless it was arbitrary and capricious. If such information is discovered after the prospective student has attended classes, and is now a current student, the student may be dismissed based on the Conduct Dismissal policy (6.3.3).

5.2.18. ***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).

5.2.19. ***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.

5.2.20. ***Retaliation:*** Regent University has a zero-tolerance policy for retaliation. The University prohibits any form of retaliation, revenge, intimidation, or harassment against any member of the University community who makes a protected disclosure (commonly called a "whistleblower").

5.2.20.1. Romans 12:17-18 NKJV states, "17 Repay no one evil for evil. Have regard for good things in the sight of all men. 18 If it is possible, as much as depends on you, live peaceably with all men." Regent University upholds the Biblical teaching and, therefore, encourages students to report incidents of concern rather than to retaliate. Students can report incidents of concern to Campus Police

(757.226.2911) if there is an imminent or potential threat to the health and safety of a student. A RUBIT form may be filed if the situation does not present an emergency and can be found here.

5.2.20.2. The types of retaliation that are prohibited include, but are not limited to: intimidation, adverse actions with respect to the whistleblower's grades, athletic performance, tuition assistance, coursework assignments, unlawful discrimination, adverse actions against a relative of the whistleblower who is a University employee or student, and threats of any of the above.

5.2.20.3. A violation of the Retaliation Policy may also violate other University policies such as, but not limited to, Bullying and/or Harassment.

5.2.20.4. Furthermore, all violations of the Retaliation Policy are subject to sanction up to and including dismissal or termination.

5.2.20.5. The University encourages individuals who are aware of or have reason to suspect wrongful conduct to report the conduct immediately. Retaliation should be reported immediately to Campus Police (757.226.2911) if there is an imminent or potential threat to the health and safety of a student. Retaliation can be reported to the Regent University Behavioral Intervention Team (RUBIT) by completing and submitting the form found here.

5.2.21. ***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, being in a same sex marriage, creating an appearance of impropriety by cohabiting with an unmarried romantic partner, or any other conduct that violates Biblical standards. Depending on context, a violation of the Sexual Conduct policy can also be a violation of the Hazing policy (see section 5.2.9.).

5.2.22. ***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.*

5.2.23. ***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. Depending on context, a violation of the *Threats or Violence* policy can also be a violation of the *Hazing* policy (see section 5.2.9.).

5.2.24. ***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 C for legal consequences regarding the illegal use/possession of drugs/alcohol.

5.2.25. ***Unmanned Aircraft Systems (Drones):*** The recreational or personal operation of unmanned aircraft systems (UAS), including drones, is prohibited on or over Regent University property by students. Students may not launch, operate, land, or otherwise control a drone on University property unless expressly authorized in advance by Regent University. Regent University reserves the right to prohibit, restrict, or terminate any drone operation on or over University property at any time. The Regent University Police Department (RUPD) and authorized University personnel may direct any operator to immediately cease operations when necessary for safety, security, privacy, or other University concerns. Unauthorized drone operation may constitute a violation of the Student Handbook and may result in disciplinary action. Students are responsible for any damage, injury, or other consequences resulting from unauthorized operation of a drone.

Exception: The University may authorize designated faculty, staff, contractors, or vendors to operate drones for official University purposes. Such authorization does not relieve the operator of responsibility for complying with applicable FAA requirements and other laws.

5.2.26. ***Violation of Housing Rules or Regulations is Prohibited*:** These rules are contained in the *Residence Life Handbook*.

5.2.27. ***Weapons Possession*:**

5.2.27.1. Regent University faculty, staff, students and visitors are prohibited from using or possessing fireworks, firearms or other dangerous weapons or material on university property. “Weapon” means an item designed for fighting purposes or commonly understood to be a weapon, including without limitation “Prop Weapons”, which are items that look like weapons but in fact are not actually designed for fighting purposes, unless authorized use as prescribed by the Dean of Communications and Arts College. “Weapon” includes without limitation: Handgun, pistol, revolver, other weapons designed or intended to propel a missile of any kind by action of an explosion of any combustible material, ammunition, bows, arrows or any explosive or incendiary devices, any dirk, bowie knife, switchblade knife, ballistic knife, machete, metal hatchet, razor (but not safety

razors commonly used for personal grooming), sling bow, spring stick, metal knuck, blackjack, nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, any disc having two or more points or pointed blades designed to be thrown or propelled and which may be known as a throwing star or oriental dart, and any weapon similar to the items described in this section. "Weapon" does not include a pocketknife with a blade under three (3) inches.

5.2.27.2. Members of the Regent University campus community may possess a pocketknife with a blade under three (3) inches. Additionally, members may have one authorized canister of pepper spray on campus for the sole purpose of self-defense. Authorized pepper spray canisters must be no larger than four ounces in size. Individuals who misuse or abuse pepper spray on campus will violate this policy and be subject to the student adjudication process, employee discipline, or criminal charges as appropriate. "Misuse or abuse" includes intentional discharge that is not for reasonable self-defense and accidental discharge. For additional information regarding how to use pepper spray safely and effectively for self-defense, please visit the Regent University Police Department's website:

https://www.regent.edu/about-regent/regent-university-police-department/#emergency-communication/crime-prevention-and-safety

5.2.28. ***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 an individualized and 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 AVP for Student Life, in consultation with the VPSL/DOS, may impose an intermediate suspension before the hearing process. It may be imposed only when, in the judgment of the AVP for Student Life in consultation with the VPSL/DOS, 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 length of the intermediate suspension will be at the discretion of the University. During the intermediate suspension, the student may not enter the campus without obtaining prior written permission from the VPSL/DOS or the AVP for Student Life.

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 undergo an individualized assessment 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 Life staff member(s) designated by the VPSL/DOS. 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 Life staff member(s) designated by the VPSL/DOS. This will be a private meeting between the student and the Student Life 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 Other Preventive Measures:*** 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 Life 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. Faculty or staff may also attempt to correct initial and/or minor conduct concerns prior to formally reporting it. Examples of such preemptive proactive steps are asking someone engaging in unruly behavior to desist, leave the class session, or otherwise alter a problematic behavior. The University faculty or staff member may also counsel a student, informing him or her of the potential for a formal referral for a conduct violation should the concerning behavior persist or reoccur. For instance, a faculty member might point out to a student an email communication the student authored containing statements that appear to be disrespectful or uncivil and thus represents a likely violation of Regent policy. The student could be further informed in such counseling that if such communication occurs in the future, it may result in an incident report and possible disciplinary action from Student Life. The University reserves the right to discipline any student who refuses to comply with reasonable requests by staff and faculty, violates University regulations, or violates state or federal laws or local ordinances, whether on or off campus.

5.5.2.4. Student Life may still impose reasonable and applicable expectations or boundaries for students holding a leadership position on campus who seek support.

5.5.2.5. Student Life 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 or Student Life. Suspected violations by students may also be reported by faculty or staff. Faculty and staff who report alleged student misconduct incidents to Student Life or other appropriate university offices will not be subject to discipline for doing so. Upon receipt of an incident report (written or oral), the AVP for Student Life (or the their designee) will take one or more of several actions they deem appropriate given the details of the report from taking no further action at the time, offering corrective guidance/mentoring, or initiating judicial proceedings. When alleged violations are of school, college or programmatic policies and standards, adjudication of the misconduct may occur at the school, college or program level in addition to any university actions or proceedings that may be initiated regarding alleged student misconduct. To report an incident of Regent University 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 AVP for Student Life; 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 (757.352.4489, SC 235). See Appendix A below for information about the University's sexual harassment policy and response procedures.

5.5.4. ***Inclusion of (Academic) Deans of the Schools:*** The AVP 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 AVP 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 involving underage alcohol or drugs, 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 Director of Residence Life (or Director's designee), for residential students, and/or the Assistant Vice President for Student Life (or AVP's designee) 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 Assistant Vice President for Student Life (or the AVP's designee) will address the infraction in an administrative hearing.

5.5.6.5. There shall be no appeal from a decision of the Assistant Vice President for Student Life (or the AVP's designee), except in cases resulting in suspension or dismissal from the University. Otherwise, all decisions are final.

5.5.6.6. 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.

5.5.6.7. 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 AVP for

Student Life. Cases of a sensitive nature include, but are not limited to, sexual issues, addictions, and some cases in which suspension or dismissal from the University is a possibility. The Administrative Judicial Council will be comprised of Student Life professionals and may include faculty at the discretion of the AVP for Student Life. If a student wishes to appeal a decision of the Administrative Judicial Council, the appeal will be heard by the VPLS/DOS or their designee.

5.5.8. ***Student Judicial Procedure Appeals:*** Every student who is issued a sanction of suspension or dismissal from the University has the right to one appeal.

5.5.8.1. 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 Life), and must include a statement outlining and supporting in detail the specific grounds on which the student is appealing.

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

5.5.8.2.1. A process or procedural error occurred.

5.5.8.2.2. 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.

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

5.5.8.3. If the student submits a timely appeal, the VPSL/DOS (or their designee) will review the appeal request and render a decision.

5.5.8.4. During the appeals process, sanctions given by the original hearing officer may be temporarily delayed until the appeals process is completed, at the discretion of the VPSL/DOS (or their designee). The appeal hearing will result in one of three decisions:

5.5.8.4.1. A decision may be overturned;

5.5.8.4.2. A decision may be amended; or

5.5.8.4.3. A decision may be upheld.

5.5.8.5. If the original decision is amended, sanctions will not be increased; they can only be decreased, modified, or revoked.

5.5.8.6. 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.

5.5.9. ***Student Employment:*** If a student worker, graduate assistant, or teaching assistant is placed on University probation or other disciplinary sanction by Student Life, 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.

5.5.10. ***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 the AVP's designee) or Director of Residence Life (or the Director's designee), 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. Students who fail to attend a scheduled hearing or comply with the student adjudication process automatically waive their right to an appeal.

5.5.11. ***Recording of Hearing:*** No audio or visual recordings of any kind may be made at student conduct hearings, inclusive of preliminary investigation meetings. 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 VPSL/DOS.

5.5.12. ***Format of Hearing:*** The general format for disciplinary hearings will be as follows (exceptions may be made according to the nature of the case):

5.5.12.1. Prayer
5.5.12.2. Presentation of charges by the chair of the council.
5.5.12.3. Presentation of evidence by the chair of the council.
5.5.12.4. Presentation by student charged.
5.5.12.5. Questioning of student charged and/or witnesses by the council members.
5.5.12.6. Questioning of any witnesses by the student charged.
5.5.12.7. Deliberation (student charged not present).
5.5.12.8. Decision/notification (immediate notification verbally with written notification to follow).

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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 in full to all Regent University students.

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.

6.2.3.4. Some lecture slides, notes, assignments, or exercises used in courses may be the property of the textbook publisher or other third parties. All other course material, including but not limited to slides developed by the instructor(s), the syllabus, assignments, course notes, course recordings (whether audio or video) and examinations or quizzes are the property of the University. Republishing or redistributing this material, including uploading it to web sites or linking to it through services like Course Hero, violates the rights of the copyright holder and is prohibited. There are civil and criminal penalties for copyright violation. In

addition, publishing or redistributing this material in a way that might give others an unfair advantage in this or future courses may subject you to penalties for academic misconduct. Students who violate this copyright policy or copyright law may also be subject to the student adjudication process as such misconduct is considered a violation of the University's Standard of Personal Conduct.

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; sharing copies of quizzes, exams, papers, etc. online; 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. Additionally, the use of uncited or course disallowed generative artificial intelligence programs in the production of submitted student work constitutes academic dishonesty at Regent University.

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

6.2.4.2.1.1.2. 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 (Undergrad, Graduate, Doctoral Non-dissertation Submissions, unless specified in section 6.2.5.4). 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 Lab.

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 Lab.

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.

6.2.5.4. Penalties for Major Plagiarism (Culminating Works): For purposes of this policy culminating works or experiences are defined as (1) culminating major undergraduate thesis, (2) master's thesis, (3) culminating portfolio (e.g., MFA program), (4) doctoral dissertation, and (5) doctoral project. The faculty member must notify the Dean's Office. The Dean may, at his/her discretion, do the following:

6.2.5.4.1. First offense:

6.2.5.4.1.1. Assign the University Academic Integrity Course. The student must successfully complete the course prior to registering for additional courses or continuing the dissertation/capstone process.

6.2.5.4.1.2. Assign additional plagiarism education or tutoring.

6.2.5.4.1.3. Suspend the student up to one subsequent semester. The student will not be allowed to communicate with members of the dissertation or capstone committee or enroll for dissertation or capstone credits until the suspension is completed.

6.2.5.4.1.4. Place the student on academic probation.

6.2.5.4.1.5. Reassign dissertation or capstone committee.

6.2.5.4.1.6. A first offense may become a second offense at any time if the student becomes defensive or belligerent when any level of academic dishonesty is addressed.

6.2.5.4.1.7. Violations typically occurring in later stages of the culminating work phase (e.g., post-defense), could result in a requirement to restart the project, dissertation, etc., dismissal from the program, or dissertation retraction.

6.2.5.4.1.8. Note: Student may not withdraw from the course in order to avoid consequences for academic dishonesty.

6.2.5.4.2. Second offense:

6.2.5.4.2.1. Academic dismissal from the program or 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 *Turnitin* 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 *Turnitin* score does not necessarily exonerate students from a charge of plagiarism or other acts of academic dishonesty (6.5.4), neither does a high *Turnitin* score necessarily confirm suspicions of plagiarism or other acts of academic dishonesty. *Turnitin* 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. The faculty member may offer the student an opportunity to demonstrate his or her ability to perform the disputed work; this may take the form of a live demonstration either virtually or in person. This demonstration could provide evidence to the faculty member that the student did not violate the honor code. At this meeting, the student may also otherwise 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. Unless reversed by the Dean at this stage, the Academic Dishonesty Notice constitutes an *Academic Dishonesty finding*. Documentation of the incident shall be sent to the Registrar's Office (registrar@regent.edu) for retention in the student's permanent file.

6.2.8. ***Student Procedures for Appealing Academic Dishonesty Findings*:** 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. The levels of appeal possible at the university, and there respective timelines are as follows**:**

6.2.8.1. 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).

6.2.8.2. Appeal to the Intermediate Reviewer. 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 intermediate review level established within a program or school via Regent University email. Each program shall clarify for students in program handbooks or other materials if such an intermediate reviewer exists for their program and who this is. It will typically be a program leader, program coordinator or director, or department chair. 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 intermediate reviewer 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 intermediate reviewer 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).

6.2.8.3. Appeal to the Dean. Within 14 days of the intermediate reviewer's (or charging faculty member if no such intermediate review is available) written communication indicating his/her decision to deny the appeal, the student may appeal the intermediate reviewer's decision by filing the *Student Appeal of Academic Dishonesty Charge* form (see Appendix B in this Handbook). In this form, the student shall state in detail why the original dishonesty finding was unwarranted and why decision by the intermediate reviewer 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, or Dean's Designee, 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 intermediate reviewer). The Dean's review is the final level of appeal at the University for an Academic Dishonesty finding unless the Dean was the instructor

initially generating the Academic Dishonesty Notice. In cases where the Dean is the instructor who generated the academic dishonesty notice, the student may appeal to the Provost's office in place of the Dean as the final level of appeal.

6.3. **Student Dismissal**

6.3.1. Regent aspires for all admitted students to successfully matriculate through their programs. Yet students may be dismissed based on academic performance, conduct code violations, for conflict with Regent's Christian mission, or not meeting professional standards in applicable programs. Below are further descriptions for each of these processes.

6.3.2. ***Academic Performance Dismissal***: Students may be dismissed based on academic performance. Regent's policies related to dismissal based on academic performance for undergraduate programs are located under the "Academic Policies" section of the Undergraduate Catalog. Regent's policies related to dismissal based on academic performance for graduate programs are located under the "Academic Probation and Dismissal" policy in the Graduate Catalog. Both catalogs can be found here: www.regent.edu/catalog.

6.3.3. ***Conduct Dismissal***: Students may be dismissed based on conduct violations. Violations of Regent's *Standards of Personal Conduct* and other policies that impose conduct requirements may be grounds for dismissal or other discipline. The University aspires to restore students who have violated Regent's conduct codes or other applicable standards to a path that will allow the student to complete their studies at Regent. However, the University may determine that immediate dismissal or other discipline is necessary that precludes or delays degree or course completion. Depending on the type of conduct violation, different procedures exist regarding the evaluation of an alleged violation, due process options for the student, restorative mediation steps that may be taken, final disposition including dismissal from the University, and the University officials responsible for managing the conduct concern. Students are referred for additional information to pertinent policies in the Student Handbook, such as the section on Standards of Personal Conduct, the Academic Honor Code, or the appendix on Sexual Harassment and Assault (e.g., the Title IX policies and procedures).

6.3.4. ***Mission Conflict Resolution and Dismissal***: Students may be dismissed based on undermining or disrupting Regent's Christian mission, beliefs, policies, or community standards. If any student displays characteristics undermining of, or inimical or disruptive to, Regent's Christian mission, beliefs, policies, community and other standards, Regent will act as needed to resolve this conflict, affording as much grace as possible without compromising our Christian mission. These actions may include any of a range of possible steps Regent determines necessary such as counseling, mentoring, removal from leadership positions, probation, suspension, and dismissal from the University. A decision to dismiss for mission conflict is made by the Provost or the Vice President for Student Life. The decision may be appealed within 10 days of notice of the dismissal. The appeal will be decided by a committee of three Regent vice presidents selected by the Provost or Vice President for Student Life who did not make the initial decision. The executive team member who made the initial decision will also

be excluded from being on the appeal committee. A majority vote of this three-person appeal committee is required to overturn a dismissal for mission conflict.

6.3.5. ***Professional Standards Dismissal***

6.3.5.1. 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 maybe 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.

6.3.5.2. 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.

6.3.5.3. 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)

6.4. **Academic Appeals, Petitions, and Grievances**

6.4.1. ***Definitions***

6.4.1.1. 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. The different types of appeals specified in this section include grade appeals, academic dishonesty finding appeals, student adjudication process appeals, financial aid appeals and general academic appeals.

6.4.1.2. Acceptable Parties in an Appeal, Petition or Grievance Process: When a student submits an appeal, grievance or petition, they are to do so directly to the appropriate parties. Students are prohibited from sending appeal, petition or grievance communications to parties that are not part of the appeal process at the University, unless so directed by the University reviewer of the action. For instance, it would be a violation of this standard for a student to send an email detailing the grievance, or to attach a completed grievance form in such an email, to various university staff or students expressing a grievance or concern who are not appropriate university level recipients of the action. The university also prohibits students from having third parties attend meetings with such reviewers unless prior authorization is granted by the reviewer, at the reviewer's sole discretion. No recording of conversations or

meetings with reviewers are allowed by the student. (Include FERPA release?)

6.4.1.3. Levels of Appeal: Typically, the first level of appeal at Regent is directly to the instructor, staff member or other Regent party who initiates a decision or action that is being appealed. An intermediate level of appeal is to a higher level reviewer so designated for this function within a school. It will typically be a program leader, such as a director or coordinator, or a Department Chair. The final level of appeal is the Dean or the Dean's designee. The Dean's decision is final and not further appeals exist at Regent with one exception. If the Dean was the instructor or original decision-maker then the student may appeal to the Provost's office.

6.4.1.4. A petition is defined as a request for an exception to an academic policy or requirements as outlined in the academic catalog.

6.4.1.5. A grievance is defined as a complaint or concern of a student regarding alleged improper conduct of a faculty or staff member of the University that the student believes adversely affects her/his academic career or personal well-being. The different types of grievances specified in this section include Title VI or Title IX grievances, such as unlawful discrimination or sexual harassment grievances and other grievances.

6.4.1.3***Record Keeping****:* Records pertaining to academic appeals and petitions are kept in the Registrar's Office, and records pertaining to non-academic appeals and grievances are kept in Student Life.

6.4.2. ***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.

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

6.4.4. ***Procedure for Course Grade Appeals:*** Grade appeals may be submitted only for final course grades. Grades on individual course components, such as an assignment grade, are not appealable. Please do not submit the Grade Appeal form prior to receiving a final grade for the course. Since course instructor judgment is the standard for determining a grade on all aspects of grading over which the instructor has discretion, students must demonstrate an objective error in calculation of the course grade or otherwise show that the final course grade was a result of an arbitrary or capricious judgment inconsistent with relevant course policies in order to have a good case to uphold a course grade appeal.

6.4.4.1. 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. The student must submit their supporting rationale for the course grade to be potentially changed. Additional documentation will not be accepted from the student after the initial submission of the course grade appeal unless requested by the person conducting the appeal. If no appeal is filed within the 30-day period, the grade will be considered final.

6.4.4.2. 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.

6.4.5. 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 students may then appeal to any intermediate level of appeal, designated by the Dean, for resolution by submitting a separate grade appeal, along with supporting documentation, to the intermediate reviewer (e.g., typically a program leader or department chair) . If the student is not satisfied with the outcome of the intermediate review of the appeal within 14 days of when the intermediate reviewer receives it, then the student has one final University recourse available of appealing to his or her Dean. The student may appeal to the Dean by submitting a separate grade appeal, along with supporting documentation, to the Dean's office. The supporting documentation should include prior evidence and supporting rationales submitted by the students at the prior levels of appeal as well as any additional rationale for why s/he believes the appeal decision should be overturned. Typically, the appeal to the Dean is the final level of appeal at the University and will be final. However, in the case where the Dean was the course instructor, the appeal shall be submitted to the Provost and his/her administrative assistant. The appeal to the Dean/Provost 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. The final appeal level shall respond within 30 days of receipt of the appeal. The Dean/Provost may convene a panel of faculty to review the appeal

6.4.6. ***Procedure for General Academic Decision Appeals:*** The Student General Academic Appeal form is used to appeal a decision or academic requirement the student believes adversely affects their academic career apart from course grade assignments other than those appealing a course grade, academic dishonesty finding, or student adjudication process outcome, for which separate appeal forms exist. Examples of the types of decisions for which a General Academic Appeal may be appropriate include appealing decisions to deny a student permission to start a field experience, a determination of a failing performance on a dissertation proposal or defense, a determination that the student has failed a competency requirement within their program that is not itself merely part of a course grade, or a requirement for a student to complete an academic remediation plan.

6.4.6.1. Informal attempts to resolve a decision should first be made with the decision maker. If informal resolution is unsatisfactory, then a student may pursue a formal appeal.

6.4.6.2. All appeals under section 6.4.6 must utilize the General Academic Decision Appeal form (Appendix B) and must set forth the specific grounds upon which the student believes the decision should be reconsidered. The student shall attach all supporting documentation (e.g., previous correspondence regarding the matter) to the request form. Additional documentation will not be accepted from the student after the initial submission unless requested by the person conducting the appeal. The student must submit the Appeal Request form and supporting documentation to the responsible university administrator or employee who made the decision that is being appealed. No appeal received after 30 days will be considered, and the original decision will be final. This initial appeal reviewer will render a decision within 14 days of receipt of an eligible General Academic Decision appeal and will

provide a written statement of his or her decision by this time. If the student is not satisfied with the outcome of this general academic decision appeal, s/he may appeal to the Dean within 14 days of the initial appeal decision. The Dean, or the Dean's designee, will render his or her decision within 14 days of the receipt of appeal request. The Dean's, or their designee's, decision is the final level of appeal at the University unless the Dean was the originating decision maker for the initial decision being appealed. In cases where the Dean was the originating decision maker, the student has recourse for one final level of appeal to the Provost's office.

6.4.7. ***Other Academic Related Appeals***: There are other appeals for other types of academic related matters that have their own forms or procedures. When such specific appeal pathways exist, they are to be used for these matters. Examples of these other specific appeals include:

6.4.7.1. Procedure for Academic Dishonesty Finding Appeals: Students who wish to appeal findings of academic dishonesty are to follow the procedures described in section 6.2.8. of this handbook.

6.4.7.2. 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.

6.4.7.3. Procedure for Financial Aid Satisfactory Academic Progress (SAP) Appeals: Financial Aid Satisfactory Academic Progress (SAP) appeals are governed by Regent University's SAP policies and shall follow the procedures set forth on the Student Financial Aid webpages. Student Financial Aid reserves final authority in SAP appeal decisions.

6.4.8. ***Procedure for Academic Policy Petitions***

6.4.8.1. To request an *exception* to an academic policy listed in the Course Catalog, a student should complete the Academic Petition form located on the Registrar's website. There are separate Academic Petition forms for graduate and undergraduate students to be used when an exception to a policy is being requested

6.4.8.2 If a student is requesting a *permanent* change in a university policy for all students rather than an exception to policy in just their case, such a request must be made to relevant program faculty or university administrators through direct communications or other student input and feedback pathways that exist within the relevant academic units.

6.4.9. ***Personal Grievances*****:** The Student Personal Grievance form is to be used to seek remedy for grievance against an employee (Regent staff or faculty member) whose alleged improper conduct the student believes adversely affects their academic career or personal wellbeing. If the grievance involves a concern about a civil rights or Title IX matter, such as an allegation of sexual harassment or assault, then the student is directed to the Title IX coordinator for the complaint process formally covering such concerns.

Procedure for Sexual Harassment Grievances: Complaints of sexual harassment should follow the procedures outlined in Appendix A of the Student Handbook.

6.4.9.1. 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. If the student believes the matter has not been resolved appropriately by the supervisor, the student may submit a Grievance Request form (See Appendix B) to the 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.

6.4.9.2. All grievances under section 6.4.9 must utilize the Personal Grievance form and must identify the specific Regent community member against whom they are filing the grievance and provide a concrete description of what specific alleged improper actions the Regent community member allegedly performed. Abstract or characterological charges against Regent faculty or staff without clear description of specific events and behavioral incidents are inconsistent with Regent's conduct expectations and provide presumptive evidence undercutting a grievance (e.g., alleging that someone at Regent is "dishonest" or "unprofessional" without offering any description or evidence of specific dishonest or unprofessional conduct). The student shall attach a documented written case with their form completion that includes a clear description of the basis for their grievance and supporting evidence. Additional documentation will not be accepted from the student after the initial submission unless requested by the Reviewer. Any personal grievance form that does not contain this required case documentation attachment will be considered unsubmitted and will not be further reviewed. The student must submit the Personal Grievance form and case documentation to the Vice President for Student Life within 30 days of the alleged improper conduct by another member of the Regent community for which they are seeking redress. No grievance received after 30 days will be considered. Student Life will forward the grievance for review to the supervisor of the party against whom the grievance is filed.

6.4.9.3. The reviewer should provide their decision and response to the grievance within 30 days of its receipt. The Reviewer may do one or more of the following:

6.4.9.3.1. Uphold the grievance, propose a suitable remedy to the aggrieved party, and take any appropriate action towards the against whom the grievance was filed as afforded by applicable Regent policy or legal requirements.

6.4.9.3.2. Deny the 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 upholding the grievance).

6.4.9.4. If upon receipt of initial reviewer's decision, the aggrieved party desires further consideration, that party may appeal the grievance decision to the reviewer's supervisor if done so within 14 days of the initial reviewer's decision. Note: this option is not available if the initial reviewer is the Chancellor. Any grievances considered directly by the Chancellor as an initial reviewer have no additional options for appeal or review at Regent. In such cases, the Chancellor's decision as

initial reviewer is final. In order to submit an eligible appeal, the aggrieved party must resubmit the initial grievance form and any supporting evidence they include for the initial review. They must also submit a statement offering a rationale for why the initial reviewer's decision should be reconsidered. Simply restating the original grounds for the appeal is not sufficient grounds for a successful appeal.

6.4.9.5. The appeal reviewer of an institutional grievance should render a final decision within 30 days of receipt of the appeal request. All decisions of the appeal reviewer are final, and no further appeals of grievance are permitted.

6.4.9.6. The reviewers, both initial and appellate, will notify the student of his/her decision in writing within 30 days of receiving the Grievance Request. The Reviewer will additionally notify the Vice President for Student Life of the decision in writing so that a centralized record of all grievance outcomes may be kept.

6.4.9.7. Procedure for Submitting Grievance or Appeal Complaint to State Agency: As a last resort if the student is not satisfied with the outcome of the institutional appeal or grievance process, the grievance may then be submitted to Regent's home state agency, State Council of Higher Education for Virginia (https://www.schev.edu/students/resources/student-complaints

6.4.10. **Institutional Grievances:** The Student Institutional Grievance form is to be used to seek remedy for grievance against the university as a whole or any of its academic or administrative units for policies or communications that the student believes improper and that adversely impacts his or her academic career or personal wellbeing. Difficulties arising from failing to meet proper university conduct, financial, or academic requirements do not constitute warranted grounds to uphold student institutional grievances. (Need to update formatting)

6.4.10.1. All institutional grievances under section 6.4.10 must utilize the Institutional Grievance Request form. In order to submit such a grievance an aggrieved party must identify the specific institutional policy, communication or requirement that they believe is improper. The party must also set forth the specific grounds upon which the aggrieved party believes they are due redress. The student shall attach all supporting documentation (e.g., previous correspondence 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 Institutional Grievance Request form and supporting documentation to the Vice President for Student Life within 30 days of the decision from the supervisor. No grievance received after 30 days will be considered, and the original decision will be final. Student Life will determine the appropriate institutional unit head to review grievance based on the nature of the grievance.

6.4.10.2. Depending on the nature of the grievance, the reviewer may form a committee of any relevant University staff person whose input is needed to properly evaluate and respond to it. The reviewer should provide their decision and response to the grievance within 30 days of its receipt. Thereafter, the Reviewer may do one or more of the following:

6.4.10.2.1. Uphold the grievance and propose a suitable remedy to the aggrieved party and make any alterations to the institutional policy, communication or requirement that have been found to be improper.

6.4.10.2.2. Deny the 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 upholding the grievance).

6.4.10.3. If upon receipt of initial reviewer's decision, the aggrieved party desires further consideration, that party may appeal the grievance decision to the reviewer's supervisor if done so within 14 days of the initial reviewer's decision. Note: this option is not available if the initial reviewer is the Chancellor. Any grievances considered directly by the Chancellor, as the initial reviewer, have no additional options for appeal or review at Regent. In such cases, the Chancellor's decision as initial reviewer is final. In order to submit an eligible appeal, the aggrieved party must resubmit the institutional grievance form and the required supporting documented case. This case documentation must include relevant evidence and statement offering a rationale for why the initial reviewer's decision should be reconsidered. Simply restating the original grounds for the appeal is not sufficient grounds for a successful appeal.

6.4.10.4. The appeal reviewer of an institutional grievance should render a final decision within 30 days of receipt of the appeal request. All decisions of the appeal reviewer are final, and no further appeals are permitted.

6.4.10.5. The reviewers, both initial and appellate, will notify the student of his/her decision in writing within 30 days of each receiving the Grievance Request. The Reviewer will additionally notify the Vice President for Student Life of the decision in writing so that a centralized record of all grievance outcomes may be kept.

6.4.10.6. Procedure for Submitting Grievance or Appeal Complaint to State Agency: As a last resort if the student is not satisfied with the outcome of the institutional appeal or grievance process, the grievance may then be submitted to Regent's home state agency, State Council of Higher Education for Virginia (https://www.schev.edu/students/resources/student-complaints

(Academic Council, Approved July 2026)

6.5. **Accommodation for Disabilities**

6.5.1. 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.

6.5.2. 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.

6.5.3. Qualified students must request reasonable accommodations for disabilities through the Office of Disability Services. The request process begins with the student submitting the online form found here.

6.5.4. 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.

6.5.5. 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.

6.5.6. 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 6.4.10 of this Handbook.

6.5.7. For more information, students can contact the Office of Disability Services at disabilities@regent.edu, or visit our website at www.regent.edu/disabilities. (Academic Council, Approved July 2013)

6.6. Student Records Confidentiality

6.6.1. 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.

6.6.2. ***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.

6.6.2.1. Educational records do not include:

6.6.2.1.1. 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.

6.6.2.1.2. Records of a law enforcement unit.

6.6.2.1.3. Student health and counseling records.

6.6.2.1.4. Employment or alumni records.

6.6.2.2. Students may not inspect and review the following:

6.6.2.2.1. Financial records of parents or guardians.

6.6.2.2.2. Confidential letters and recommendations associated with

admissions, employment or job placement, or honors to which they have waived their rights of inspection and review.

6.6.2.2.3. 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.

6.6.2.3. 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.

6.6.2.4. 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.

6.6.2.4.1. Student requests for a hearing must be made to the Provost in writing, specifically stating the nature of their disagreement with their educational records. The Provost will appoint a Hearing Committee and schedule a

hearing. The Committee will include: a representative from Student Life, 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 Provost 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.

6.6.2.4.2. 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.

6.6.2.4.3. 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.

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

6.6.3.1. *Directory Information*

6.6.3.1.1. 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.

6.6.3.1.2. 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.

6.6.3.1.3. Student Life 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.

6.6.3.2. *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:

6.6.3.2.1. Officials of other institutions in which students seek to enroll;
6.6.3.2.2. Persons or organizations providing student's financial aid;
6.6.3.2.3. Accrediting agencies carrying out their accreditation function;
6.6.3.2.4. Persons in compliance with a judicial order;
6.6.3.2.5. Persons in an emergency in order to protect the health or safety of students or other persons;
6.6.3.2.6. As otherwise legally required as the University deems appropriate.

6.6.4. ***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:

6.6.4.1. University faculty and staff, agents of the University;

6.6.4.2. Students employed by the University or serving on official University committees; and

6.6.4.3. Representatives of agencies under contract with the University, including but not limited to the Regent University Police Department.

6.6.4.4. 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.

6.6.5. ***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 : https://www.regent.edu/registrars-office/#ferpa, to grant this authorization. (Academic Council, Revision Approved January 2001; amended October 2009)

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7. Safety and Security

7.1. **Bicycles:** Regent University encourages the use of bicycles on our campus. The following policies and procedures are put in place to make sure that you and your bike remain safe.

7.1.1. ***Bicycle Storage Policy***: Students, faculty and staff are required to secure bicycles to designated bicycle racks located around campus. Locations of bicycle racks on campus are included below. Bicycles cannot be secured to trees, railings, parking or traffic signs, or any other areas not officially designated for bicycle storage. Additionally, bicycles are not to be brought into University facilities. Bicycles cannot be stored in the stairwells of any University facility

Locations of Bicycle Racks On-Campus:

- Administration Building – Southwest corner of building near Administration Building Parking Lot
- Commons – One on the median in front of Constitution Hall and one on the median in front of Foundation Hall
- Communication Building – Southeast corner of building facing large Communication Building parking lot
- Classroom Building – North side of building facing Classroom Building parking lot
- Dede Robertson Student Center – Tucked back and to the right of the 77 Coffeehouse entrance that faces the patio area
- Library – Southeast corner of building facing Plaza and RH
- Robertson Hall – By side entry/exit facing Robertson Hall parking lot
- Village – One on the left side of Village Community Center and one near fence between Village Housing Office and Village Community Center

7.1.2. ***Violations of Policy***: Failure to adhere to this policy can result in a fine, bike confiscation, and/or referral to the appropriate University conduct or disciplinary process (Student Conduct for students; Human Resources for faculty and staff). Regent University Police will be contacted regarding bicycles found to be in violation of this policy. Bicycles are subject to removal and/or locks being cut if necessary. Confiscated bicycles can be picked up from Student Services (SC 201) during regular office hours. All unclaimed bicycles will be donated after being held for 30 days.

7.2. **Building Hours**: The table below contains the building hours for University buildings.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Administration Building	Closed	7am-7pm	7am-7pm	7am-7pm	7am-7pm	7am-7pm	Closed
Chapel	Closed	7am-7pm	7am-7pm	7am-7pm	7am-11pm	7am-7pm	Closed
Communication Building	7am-11:59pm	7am-11:59pm	7am-11:59pm	7am-11:59pm	7am-11:59pm	7am-11:59pm	7am-11:59pm
Classroom Building	7am-10pm	7am-11:59pm	7am-11:59pm	7am-11:59pm	7am-11:59pm	7am-11:59pm	7am-10pm
Divinity Building	Closed	7am-10pm	7am-10pm	7am-10pm	7am-10pm	7am-10pm	Closed
Divinity Welcome Center	Closed	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	Closed
Library Building	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm
Robertson Hall	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm
Dede Robertson Student Center	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm	7am - 11:59pm
University Library	2pm - 11:59pm	7:30am - 11:59pm	7:30am - 11:59pm	7:30am - 11:59pm	7:30am - 11:59pm	7:30am - 8pm	10am-7pm
Law Library	2pm - 11:59pm	6am - 11:59pm	6am - 11:59pm	6am - 11:59pm	6am - 11:59pm	6am - 8pm	10am-7pm

** Chapel will be open as needed for Saturday events **

7.2.1. The University reserves the right to restrict access at any time and to any person. 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.

7.3. **Emergency Information and Procedures**: The Regent University Police Department (RUPD) handles all emergencies.

7.3.1. Emergency telephone number: 911, extension 2911 or 757.226.2911, if calling from off campus, or extension 4911 or 757.226.4911, if calling from off campus.

- If 911 is dialed from a phone while on campus, the call will be routed to the local municipal emergency dispatch center and then to the Regent University Police Department Communications Center to ensure an appropriate response.

7.3.2. Non-emergency telephone number: extension 2075 or 757.226.2075, if calling from off campus.

7.4. **Fire Drills**: Fire drills are periodically scheduled within 15 days of the first day of the semester (January and September). When the fire alarms sound, follow the emergency exit closest to your location. Floor plans and exit routes are displayed in office areas and classrooms. Faculty, staff and students are responsible for familiarizing themselves with appropriate emergency exits. This is a very serious matter; not fully cooperating with quick evacuation procedures will be

reported, and appropriate action will be taken.

7.6. **Illness or Injury**

7.6.1. In the event of serious injury or illness during regular hours or after hours, RUPD should be contacted immediately. The Regent University Police Department is on duty 24 hours a day at ext. 2075 or 757.226.2075. An officer will be dispatched to all calls for service. For minor medical emergencies, first aid kits, AED, and Stop the Bleed Kits are available in the main hallways of each University building floor.

7.6.2. Subsequent to any medical emergency involving a guest on campus,

- The Regent University Police Department should be notified as soon as possible at 757.226.2075, 757.226.2911, or 757.352.4911.
- The Administrative Services office should be notified at 757.352.4008 as soon as possible.
- If the emergency involves a student, the AVP for Student Life should be contacted at 757.352.4894.
- For medical emergencies involving a Regent employee, Human Resources should be notified at 757.352.4070.

7.7. **Missing Student Policy**

7.7.1. 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 Regent University Police Department at 757.226.2075. RUPD will generate a missing person report and initiate an investigation.

7.7.2. RUPD will notify the student's emergency contact, or confidentially identified Missing Person Contact as soon as possible. If the missing student is under the age of 18 and is not an emancipated individual, RUPD will notify the student's parent or legal guardian. As per the Code of Virginia § 15.2-1718, RUPD will inform the Virginia Beach Police Department of any missing student. This notification will be made as soon as possible, once RUPD has determined the student is missing.

7.7.3. In addition to registering an emergency contact, students residing in on-campus housing have the option to identify a confidential Missing Person Contact (MPC). This MPC will be contacted in the event the student is determined to be missing. Students who wish to identify a Confidential Missing Person contact can do so through the online Resident Information Card available in the Student Profile of the MyRegent portal. This is strongly suggested to be completed upon arriving at school. The confidential Missing Person Contact individual's information will be accessible only to authorized campus officials and law enforcement. Information will not be disclosed outside of a missing person's investigation.

7.8. **Inclement Weather/Class Cancellations/Disruption to Operations**: Class cancellations due to inclement weather are announced on:

- The University's website
- The Regent Alert Notification System
- Our Regent Safe App
- Local radio and television stations
- The University emergency hotline at 757.352.4777

In the event of an emergency, it may be necessary for Regent University to suspend normal operations. During this time, Regent University may opt to suspend delivery of traditional classroom instruction using the Canvas Course Management System. It is the responsibility of the student to monitor the course Canvas site in the event of campus closure.

7.9. **Parking and Traffic Regulations:** Regent University maintains parking and traffic regulations to ensure safety, accessibility, and orderly use of campus roadways and parking facilities in accordance with the code of Virginia and university policy. All students, faculty, staff, and visitors are required to comply with the universities' parking and driving policies. Failure to comply may result in fines, immobilization, towing, revocation of parking privileges, or removal from university property. Parking fines issued to students may be charged to their student accounts, while fines issued to faculty and staff may be subject to payroll deduction in accordance with University policy. Visitors and other non-affiliated individuals are subject to enforcement measures as permitted by law, including citation, towing, and restriction or denial of future access to campus property.

7.9.1. ***Vehicle Registration and Parking Permits***

7.9.1.1. All Regent University faculty, staff, and students are required to register vehicles and motorcycles with Parking Services. To do so, submit a General Campus Parking Application.

7.9.1.2. Parking decals are provided at no cost for staff and are included in the on-campus semester fee for students. Decals must remain valid throughout enrollment as a student and may be replaced upon employment by Regent University upon application. Upon completion of the application, you will receive an email notification instructing you to collect your new parking decal from the Student Services office (Dede Robertson Student Center Room 201) between 8 a.m.-5 p.m., Monday-Friday, barring closure for University Chapel on Wednesdays from 12-1 p.m. Decals must be placed inside the windshield directly under the rearview mirror, at all times. Stickers are non-transferable.

7.9.1.3. Executive staff as deemed by the Chief of Police may be issued a special parking permit, which shall be displayed by hanging from the rearview mirror of the vehicle. This permit authorizes executive staff to park in any authorized parking area on the Regent University campus, unless otherwise reserved as indicated with a spot number or restricted for safety or emergency purposes. The permit will bear the designated design below.

7.9.1.4. A valid parking permit is mandatory for all vehicles parked on campus. Vehicles without proper registration or decal display are subject to fines, immobilization, towing, and/or revocation of parking privileges and trespassed from the property.

Executive Parking Pass



← Example: Executive Parking Pass

EXP 01/27

7.9.2. ***Parking Designations and Restrictions:*** Specific parking lots and spaces are designated for different types of permits (e.g., Staff/Faculty, Commuters, Regent Commons Residents, and Regent Village Residents). To avoid violations, please pay attention to the signage at the entrance of each lot to ensure you are parking in the appropriate area. Students, faculty and staff must also refrain from parking in numbered spots reserved for someone else, at the risk of being fined or towed. Designated handicap-accessible parking spaces are available across campus for individuals with valid handicap permits. Unauthorized use of these spaces is strictly prohibited, and violators are subject to being towed.

7.9.3. ***Handicapped:*** Handicapped parking spaces are provided on campus for those with active and visible permits. This parking allotment 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 your local DMV. Parking in a handicapped space without proper authorization will result in a **$150 fine** and may also result in towing.

7.9.4. ***Traffic and Driving Regulations:*** All drivers on campus must comply with all University traffic regulations. The campus speed limit is 25 miles per hour unless otherwise posted. The following actions are prohibited and subject to fines, towing or being trespassed:

- Reckless driving (to include speeding, DUI, DUID, failure to stop at a stop sign, failure to yield, driving in a manner to disregard life and property, etc.)
- Driving on grass, landscaped areas, or sidewalks ($100 fine per offense)

- Blocking pedestrian fire lanes, crosswalks, walkways, building access or Handicap parking spots
- Improper use or blocking loading ramps
- Washing vehicles in campus parking lots
- Conducting major vehicle repairs anywhere on the property (i.e. oil changes, engine and transmission repairs, system overhauls, and other extensive bodywork)
- Parking inoperable vehicles, vehicles with expired registrations, or vehicles lacking valid state inspections on campus are subjected to tow.

7.9.5. ***Violation Liability:*** Regent University, CBN, and Founders Inn are not responsible for theft of or damage to vehicles parked on campus or resulting from towing or immobilization. Vehicle owners are encouraged to secure their vehicles and belongings at all times. Theft or damage should be reported immediately to Regent University Police at **757.226.2075**.

7.9.6. ***Parking and Traffic Violation Penalties:*** Regent University Police Department and Virginia Beach Parking Services reserve the right to issue tickets, place wheel clamps, tow a vehicle for violations of parking or traffic regulations, or trespass anyone from the property regardless of whether a prior ticket has been issued. Violation penalties are as follows:

- $50 for a first and second parking violation
- $75 for more than two parking violations per the calendar year
- $150 for unauthorized parking in a handicapped space

All fines must be paid to the University Business Office within **30 days** of issuance. Failure to pay within this period will result in an additional **$25 late fee and possible restriction from the property.** For students, unpaid fines will be applied directly to the student's account; failure to pay may withhold grades or graduation. Repeated or severe violations may result in wheel clamping, towing at the owner's expense, revocation of parking privileges and/or trespassed from the property.

7.9.7. ***Violation Appeals:*** Individuals who receive a parking or traffic violation and wish to appeal may submit a written Violation Appeal Form within seven (7) days of ticket issuance. Appeals will be reviewed by Regent University Police Professional Standards Office at policeprofessionalstandards@regent.edu, and the vehicle owner will be notified of the decision. To appeal please send a copy of our summonses with a letter outlining your appeal to our professional standards office at: policeprofessionalstandards@regent.edu. Appeals will only be considered via email. All appeal decisions are final.

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8. General University Policies

8.1 **Equal Opportunity Policy:** Regent University does not discriminate on the basis of race, color, sex, age, 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. *Reporting Contacts:* The following employees are responsible for coordinating the University's anti-discrimination laws and requirements for students and employees in the specific areas outlined below. In the event of a report needing to be filed, please contact the designated staff member by phone and/or email which are included below. Your report will be reviewed and responded to by the appropriate contact below.

Disability Accommodations

Student Contact:
Elizabeth Fleischer
Assistant Director of Disability Services
Elizfl2@regent.edu
757.352.4793

Employee Contact:
Becky Hay
Benefits Manager
bhay@regent.edu
757.352.4180

Sexual Harassment & Assault (Title IX)

Student Contact:
Amber Steele
Title IX Coordinator
asteele@regent.edu
757.352.4489

Employee Contact:
Amber Steele
Title IX Coordinator
asteele@regent.edu
757.352.4489

Race, Color, National or Ethnic Origin, or Veteran Status Discrimination

Student Contact:
Amber Steele
Title IX Coordinator
asteele@regent.edu
757.352.4489

Employee Contact:
Becky Hay
Benefits Manager
bhay@regent.edu
757.352.4180

8.1.2. Inquiries may also be referred to the Office for Civil Rights' (OCR) Assistant Secretary using the following contact information:

Washington DC (Metro)
Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1475
Telephone: 202-453-6020
FAX: 202-453-6021; TDD: 800-877-8339
Email: OCR.DC@ed.gov

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 Life staff. 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, including Instagram® 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 numbers. 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 oneself 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 X®, other similar sites, or general inquiries about online safety may be referred to the Regent University Student Life department at 757.352.4927 or via email.

8.5. Partisan Political Activity

8.5.1. If you are considering a political activity on campus, before proceeding please contact Student Engagement at studentengagement@regent.edu.

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 VPSL/DOS, in consultation with the Senior Vice President and General Counsel and the Provost.

8.5.7. ***Mailing Lists***

8.5.7.1. 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 on the Student Engagement 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 Life 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 Life. In such an 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 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 or Student Engagement at studentengagement@regent.edu.

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 Life prior to engaging in such business activity.

8.7. Speakers on Campus

8.7.1. ***Policy***

8.7.1.1. 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.

8.7.1.2. 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.

8.7.2. ***Procedure***

8.7.2.1. 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 Student Engagement. Exceptions to this policy must be approved by the Vice President for Student Life.

8.7.2.2. Student Life 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.

8.7.2.3. 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.

8.7.2.4. The Vice President for Student Life should be contacted if there are questions about the advisability of inviting a speaker to campus.

8.7.2.5. 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.

8.7.2.6. The University reserves the right to cancel any event it deems likely to cause an interruption in the University's orderly activities. The University's executive leadership or their duly authorized representative may order an event to be terminated on the 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.

8.7.2.7. 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 Vice President for Student Life.

8.7.2.8. 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)

8.8. **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 Christlikeness 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 Life. Please contact Student Engagement at 757.352.4968 for guidance. NOTE: this policy should not be construed to prohibit students from soliciting assistance from their families, friends, or their local church.

8.9. **Student Travel**

8.9.1. 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.

8.9.2. Travel that is hosted by a department or School must follow the School's procedures for approval.

8.9.3. 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 Director of Student Engagement at least one week prior to travel.

8.9.4. All participants must sign a liability waiver.

8.9.5. 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 VPSL/DOS in consultation with the Dean of the School/College as appropriate.

8.9.6. 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 VPSL/DOS will approve exceptions.

8.9.7. 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.

8.9.8. 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.

8.9.9. For the safety of our students, the Trip Coordinator should set a time when students cannot be outside of the hotel. Midnight is advised as a standard acceptable time.

8.9.10. 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 VPSL/DOS.

8.9.11. 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 who are personally recommended by someone the Trip Coordinator knows.

8.9.12. 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 Office of Disability Services at 757.352.4489. or at disabilities@regent.edu.

8.9.13. All participants are accountable to the policies in the Standard of Personal Conduct found in the Student Handbook (www.regent.edu/studenthandbook).

8.9.14. The Student Handbook states in section 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.” 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 5.2.2.4. 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.

8.10. **University Media and External Relations**

8.10.1. The Marketing and Public Relations office holds responsibility for official University statements to both print and broadcast media. Students are encouraged to refer questions from the media to this office. Public comments of personal opinions should not be made as representative of the University, either verbally or in writing, without first consulting with the Marketing and Public Relations office. This includes the use of official University letterhead for the statement of personal views. For more information call 757.352.4026.

8.10.2. The University Marketing department is responsible for creating and maintaining the University's presence on the web. University Marketing speaks for the University as a whole by publishing general information about the University. University Marketing authors the most of University website with few exceptions.

8.11. **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: Title IX

Section A: Sexual Harassment and Assault

Policy
Regent University applies Title IX in a manner consistent with the U.S. Constitution, federal law, and the Regent Statement of Christian Community and Mission found at Statement of Christian Community and Mission.pdf (regent.edu).

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. Terms used in this policy are defined below.

This policy does not affect the at-will nature of employment at Regent University. Even if an employee is found not responsible of misconduct through this process, Regent University can still make employment decisions based on the needs of the University and/or the employee's non-compliance with the rules of the University. Likewise, even if a student is found not to have violated the University's sexual harassment and assault policy, the student may still be disciplined for violations of other rules of the University.

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. 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 also 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.

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 for students and disciplinary action up to and including termination for employees.

Purpose
In supporting our Christ-centered community, Regent University strives to provide a safe and secure academic and work environment for our students and employees alike. Regent University has an obligation to prevent and efficiently and effectively address complaints of sexual harassment and assault.

Regent University will respond to all reports of sexual harassment as outlined by this policy when it occurs in the school's educational programs, activity, or workplace.

Scope and Applicability

This policy applies to all students, staff, and faculty, and those members of the Regent University community involved in any University-sponsored activity. Members of the Regent University community include volunteers, alumni, and contracted workers.

This policy covers all education programs, activities, events, or circumstances over which Regent University has substantial control over the respondent and the context in which the sexual harassment occurs.

Prohibited Conduct
This policy prohibits sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, stalking, coercion, physical force, threats, intimidation, hazing, and retaliation. This includes both in-person and electronic interactions.

Definitions
Coercion is an unreasonable amount of pressure to engage in sexual activity. Coercion begins not when you make the sexual advance, but when you realize or should reasonably have realized the recipient of the advance does not want to be convinced and you continue to push.

Complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Consent is words or actions that demonstrate a knowing or voluntary willingness to engage in mutually-agreed-upon sexual activity. Consent cannot be gained by force, by ignoring objections, or by taking advantage of another's incapacitation. Consent may not be inferred from silence or any other lack of active resistance. It may not be implied by attire or inferred from an individual by spending money on that individual (e.g., buying a meal on a date). Prior consent does not imply consent to future sexual acts. In addition, consent to one type of sexual act does not automatically imply consent to another type of sexual act.

Once a person says "no," it does not matter if or what kind of sexual behavior has occurred at an earlier date in time. For example, if individuals have previously engaged in sexual behavior, and then during another interaction individual says "no" and the other forces a sexual act, it is sexual assault.

Consent may not be given by the following persons:
- Individuals who are mentally incapacitated at the time of the sexual contact in a manner that prevents him or her from understanding the nature, or consequences of the sexual act involved;
- Individuals who are unconscious or otherwise physically helpless; and
- Minors

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments that voids an individual's ability to give consent. Incapacitation may be caused by a permanent or temporary physical or mental impairment. Incapacitation may also result from the consumption of alcohol or the use of drugs.

The use of alcohol or drugs does not automatically affect a person's ability to consent to sexual contact.

The consumption of alcohol or drugs may create a mental incapacity if the nature and degree of the intoxication go beyond the stage of merely reduced inhibition and reach a point in which the victim does not understand the nature and consequences of the sexual act. In such case, the person cannot consent.

A person violates the sexual misconduct policy if he or she has sexual contact with someone he or she knows or should know is mentally incapacitated or has reached the degree of intoxication that results in incapacitation. The test of whether an individual should know about another's incapacitation is whether a reasonable, sober person would know about the incapacitation.
A person who is passed out or unconscious as a result of the consumption of alcohol or drugs is physically helpless and is not able to consent.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Electronic refers to communication or activity via electronic means such as email, text, Facebook, blog posts, or any other computer or internet-based action.

Formal Complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.

Hazing is an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroying or removing public or private property; involving the consumption of alcohol, other drugs, or other substances; or violating any of the policies of the University. Hazing that involves sexual offenses fall under Title IX purview.

No Contact Directive is an instruction given to an individual that prohibits him/her from communicating in any manner with another individual.

Non-Consensual Sexual Contact is any sexual contact that occurs without consent. Examples of sexual contact include but are not limited to: the intentional touching of a person's genitalia, groin, breast, or buttocks or the clothing covering any of those areas, or using force to cause the person to

touch his/her own genitalia, groin, breast, or buttocks.

Non-Consensual Sexual Intercourse is the act of sexual intercourse that occurs without consent. Sexual intercourse is defined by penetration (anal, oral, or vaginal) by a penis, tongue, finger, or inanimate object.

Physical Force is force equated with violence or the use of a weapon. No matter how slight, any intentional physical impact upon another, use of physical restraint, or the presence of a weapon constitutes the use of force.

Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation is intimidation, threats, harassment, or any other adverse action made against a person who files a complaint or participates in an investigation.

Sexual Assault is any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent; this includes rape, fondling, incest, and statutory rape.

Sexual Harassment is misconduct on the basis of sex that satisfies one or more of the following:

(1) unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to education or employment. It may include:

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

(2) *quid pro quo* sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another, to include:

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

(3) any instance of sexual assault, dating violence, domestic violence, or stalking.

Sexual Exploitation is taking sexual advantage of another person without effective consent. This includes but is not limited to causing the incapacitation of another person for a sexual purpose; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and knowingly transmitting a sexually transmitted infection, including HIV, to another person.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress. Contact includes but is not limited to communication (in person, by phone, or by computer), following a person, and watching or remaining in the physical presence of the other person.

> *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
>
> *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
> *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, and as reasonably available, without fee or charge, to the complainant or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve access to the recipient's education program, activity, or employment. Supportive measures may include counseling, course-related adjustments, modifications of work or class schedules, relocation of housing assignment, campus escort services, and no contact directives.

Threats cause a person to do something that he or she would not have done without the threat (forcible compulsion), e.g., "If you do not have sex with me, I will: "harm someone close to you;" "tell people you are gay;" "tell people you are a whore."

Work for the purposes of this policy, means employment-related activities carried out by University employees (including student workers) and University-sponsored activities carried out by volunteers, contractors, or third-party vendors.

Role of Title IX Coordinator
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.

Reporting Procedure
Any student, employee, or member of the Regent University community who believes that s/he has experienced sexual harassment and/or assault as defined in this policy should file a report with the Title IX Coordinator, Amber Steele, in Student Services. The report may be filed in person, by mail, email, or via the Anonymous Reporting Form found at https://www.regent.edu/report. The Title IX Coordinator can be reached at 757.352.4489, asteele@regent.edu, in SC 235.

If a report is made by a former member of the Regent University community and the alleged respondent is still a member of the Regent University community, the University may still elect to investigate whether the respondent is found to have violated University rules or the Code of Conduct.

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 allegedly occurred. Upon receiving a report of sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program, activity, or employment of the University.

Investigation
Regent University must investigate all allegations made in any formal complaint. Upon receipt of a formal complaint, written notice of the allegations will be sent to both parties (complainants and respondents).

During the investigation, the respondent 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). Parties may choose an advisor of their choice and if a party does not have an advisor for the hearing, the University will provide an advisor to that party.

At the conclusion of the investigation, both parties and their advisors will receive copies of the evidence and investigative report either in electronic format or hard copy and will be provided ten days to respond.

In matters where a student, employee, or member of the Regent University community 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.

A typical investigation may take approximately 60 calendar days from the receipt of the complaint, but more time may be necessary depending on the nature of the allegations. 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.

In some cases, the alleged conduct may constitute both sexual harassment under Title IX and criminal activity. The Title IX Coordinator will inform the complainant 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. Depending on context, a violation of the *Sexual Harassment and Assault* policy can also be a violation of the *Hazing* policy.

The University must dismiss allegations of conduct that do not meet the definition of sexual harassment or did not occur in the University's educational programs, activity, or employment. The University has discretion to dismiss a formal complaint or allegation if the complainant informs the Title IX Coordinator in writing the desire to withdraw the complaint, if the respondent or complainant is no longer enrolled or employed by the University, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination. Notice of dismissal will be provided to both parties in writing.

If the Title IX investigators finds, based on probable cause, that there is good cause to proceed with a hearing, the Title IX investigators will refer the results of the investigation to the Title IX Coordinator. The complainant and the respondent 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 respondent will not be permitted to directly question one another at the hearing.

Hearing
Live hearings with cross-examination will be provided for all formal complaints that are investigated and not dismissed by the University. The standard of evidence used for live hearings is Preponderance of the Evidence (more likely than not). Hearings for student matters will be led by the Title IX Coordinator. Hearings for employee matters will be led by the Director of Human Resources.

The hearing panel for student complaints consists of three faculty/staff members trained in the Title IX process. For complaints involving faculty/staff, the hearing panel consists of two Deans and one executive team member trained in the Title IX process.

Cross-examination is allowed by each party's advisor and must be conducted directly, orally, and in real time. If a party does not have an advisor at the live hearing, one will be provided by the University. Either party can request that the live hearing be conducted virtually, with the parties located in separate rooms with technology that enables the parties to see and hear each other. Neither the complainant nor the respondent will be permitted to personally cross examine the other party. If a party decides to proceed without an advisor, questions for cross examination shall be presented by the parties in writing and read by the Title IX coordinator or designee.

If a party or witness that does not submit to cross-examination at the live hearing, the hearing panel must not rely on any statement of that party or witness in reaching a determination regarding responsibility. Questions and evidence pertaining to complainant's prior sexual behavior is inadmissible unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent. The standard of evidence used to determine responsibility is preponderance of the evidence, meaning a determination of whether it is more likely than not that a violation of Title IX occurred.

Within approximately one week of the hearing, both the complainant and the accused will be notified simultaneously in writing of the outcome of the adjudication hearing, and both will have the right to appeal.

Appeal
Either party can appeal the determination regarding responsibility or the University's dismissal of a formal complaint or any allegations only on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict-of-interest bias that affected the outcome of the matter.

All appeals must be in writing and submitted within 72 business hours from the appealing party having received the outcome of the hearing or having received notification that the complaint or any allegation was dismissed. Appeal forms will be emailed to both parties upon notification of the outcome of the hearing. For student matters, appeals will be submitted to and heard by the AVP for Student Life. For employee matters, appeals will be submitted to and heard by the Vice President for Human Resources & Administration unless either party is a Vice President of the University or higher-ranking officer. In such cases, the appeal will be submitted to and heard by an executive team member of the University. The appellant shall provide as much detail as possible in the appeal, and the appeal officer may not consider any matter not raised on the appeal form. In addition, the appeal officer may not consider any matter of alleged error that could have been corrected if the appellant had raised the issue at the hearing. The officer hearing the appeal shall advise the parties as to the procedure for the appeal.

Informal Resolution
In its discretion, the University may offer informal resolution options, such as mediation or restorative justice. Both parties must give voluntary, written consent to attempt informal resolution and may withdraw their consent at any time.

Informal resolution options are only available if a formal complaint has been filed. The University will not offer an informal resolution process in allegations involving an employee sexually harassing a student.

Retaliation
Individuals exercising their Title IX rights may not be intimidated, threatened, coerced, or discriminated against by any person at University because a complaint was filed.

The University generally will keep the identity of complainants, respondents, and witnesses

confidential, except as may be permitted by FERPA, where it is in the best interest of the University (including public safety), as required by law, or as necessary to carry out a Title IX proceeding. Complaints alleging retaliation may be filed with the Title IX Coordinator and will follow the same procedure as a Title IX complaint.

Charging an individual with a code of conduct violation for intentionally making a materially false allegation does not constitute retaliation.

False Allegations

A false allegation is one the complainant brings knowing that what is alleged did not occur. False allegations made with knowledge that they are false, are prohibited and will be treated as a conduct issue for students and as a progressive discipline issue for employees.

Transcripts

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.

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."

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."

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.

Any student permanently dismissed, or who has withdrawn, who is subsequently found not to have committed a violation involving sexual violence, shall have the aforementioned notation removed from his/her academic transcript.

Any student suspended, 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, 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.

Section B: Pregnancy and Related Conditions

Provisions
In an effort to create an accessible and inclusive environment for pregnant and parenting students, The Title IX Office and the Office of Disability Services have partnered to develop specific processes and policies for assistance of those individuals.

Under Title IX, all students are protected from discrimination on the basis of sex. This includes discrimination on the basis of pregnancy, childbirth, and other related conditions. Students who are pregnant, are experiencing child-birth, or may have another pregnancy related condition, may request reasonable modifications through the official university process to prevent a disruptions in their access to their education.

For the purpose of this policy, and the provision of reasonable modifications, pregnancy related conditions may include but are not limited to:

- Pregnancy
- Childbirth
- Miscarriage
- Recovery from childbirth/pregnancy
- Other conditions related to pregnancy

Should a student's pregnancy-related condition persist and develop a related health-condition, the student may also be eligible for temporary accommodations through the Disability Services Office. Students should connect with ODS to determine if accommodations may be needed or available.

If a student feels they are being discriminated against on the basis of their pregnancy or related condition, they should contact the Title IX Office or Non-Discrimination Coordinator.

Requesting
Students seeking reasonable modifications related to these conditions may request reasonable modifications through the following process:

- Students should reach out to the Office of Disability Services with their initial request. Following this request. The ODS will send them the next steps email including the link to submit an official request.
- Students should submit an official request in the Maxient using the link provided to them by ODS.
- Student should attach or provide supporting documentation with this request.
- The Title IX Office, in collaboration with the Office of Disability Services will determine what reasonable modifications can be made, if any. They will communicate with the student for approval.
- With student approval, the Title IX Office will communicate needed modifications with professors.

Additional Offerings
Outside of the official request, the university has the following offerings to provide to students experiencing pregnancy or a related condition:

Lactation Space: Library Room 112A

- This room's availability is contingent on the library hours as posted on their website: https://www.regent.edu/regent-library/ This policy does not affect the at-will nature of employment at Regent University. Even if an employee is found not responsible of misconduct through this process, Regent University can still make employment decisions based on the needs of the University and/or the employee's non-compliance with the rules of the University. Likewise, even if a student is found not to have violated the University's sexual harassment and assault policy, the student may still be disciplined for violations of other rules of the University.

Other available resources may include but are not limited to:

- Disability Services: https://www.regent.edu/student-life/disability-services/
- Counseling Services: https://www.regent.edu/resources/student-resources/mental-health/counseling-services/
- Office of Academic Advising: https://www.regent.edu/resources/office-of-advising/

Appendix B: Academic Procedures Forms

Academic Dishonesty Notice: https://cm.maxient.com/reportingform.php?RegentUniv&layout_id=8

QR Code:

Academic Dishonesty Student Appeal: https://cm.maxient.com/reportingform.php?RegentUniv&layout_id=12

QR Code:

Personal Grievance Form: https://cm.maxient.com/reportingform.php?RegentUniv&layout_id=11

QR Code:

Institutional Grievance Form: https://cm.maxient.com/reportingform.php?RegentUniv&layout_id=15

General Academic Decision Form: https://cm.maxient.com/reportingform.php?RegentUniv&layout_id=10

Appendix C: Drug and Alcohol Abuse Prevention Program

Policy Statement and Purpose

As a Christian institution of higher education, Regent University (RU) follows the Bible's call to a sober mind and sound judgment. All members of the Regent University (RU) community—faculty, staff and students—are required to refrain from illegal drugs and abuse of alcohol and marijuana. With the wellbeing of the University community in mind and in accordance with the federal Drug Free Workplace Act of 1988 and the federal Drug Free Schools and Communities Act of 1989, RU has implemented a program designed to prevent the unlawful possession, use, or distribution of illegal drugs, and the abuse of alcohol, and the abuse of marijuana, by its employees and students. Further, RU has compiled important information pertaining to the risks of drug and alcohol abuse, the legal consequences of drug and alcohol abuse and helpful resources to assist individuals who are struggling with substance abuse. The following Drug and Alcohol Abuse Prevention Program has been adopted by RU and applies to all students, faculty, and staff.

Who Should Know this Policy

All Regent University faculty, staff, and students are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Responsible Administrative Offices

The Offices of Student Life and Human Resources shall be responsible for overseeing and implementing all actions and programs relating to this policy.

This Policy shall be distributed to all students, faculty and staff as directed by the University's DAAPP Distribution Policy. Students receive the DAAPP through the following mediums: KEYS online orientation, Health & Safety section of the MyRegent Portal, annual review and acknowledgement in the Genisys student information system, on-campus orientation presentation, Rights and Responsibilities section of the MyRegent Portal, and annual notice/disclosure through an All Student email.

The Substance Abuse Prevention Committee, consisting of campus representatives from Student Life (Counseling, Student Engagement, Residence Life), Human Resources, Campus Police, Academic Affairs and Financial Aid Compliance, shall conduct a biennial review of this policy and any related actions or programs, including a determination that the policy and applicable disciplinary sanctions are being followed consistently and effectively and shall issue a written report. The report shall also include recommendations for corrective action or additional activities to enhance the program's effectiveness

Additional details regarding distribution of this policy and the biennial review process can be obtained from Student Life.

Standards of Conduct for Students

All students at Regent University are expected to adhere to the University's alcohol and drug policies found within the University's Standard of Personal Conduct in the Student Handbook (http://www.regent.edu/admin/stusrv/docs/StudentHandbook.pdf). These policies are as follows:

5.2.2. Alcohol, Drugs, Tobacco and other Smoking or Smokeless Products:

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. The University has zero tolerance for the illegal use of drugs and the abuse of addictive substances controlled by law. 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. The Drug and Alcohol Abuse Prevention Program information is listed in Appendix C. It includes information regarding drug and alcohol use, misuse, and abuse, to include counseling and treatment options, university sanctions, legal consequences, and health risks.

5.2.2.2. In keeping with a call to a sober mind and sound judgment, Regent also forbids the use, consumption, possession, cultivation, distribution, promotion, or sale of alcohol, tobacco, marijuana or other controlled substances 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 and nicotine alternative smoking products, such as nicotine vapor products, are also prohibited. This policy also applies to campus visitors and guests of students. 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, tobacco, and marijuana.

5.2.2.3. Any use of alcohol, tobacco, marijuana, or controlled substances that results in a criminal violation, e.g., drunken driving, public nuisance, disorderly conduct, possession 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. Depending on context, a violation of this policy can also be a violation of the Hazing policy (see section 5.2.13.).

5.2.2.4. Any incident that occurs as a result of the use of alcohol, marijuana, or other controlled substances that, in the judgment of the University administration, reflects negatively on the image of the University or disrupts the campus' learning or living environment, will be considered a violation of the Standard of Personal Conduct and shall be dealt with accordingly. In some instances, violations could result in removal from student housing or suspension or dismissal from the University

5.2.6. CBD Products: Legal CBD supplements that do not violate other University policies, such as but not limited to smoking and drug abuse, are currently permitted on campus. However, be advised that the University reserves the right to test CBD products. University community members, including faculty, staff, students, and guests, must comply when University officials request testing of CBD products by the Regent University Police Department. University officials will also require proof of purchase with the original packaging of all CBD products in question.

Disciplinary Sanctions

Regent University will impose disciplinary sanctions on students for violations of these standards of conduct. Students who violate the alcohol or drug policies and/or are discovered to be abusing these substances are provided with and/or required to receive counseling, substance abuse education and other holistic support. Repetitive or severe violations of the University's substance policies can result in a student being suspended or dismissed as well as referred to authorities for prosecution where appropriate. Sanctions for drug and alcohol violations will be consistent with Federal, state, and

local laws and ordinances. Students who proactively seek support from the University for substance abuse are addressed from a redemptive approach, where appropriate, and includes counseling, accountability and other appropriate treatment. Sanctions are issued at the discretion of the University. The University, at its sole discretion, reserves the right to adjust sanctions issued to students based on the nature of a violation. Sanctions for drug and alcohol violations can include, but are not limited to, the following:

Use, Possession, Consumption, Distribution, Sale, Cultivation of Alcohol, Tobacco & Marijuana or other Smoking or Smokeless Products (inclusive of e-cigarettes, vaping, etc.)

- 1st Offense: $100 fine, Housing and/or University probation for a minimum of one semester. In addition, students under the age of 21 will receive a conduct letter sent to a parent or guardian. Educational sanctions may also be issued at the discretion of the University.
- 2nd Offense: $150 fine, required counseling with two-way release, and housing/University suspension or dismissal depending on the severity of the violation. In addition, students under the age of 21 will receive a conduct letter sent to a parent or guardian. Educational sanctions may also be issued at the discretion of the University.
- 3rd Offense: Permanent dismissal and banned from campus indefinitely.

Other Drugs (including, but not limited to, crack, cocaine, heroin, meth, etc., including abuse of prescription drugs)

- 1st Offense: University suspension for a minimum of two semesters, parental notification if under 21, required counseling with two-way release, letter from counselor speaking to student's personal growth, renewal, transformation, etc. and readiness to return to the University, $150 fine and University probation for full academic year or more upon return.
- 2nd Offense: Permanent dismissal and banned from campus indefinitely.

Alcohol and Drug Prevention Event and Programs

All students, both online and on-campus, are educated about the University's alcohol abuse and drug policies through in-person and/or virtual orientation programs that detail the University's alcohol and drug policies along with the possible sanctions/consequences that can result from violating these policies. Student leaders that work in the residence halls (i.e. Resident Assistants & Connect Group Leaders) as well as student athletes participate in annual trainings which include alcohol and drug education. On-campus departments, like Student Engagement, facilitate annual events on-campus that promote alcohol and drug abuse education and prevention. Some of these student events include:

- Presentations in residence halls and with athletic teams as a partnership between Residence Life and Counseling Services.
- All Regent-sponsored events held on-campus and off-campus throughout the academic year are alcohol-free which include Christmas Ball, End of Year Graduation Celebration, intramural sports and numerous other themed activities.

Standards of Conduct for Employees

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

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

b. In addition to complying with the above guidelines, Regent University employees are also prohibited from engaging in the following activities:
   i. Using, purchasing, selling, possessing, distributing, or accepting illegal drugs or drug-related paraphernalia while on or off the job and on or off campus;
   ii. Using, purchasing, selling, or distributing alcohol, marijuana, or cannabis oil while on campus;
   iii. Using, purchasing, selling, or distributing alcohol, marijuana or cannabis oil at University-related activities off-campus;
   iv. Showing up for work or being on the job while impaired by illegal drugs and/or alcohol, marijuana or cannabis oil;
   v. Transporting illegal drugs, drug-related paraphernalia, and/or alcoholic beverages, marijuana, or cannabis oil in a University-owned, leased, or hired vehicle.
   For purposes of this subsection, "on the job" shall be deemed to include meal periods, breaks, stand-by duty, and any time that an employee is acting in his or her capacity as a Regent University employee, whether on or off University property.

c. Although the medically-authorized use of prescription drug(s)/medication(s) is not prohibited, any employee who is taking prescription or nonprescription drug(s)/medication(s) and has reason to believe, based on information provided by his or her physician, pharmacist, or the drug/medication label, that the drug/medication may impair the ability to safely and effectively perform the duties and responsibilities required of his or her position, shall promptly advise his or her immediate supervisor of the use of such drug(s)/medication(s). If an employee is prescribed medical marijuana or cannabis oil for a medical condition and needs to use the products on Regent campus, the employee must submit documentation from a medical provider.

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

Regent University recognizes that one of its most valuable assets is its employees, and its most important responsibility is to students whom it serves. In furtherance of this purpose, any employee who has a drug related or alcohol related problem is encouraged, for his or her own benefit, as well as the benefit of fellow employees and students, to voluntarily seek treatment for such problems through a treatment program of his or her choice. Any employee 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 provided in this policy. All counseling and treatment sessions, as well as referrals, will be handled in a confidential manner.

Disciplinary Sanctions for Employees

Regent University will impose disciplinary sanctions on employees for violations of these standards of conduct.

1. Any employee found to be engaging in those activities prohibited by this policy will be subject to discipline up to and including termination. Any employee engaged in illegal activity as outlined in this policy will be referred to the proper authorities.
2. Any employee found to be in violation of this policy and/or who has received a final conviction in local, state, or federal court will be subject to discipline up to and including termination.
3. Using alcohol, marijuana, cannabis oil, or illegal drugs while at work is considered gross misconduct and warrants immediate termination.
4. Any employee who voluntarily admits, in the absence of reasonable suspicion or of any conduct which alone would subject the employee or student to discipline, that he or she has a drug-related or alcohol-related problem may be referred to one of the clinics listed in this policy and shall not be disciplined solely as a result of the admission.
5. In applying sanctions as provided by the Employee Handbook, it will be the policy of Regent University to concentrate upon the work results and performance of its employees.

University and Community Resources

Counseling, Treatment, Rehabilitation Programs, and Substance Abuse Educational Resources

For Students: Students can utilize free and confidential counseling and therapy services through:

- Counseling Services, Dede Robertson Student Center Suite 241 – 757.352.4485, counseling@regent.edu
  To request an appointment: www.regent.edu/counselingservices
- TimelyCare-24/7 on-demand mental health and emotional support (TalkNow)
- Psychological Services Center, Classroom Building Suite 188 – psc@regent.edu
  To request an appointment: 757.352.4488 **Please note the PSC does not offer chemical dependency counseling services. Students can receive general counseling for free. Please contact the PSC for more information.*

For Employees: Faculty and Staff can utilize confidential counseling and therapy services through:

- Cigna Employee Assistance Program myCigna.com or 877.622.4327
- Psychological Services Center, Classroom Building Suite 188 – psc@regent.edu, or 757.352.4488

Community Resources:

- Catholic Charities of Eastern Virginia www.cceva.org
  - Chesapeake – 757.484.0703
  - Newport News – 757.875.0060
  - Norfolk – 757.533.5217
  - Virginia Beach – 757.467.7707
- Community Services Boards
  - Chesapeake – 757.547.9334
  - Hampton-Newport News – 757.788.0300
  - Norfolk – 757.823.1600; Substance Abuse Program – 757.664.6670

**Emergency Services – 757.664.7690*
    - Portsmouth – 757.393.8618
      **Crisis – 757.393.8990*
    - Virginia Beach – 757.385.3200
- Eden Counseling Center www.edencounseling.com– 757.466.3336
- Genesis Counseling Center www.genesiscounselingcenter.com – 929.436.3747
    - Chesapeake – 757.965.5886
    - Gloucester – 757.564.3100
    - Hampton – 757.827.7707
    - Norfolk/Virginia Beach – 757.965.5886
    - Suffolk – 757.965.5886
    - Williamsburg- 757.564.3100
    - Yorktown/Newport News- 757.598.2244
- Norfolk Psychiatric Center – 757.461.4565
- Recovery for Life www.myrecoveryforlife.com – 757.456.0093
- Resources Guidance Services Inc. – 757.463.9600
- Virginia Beach Psychiatric Center https://vbpcweb.com/ – 757.496.6000

State Resources

- Quit Now Virginia www.quitnowvirginia.org – 1-800-784-8669 or text READY to 34191
- Live Vape Free www.livevapefreeva.org – Text VAPEFREEVA to 873-373

Additional National Organizations:

- Alcoholics Anonymous (AA) – Newport News – 757.595.1212
- Alcoholics Anonymous (AA) – Virginia Beach – 757.490.3980
- Drug Information – National Institute of Drug Abuse (NIDA) – 800.545.HELP
- Lawyers Helping Lawyers www.valhl.org – 818.773.9999, 24-hr Helpline – 877.545.4682
- Narcotics Anonymous Central Atlantic Regional Helpline – 800.777.1515
- Narcotics Anonymous Tidewater Area – 866.972.5055
- National Cocaine Hotline – 800.262.2463)

Health Risks of Alcohol and Other Drugs

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

- **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.

- **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.

- **Bath Salts**: Short-term effects of bath salts include rapid heartbeat and increased blood pressure. High doses can cause significant panic attacks. Frequent use of bath salts can cause sleep-deprivation psychosis. Addiction is also a strong possibility. Mental, emotional and physical effects include headache, tense muscles, increased body temperature, nosebleeds and dilated pupils. Dizziness, confusion and teeth grinding can also occur. More serious effects include fits, hallucinations, aggression, suicidal thoughts or attempts and psychotic delusions. A user can experience liver failure, kidney failure, loss of bowel control and rhabdomyolysis, which is a spontaneous breakdown of muscle fiber that can lead to death. The use of bath salts can lead to self-injurious behaviors or harming others, including murder.

- **Inhalants**: (Gases or Volatile Liquids) These are found in common household products. 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.

- **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.

- **Other Stimulants** (including khat, ecstasy/MDMA) include amphetamines and methamphetamines. Users may perspire, experience headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause physical collapse, very high fever, stroke, or heart failure.

- **Depressants** (including GHB, benzodiazepines, Rohypnol, 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.

- **Hallucinogens** (including peyote, mescaline, LSD, PCP, K2/Spice, ketamine and mushrooms): 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.

- **Narcotics** (including heroin, methadone, morphine, opium, and oxycodone): 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.

- **Steroids** (including anabolic steroids, designer steroids, human growth hormone, androstenedione and erythropoietin): Side effects can include the following for males—prominent breasts, baldness, shrunken

testicles, infertility, impotence and prostate gland enlargement. Side effects can include the following for females—deeper voice, enlarged clitoris, increased body hair, baldness and infrequent or absent periods. Both men and women can experience severe acne, increased risk of tendinitis and tendon rupture, liver abnormalities and tumors, increased LDL cholesterol, decreased HDL cholesterol, hypertension, heart problems, aggressive behaviors, rage or violence, psychiatric disorders, drug dependence and infections or diseases such as HIV or hepatitis if drug is injected.

- **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.

Federal Penalties and Sanctions

All students, faculty and staff should 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. The charts listed below can be directly referenced on the Drug Enforcement Administration website.

Chart One

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	**Substance/Quantity**	**Penalty**	**Substance/Quantity**	**Penalty**
II	Cocaine 500-4999 grams mixture	**First Offense:** Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual. **Second Offense:** Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.	Cocaine 5 kilograms or more mixture	**First Offense:** Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual. **Second Offense:** Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. **2 or More Prior Offenses:** Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
II	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	**First Offense**: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	

Flunitrazepam (Schedule IV) 1 Gram or less	**Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.
Any Amount Of Other Schedule III Drugs	**First Offense**: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual. **Second Offense**: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	**First Offense**: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense:** Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.
Any Amount Of All Schedule V Drugs	**First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense**: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.

Chart Two- Download PDF

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	**First Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual. **Second Offense:** Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	**First Offense:** Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual. **Second Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	**First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	**First Offense:** Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual. **Second Offense:** Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Virginia Penalties and Laws

All students, faculty and staff 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.

The following chart displays the state laws for alcohol violations:

OFFENSE	FINE	INCARCERATION	SUPPLEMENTAL SANCTIONS
Underage Possession and/or Transportation (§ 4.1-305)	$500 to $2,500	Up to 12 Months	Loss of Driver's License for 6 months to 1 year Possible 50 Hours of Community Service in Lieu of Fine
Using a False Driver's License to Purchase Alcohol (§ 46.2-347)	$500	N/A	Loss of Driver's License for up to 1 year
Buying Alcohol for a Minor (§4.1-306)	$500 to $2,500	Up to 12 Months	Loss of Driver's License for up to 1 Year
Selling Alcohol to Minors or Intoxicated Person. (§4.1-304)	$500 to $2,500	Up to 12 Months	Loss of Driver's License for up to 1 Year
Drunk in Public (§ 18.2-388)	Up to $250	N/A	N/A
Disorderly Conduct (§ 18.2-415)	$500 to $2,500	Up to 12 Months	N/A
Abusive Language (§ 18.2-416)	Up to $500	N/A	N/A
Driving Under the Influence (DUI) **1st Offense** (§ 18.2-266)	$250 to $2,500	Up to 12 months (Minimum Depending on BAC)	Loss of Driver's License for 1 Year 6-month IID for obtaining restricted license.
Driving Under the Influence (DUI) **2nd Offense Within 10 Years**	$500 to $2,500	10 days to 1 Year. (Minimum Depending on BAC)	Loss of Driver's License for 3 Years 6-month IID
Driving Under the Influence (DUI) **3rd Offense Within 10 Years**	$1,000 to $2,500	90 days to 5 Years (Minimum Depending on BAC)	Permanent Loss of Driver's License 6-month IID Vehicle Seizure

Unlicensed Alcohol Sale (§ 4.1-324)	$500 to $2,500	Up to 12 Months	N/A
Drinking in Public (§ 4.1-308)	Up to $250	N/A	N/A

The following chart displays state laws for drug violations:

OFFENSE	**FINE**	**INCARCERATION**	**SUPPLEMENTAL SANCTIONS**
Possession of Marijuana (up to 1 oz.) (§ 4.1-1100)	NA	N/A	N/A
Possession of Marijuana (1oz. – 4 oz.) (§ 4.1-1100)	$25	N/A	N/A
Possession of Marijuana (4oz – 1lb.)	$500	NA	NA
Possession of Marijuana (Over 1 lb.) (§ 4.1-1100)	Up to $250,000	1 – 10 years	N/A
Possession of Marijuana with Intent to Sell/Distribute up to 1oz. (§ 18.2-248.1)	Up to $2,500	Up to 12 Months	N/A
Possession of Marijuana with Intent to Sell/Distribute 1 oz. – 5 lbs. (§ 18.2-248.1)	$2,500	12 Months to 10 Years	N/A
Possession of Marijuana with Intent to Sell/Distribute 5 lbs. or more.	$1,000	5 to 30 Years	N/A
Possession of Marijuana with Intent to Sell/Distribute within 1000 ft. of a school or school bus stop (18.2-255.2)	$100,000	1 to 5 years	N/A
Sale of Marijuana to a Minor (at Least 3 years Younger) (§ 18.2-255)	$100,000	2 to 50 Years	N/A
Manufacture of Marijuana (§ 18.2-248.1)	$10,000	5-30 years	N/A

Transporting more than 5 lbs of Marijuana into the state (§ 18.2-248.01)	$1,000,000	3-40 years	N/A
Possession of Drug Paraphernalia (not illegal unless intent to sell)	N/A	N/A	N/A
Selling Drug Paraphernalia to Adult (§ 18.2-265.3)	$2,500	1 Year	N/A
Selling Drug Paraphernalia to Minor (at Least 3 Years Younger) (§ 18.2-265.3)	$2,500	1-5 years	N/A
Possession of Schedule I Drug (§ 18.2-250)	Up to $2,500	1 to 10 Years	N/A
Possession of Schedule II Drug (§ 18.2-250)	Up to $2,500	Up to 2 Years	N/A
Possession of Schedule III Drug (§ 18.2-250)	Up to $2,500	Up to 12 Months	N/A
Possession of Schedule IV Drug (§ 18.2-250)	Up to $1,000	Up to 6 Months	N/A
Possession of Schedule V Drug (§ 18.2-250)	Up to $500	N/A	N/A
Possession of Schedule VI Drug (§ 18.2-250)	Up to $250	N/A	N/A
Distribution of Schedule I or II Drug (1st Offense) (§ 18.2-248	Up to $500,000	5 to 40 Years	N/A
Distribution of Schedule I or II Drug (2nd Offense) (§ 18.2-248)	Up to $500,000	5 years to Life	N/A
Distribution of Schedule III Drug (§ 18.2-248)	Up to $2,500	Up to 12 Months	Or 1 to 10 Years in Prison in Lieu of Fine
Distribution of Schedule IV Drug (§ 18.2-248)	Up to $2,500	Up to 12 Months	Or 1 to 5 Years in Prison in Lieu of Fine
Distribution of Schedule V and VI Drug (§ 18.2-248)	Up to $2,500	Up to 12 Months	N/A

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