

# STUDENT HANDBOOK

2022 – 2023



CHRISTOPHER NEWPORT  

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UNIVERSITY

**Student Handbook**  
**2022 - 2023**  
**Volume 56, August 2022**

The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant or student and the Rector and Visitors of Christopher Newport University. The University reserves the right to change any of the provisions, programs, rules or regulations whenever university authority deems it expedient to do so.

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

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

All students are held responsible for knowing all Christopher Newport University rules and regulations as published in this Student Handbook, the University Handbook and the University catalog or as may be posted. Ignorance of University rules is not an excuse for violations.

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The Student Handbook is a publication of Student Affairs.

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# CHRISTOPHER NEWPORT UNIVERSITY

## Academic Calendar Fall 2022 – Spring 2023

### Fall 2022

### August – December

August	17	W	Add/Drop Period Begins
	19	F	Academic Convocation and Honor Code Induction Ceremony
	22	M	Classes Begin
	26	F	Last day to Change to Audit Status – 5:00 pm
	26	F	Last day to Add/Drop – 11:59 pm
September	5	M	Labor Day – CLASSES WILL MEET Deadline for Faculty to Submit Change of ‘I’ Grade or Extension of ‘I’ Grade for Undergraduate and Graduate Students for Spring/Summer 2022 ‘I’ Grades (5:00 pm)
	9	F	Three week Grade Entry Begins - 8:00 am
	12	M	Three Week Grades Due - 12:00 Noon
	16	F	
October	3	M	Mid-Term Grade Entry Begins – 8:00 am
	7	F	Mid-Term Grades Due – 12:00 Noon Fall Recess (Begins at 5:00 pm)
	12	W	Classes Resume
	19	W	Last Day to Withdraw and Elect Pass/Fail Option – 5:00pm
November	22	T	Thanksgiving Recess (begins after last class meets)
	28	M	Classes Resume
December	2	F	Classes End
	3	S	University Reading/Study Day
	4	Su	University Reading/Study Day
	5	M	Final Examinations Begin Entry of Final Grades Begin – 8:00 am
	6	T	Final Examinations Continue
	7	W	University Reading/Study Day
	8	Th	Final Examinations Continue
	9	F	Final Examinations Continue
	10	S	Final Examinations End
	14	W	Final Grades Due – 12:00 Noon

**Spring 2023****January – May**

January	4	W	Add/Drop Period Begins
	9	M	Classes Begin
	13	F	Last day to Change to Audit Status – 5:00 pm Last day to Add/Drop – 11:59 pm
	16	M	Martin Luther King Day – CLASSES DO NOT MEET
	30	M	Three Week Grade Entry Begins – 8:00 am
February	3	F	Deadline for Faculty to Submit Change of ‘I’ Grade or Extension of ‘I’ Grade for Undergraduate and Graduate Students for Fall 2022 ‘I’ Grades (5:00 pm) Three Week Grades Due – 12:00 Noon
	27	M	Mid-Term Grade Entry Begins – 8:00 am
March	3	F	Mid-Term Grades Due – 12:00 Noon Spring Recess (begins at 5:00 pm)
	13	M	Classes Resume
	17	F	Last Day to Withdraw and Elect Pass/Fail Option – 5:00pm
April	24	M	Classes End++
	25	T	University Reading/Study Day
	26	W	Final Examinations Begin Final Grade Entry Begins – 8:00 am
	27	Th	Final Examinations Continue
	28	F	Final Examinations Continue
	29	S	University Reading/Study Day
	30	Su	
May	1	M	Final Examinations Continue
	2	T	Final Examinations End
	5	F	Final Grades Due – 10:00 am
	8-12	M-F	Commencement Week Activities
	13	S	Spring Commencement

## **SECTION I**

### **SCOPE AND INTERPRETATION OF UNIVERSITY POLICIES FOR STUDENT AFFAIRS**

All students are held responsible for knowing all Christopher Newport University rules and regulations as outlined in University publications. Ignorance of University policies is not an excuse for violations.

A full listing of University Policies can be found [online](#).

For quick reference, University policies referred to in the Student Handbook include;

[Discrimination, Harassment, Sexual, Misconduct and Retaliation Policy](#)

[Tailgating Policy](#)

[Hazing Policy](#)

[Acceptable Use of Computing Resources](#)

[Alcohol Policy](#)

[Student Complaint Policy](#)

Additional publications contain specific Student Affairs policies available to the student body. Those publications include, but are not limited to:

[The Undergraduate Catalog](#)

[The Graduate Catalog](#)

[The Residence Life Handbook](#)

[The CNU Housing Contract](#), specifically for those students residing in University housing.

[The Student Organization Resource Guide](#) (found on The Compass under the “Campus Links” section)

The University reserves the right to change the published policies in the Student Handbook during the academic year and notification is hereby given of that possibility. Any changes to the Student Handbook will be publicized with copies of the changes available through Student Affairs. Students are expected to keep themselves informed of the policies affecting them. Clarification of any published policy in the Student Handbook can be directed to the Vice President of Student Affairs/Dean of Students.



## SECTION II THE HONOR SYSTEM

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

### A. The Honor System

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

#### The Honor Code

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

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

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

### B. Academic Integrity and the Honor System

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

A central mission of any university is the student’s acquisition of knowledge. Led by committed faculty members, CNU’s academic standards are high. The awarding of a degree from Christopher Newport University means the student has met the demands placed upon him or her by faculty members and has done so with the highest standards of academic integrity as demanded by professors within the academy. When a student fails to meet the standards for academic integrity, the student has committed a violation of the classroom expectations of the faculty member as well as the Honor Code of the University.

In situations involving the academic integrity of a student, faculty members, CHECS staff and Student Honor Council members hold important but distinct roles in resolving the issue. Faculty members are experienced educators who have demonstrated proficiency in the

academic standards of their chosen disciplines. CNU professors have learned and understand the proper scholarly procedures expected of educated people and impart these expectations to their students. Faculty members apply the appropriate scholarly standards in their assessment of a student's academic work product. This application includes both the quality of the work and the student's ability to meet the required principles of academic integrity. Thus, it is the faculty member's responsibility to assess the scholarly integrity of the work submitted. It is also the faculty member's obligation to issue the appropriate grade for the work in question. Just as it is the faculty member's charge to issue a grade for the quality of work, it is also their responsibility to issue a grade when a student meets, or fails to meet, the expectations of scholarly integrity. When a student has failed to meet academic integrity standards, it is the faculty member's duty to report this issue.

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

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

### C. Student Regulations

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

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

A violation of any principle is considered cheating and any resulting work dishonest.

The application of these principles is not exclusive to the academic setting. They may also be applied to conduct occurring outside the classroom environment.

## 1. Infractions

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

Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to:

- i. the act of plagiarism\*;
- ii. the acts of attempting to give or giving unauthorized aid to another student or attempting to receive or receiving unauthorized aid from another person on quizzes, tests, assignments, or examinations;
- iii. the acts of using or consulting unauthorized materials or using unauthorized equipment or devices on tests, assignments, quizzes or examinations;
- iv. the act of using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so; or
- v. the acts of intentionally commencing work or failing to terminate work on any examination, test, quiz, or assignment in violation of the time constraints imposed.

\*Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were their own and does not give appropriate credit to the original source.

Stealing is the intentional taking or appropriating of the property of another without consent or permission and with the intent to keep or use the property without the owner's or the rightful possessor's permission. Although the prohibition against stealing includes property of whatever nature, it also covers theft of the academic work product of another.

*Scholarly Procedure:* Students are responsible for learning proper scholarly procedure. Proper scholarly procedures require that, at a minimum, all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source.

While any amount of improperly attributed or unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly attributed or unattributed material is presented as if it were the student's own work.

The faculty member is responsible for drawing a conclusion regarding whether the amount of improperly attributed or unattributed material is so significant that intent may

be presumed. When a faculty member has sufficient reason to believe that academic misconduct has occurred, an Honor Council may be convened to determine an appropriate university response to the student's actions. The university response will be in addition to the academic remedy determined by the faculty member.

## 2. Statement of Principles

### a. Basic Policy

A student's name on any assignment is regarded as assurance that it is the result of the student's own thought and study, stated in the student's own words, and produced without assistance, except when quotation marks, references and footnotes acknowledge the use of other sources. In particular, the use of purchased papers or research for submission as one's own work is expressly forbidden. Utilizing purchased work as one's own work will be considered an indicator of the student's intent to deceive their faculty member. In some instances, an instructor or department may authorize students to work jointly in completing assignments, but such efforts must be indicated as joint work on the assignment submitted. Unless permission is obtained in advance from the instructors of the courses involved, a student may not submit academic work for completion of assignments in more than one course. Students who perceive the possibility for an overlapping assignment in courses should consult with the instructors involved before presuming that a single effort will meet the requirements of both assignments.

### b. Factual Work

In preparing papers or themes, a student often needs or is required to employ sources of information or opinion. All such sources used should be listed in the appropriate reference format. It is not necessary to reference specific facts that are common knowledge and obtain general agreement. However, facts, observations and opinions which are new discoveries or are debatable must be credited to the source with specific reference to edition and page even when the student restates the matter in their own words. Inclusion word-for-word of any part, even only a phrase or sentence, from the written or oral statement of someone else must be enclosed in quotation marks and the source cited. Paraphrasing or summarizing the contents of another's work is not dishonest if the source is clearly identified, but such work does not constitute independent work and may be rejected by the instructor.

### c. Laboratory Work and Assignments

Notebooks, homework and reports of investigations or experiments must meet the same standard as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgement of this fact must be made in the report submitted. It is dishonest for a student to falsify or invent data; doing so will be considered an intent to deceive the faculty member into accepting knowingly inaccurate work.

d. Imaginative Work

A piece of written work presented as the individual creation of the student is assumed to involve no assistance other than the incidental criticism from any other person. A student may not, with honesty, knowingly employ story material, wording or dialogue taken from published work, the Internet, motion pictures, radio, television, lecture or similar sources.

e. Quizzes and Tests

In examinations and quizzes the student is required to respond entirely on the basis of the student's own memory and capacity without any assistance whatsoever except as is specifically authorized by the instructor. It is not necessary under these circumstances to give source references appropriate to other written work unless required by the instructor.

f. Tampering with the Work of Others

Any student who intentionally tampers with the work of another student or a faculty member shall be subject to the same sanctions imposed for other violations of this Honor System. Such tampering includes, but is not limited to:

- i. contaminating the results of scientific experiments by interfering with the conduct of the experiments in any way;
- ii. altering or in any way interfering with computer programs used by other students or faculty members in class preparation, simulation games, or otherwise;
- iii. altering or attempting to alter any academic or other official records maintained by the University.

3. Academic Misconduct and the Honor Code

Academic misconduct is a serious offense that impacts the university in the following two distinct ways:

- a. It is a direct offense to the faculty member and to the members of the class in which the violation occurred.
- b. It is an affront to the institutional values and purpose of Christopher Newport University's Community of Honor.

Therefore, both the faculty member and the university will review the incident and issue appropriate remedies.

### Faculty Response to Academic Misconduct

As stewards of the academic experience of Christopher Newport University students, faculty members are obligated to resolve any suspicions of academic dishonesty. The process undertaken for resolving an alleged academic misconduct issue will be as follows. A faculty member who suspects that the Honor System has been violated is responsible for investigating the suspected violation in such a manner as to preserve the integrity of the Honor System and not unduly harm the reputation of the suspected violator. Therefore, members will determine if academic misconduct has occurred. Faculty members will make a reasonable effort to resolve any suspicions of academic misconduct in a timely manner, typically within five (5) business days of discovery of the issue.

The faculty member should inform the department chair of a suspected incident of academic misconduct. The faculty member will attempt to confer personally with the student who is suspected of violating the academic standards; this meeting is held typically within five (5) business days.

Using available evidence and their best judgment, the faculty member will draw a conclusion regarding whether or not the student's actions or submitted work, or any portion thereof, constitute academic misconduct. In cases where the faculty member has sufficient reason to find academic misconduct has occurred, the faculty will issue an appropriate academic remedy. Faculty members may use discretion in issuing academic remedies.

Examples of academic remedies include, but are not limited to, the following:

- i. The faculty member may assign a grade of *F* for the course to the student with a notation to the confidential University file of that student that the grade of *F* was for academic misconduct of the Honor Code. This determination requires a letter of notification to the department chair and the Center for Honor Enrichment & Community Standards signed by the professor stating the reason for the assigned grade of *F*. This letter will be placed in the student's permanent file.
- ii. The faculty member may assign a grade of *F* to the student for the work in question, which would be averaged into the student's other grades. A letter of notification indicating academic misconduct has occurred should be signed by the professor and sent to the department chair and the Center for Honor Enrichment & Community Standards for placement in the student's permanent file.
- iii. The faculty member may reduce the grade they would have originally assigned to the student's work in question. A letter of notification indicating academic misconduct has occurred should be signed by the professor and sent to the department chair and the Center for Honor Enrichment & Community Standards for placement in the student's permanent file.

If a faculty member determines misconduct occurred, they will notify the student. Additionally, the faculty member is obligated to notify the Center for Honor Enrichment & Community Standards of the violation and report the academic remedy assigned. This notification should be sent typically within five (5) business days of determination of responsibility.

Should a student be found responsible for academic misconduct by a faculty member and choose not to accept responsibility for the academic misconduct, the student's recourse for the

academic remedy is to challenge the course grade at the end of the semester following the standard grade appeal process. For specific information regarding the grade appeal process, please refer to *Section VI Academic Regulations and Information; 10. Grade Appeal* (p 98) of the [University Handbook](#).

The student may pursue the grade appeal process only when their final grade has been impacted. The decision of the grade appeal review will be the final step in the process.

In a parallel process, the Center for Honor Enrichment & Community Standards will initiate a university review of the incident.

In the event no university sanctions are applied, the faculty member's determination of an academic violation and their subsequent academic remedy will be the final step in the process.

#### University Response to Academic Misconduct

When the Center for Honor Enrichment & Community Standards has been notified of academic misconduct, it is the Center's responsibility to determine if a violation of the Honor Code occurred and if so, what, if any University sanctions will apply.

The student has the option of accepting the sanction or having the Honor Council review the decision. When the Honor Council reviews the case, it will be responsible for determining if a violation of the Honor Code has occurred, and if so, they will recommend appropriate University remedies, in addition to the academic remedy issued by the faculty member. In addition to determining the student's continued enrollment status, educational and reflective sanctions may be applied in an effort to ensure that future violations of the Honor Code do not occur.

In order for a student to be found responsible for a University Honor Code violation, by the Honor Council, the panel must reach a unanimous conclusion. In the event a panel does not reach a unanimous decision, no university violation will exist and no university sanctions will apply.

Students may only appeal the Honor Council's decision to the Vice President of Student Affairs/Dean of Students or their designee in the event a due process violation occurred or new information exists that may have influenced the Honor Council's decision.

## SECTION III

### CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

#### A. Philosophy of University Policies for Student Life

Christopher Newport University is maintained and governed by the following five values:

- 1) We will always put students first;
- 2) We will always offer outstanding teaching;
- 3) We will remain committed to liberal learning;
- 4) We will provide access and opportunity;
- 5) We will be actively engaged in shaping the economic, civic, and cultural life of this community. Additionally, we hold the ideal of Honor as an important element of the Christopher Newport University experience. Accordingly, the University has implemented policies that reinforce these values and ideals. As an educational institution, the University is concerned with the formal, in-class education of its students as well as their growth into mature people who conduct themselves as responsible, honorable citizens.

The uniqueness of the academic community requires particular sensitivity to the individual rights of students and the rights of the University community. Rules and regulations are imperative as a basis for the orderly conduct of University activities and for maintaining an environment conducive to study, recreation and personal growth. Regulations are intended to create sound living and learning conditions for all members of the campus community and to promote an atmosphere that encourages personal integrity.

Student Life policies are based upon the assumption that students and groups have the capacity to assume responsibility for their own behavior and that the University has the authority to establish an internal structure for enforcement of its policies and procedures which students have agreed to accept by enrolling at the University. Conversely, students have the right to expect the University to fulfill its educational responsibilities as effectively as its capacity and resources permit.

Since rights carry with them certain responsibilities, the following rights and responsibilities - institutional as well as student - are set forth.

#### B. Basic Rights

The following list of basic rights is not intended to deny or limit the rights of students in any way. Rather, it is intended to focus special attention on these rights because of their importance in the educational process. Christopher Newport University students may freely and openly exercise the following freedoms as long as their actions do not interfere with the regular operation of the University:

1. Campus Expression – Free inquiry, expression, and assembly are guaranteed to all students. This expression is subject to the limitations of this document and other University regulations and policies, which are consistent with the provisions of the



Constitutions and laws of the Commonwealth of Virginia and the United States of America. Public statements and demonstrations by individual members of the University community or organizations shall be clearly identified as representative only of those individuals or organizations and not of the University as a whole. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

2. *Pursuit of Goals* – Students are free to pursue their educational goals; appropriate opportunities for learning shall be provided by the University.
3. *Equal Opportunity* – Christopher Newport University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination in admissions, employment, and education programs or activities based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, political affiliation, or any other status protected by law. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among everyone on campus. In pursuit of this goal, any question of impermissible discrimination and/or harassment on these bases will be addressed with efficiency and energy in accordance with the [\*Discrimination, Harassment and Sexual Misconduct Policy 1005\*](#).

Any student who believes that they have been unlawfully discriminated against or harassed may file a complaint with the Director of Title IX and Equal Opportunity.

### C. Student Records

Christopher Newport University complies with the Family Educational Rights and Privacy Act. Questions concerning this policy may be referred to the Vice President of Student Affairs/Dean of Students, the Vice President of Enrollment Services & Student Success or the University Registrar.

## SECTION III – PART I

### Student Code of Conduct

Generally, University jurisdiction and discipline shall be limited to conduct that occurs on University premises, at any official University function or University activity regardless of location, or such action that adversely affects the University community's pursuit of its education or other legitimate objectives.

Engaging in activities that are inconsistent with values expressed in documents and/or the articulated expectation of student conduct, regardless of the location of the activity, may be addressed as potential violations of the Student Code of Conduct or Honor Code.

The following misconduct is subject to disciplinary action, including possible suspension or dismissal from the University.

#### A. Abusive, Disorderly, or Obscene Conduct

1. Abusive Conduct is defined as actions against one's self or others that cause physical injury, intimidate, harass, threaten, or otherwise interfere with another person's rightful actions. This includes but is not limited to, verbal abuse, abuse via electronic means (e.g. cyber bullying), and physical battery.
  - a. Intimidation is defined as actions or words that are intended to alarm another person and serves no legitimate purpose. This includes but is not limited to unlawful coercion, extortion, or duress that places the recipient in fear.
  - b. Harassment is defined as any words, gestures or actions directed at an individual or group that may cause a reasonable person to experience fear or intimidation. Harassment of a legally protected class will be addressed through the [\*Discrimination, Harassment and Sexual Misconduct Policy 1005\*](#).
  - c. Retaliation includes any inappropriate or unsubstantiated intentional action taken or threatened against a member of the university community by a responding party or allied third party because the member of the university community has in good faith made an allegation or participated in a process related to the violation of federal or state law, university policy or other rules or regulations.
2. Disorderly Conduct/Conduct Infringing on the Rights of Others is behavior that interferes with the orderly functioning of the University or interferes with the performance of the duties by University personnel or disturbs the peace and/or reasonable comfort of persons.
3. Obscene Conduct is defined as conduct or expression that is lewd or indecent that is not constitutionally protected speech.

## B. Drugs/Illicit substances

The use, possession, provision, manufacture, distribution, or sale of illicit drugs is prohibited. This includes narcotics, marijuana (cannabis), and other controlled substances.

Possession of drug paraphernalia including but not limited to bong, bowls, hookah pipes, scales, and roach clips is prohibited.

The inappropriate or abusive use of any legal drugs, drugs with a valid prescription, or over the counter medication in order to produce a drug-like effect is also a violation. The use of drugs without a valid prescription is also a violation.

Being in the presence of drugs or under the influence of illicitly obtained or illegal controlled substances is also violation of this policy.

*Additional information, definitions, and VA code regarding drugs, marijuana, and other controlled substances can be found in Section VI-Part VI (page 44)-Alcoholic Beverages, Tobacco, Marijuana, and Other Controlled Substances*

## C. Alcoholic Beverage Policy

Alcoholic Beverage Policy refers to the use, possession, consumption, or distribution of alcoholic beverages by students except as expressly permitted by Virginia Law and University policy. For a more detailed explanation of this policy, refer to *Section VI-Part VI (page 44)-Alcoholic Beverages, Tobacco, Marijuana, and Other Controlled Substances*

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

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

## D. Weapons/Fireworks/Explosives/Hazardous Chemicals

Weapons/Fireworks/Explosives/Hazardous Chemicals refers to the unauthorized possession or use of weapons, fireworks, or explosives.

Unauthorized possession, storage, or control of weapons and firearms on University property is a violation of this policy. This includes storage in vehicles on campus as well as in the residence halls. Firearms include any gun, rifle, pistol, or handgun designed to fire bullets, BB's, pellets, or shot regardless of the propellant used. Additionally, possession of ammunition that could be used with a prohibited item is forbidden. Other weapons include any instrument of combat, or any object not designed as an instrument of combat but utilized for the purpose of inflicting or threatening bodily injury. Examples include, but are not limited to, knives with fixed blades or pocket knives with blades longer than four inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nunchakas, foils, or explosives and incendiary devices.

Hazardous chemicals, which could pose a health risk, are also prohibited from the campus. This includes chemicals which, when combined with other substances, could be hazardous or present a danger to others.

E. Hazing

Hazing is defined as any act that causes humiliation, physical discomfort, bodily injury, or ridicule. For a more detailed explanation of this policy and a more comprehensive definition of hazing, refer to the [\*University Policy on Hazing 9015\*](#).

F. Stalking

Stalking is defined as an intentional course of behavior directed at a specific person which frightens, intimidates, or harasses that person, and that serves no legitimate purpose. The course of behavior may be directed toward that person or a member of that person's immediate family and may cause a reasonable person to experience fear, intimidation, or harassment. Stalking that is based in discrimination or harassing behavior of a legally protected class will be addressed through the [\*Discrimination, Harassment and Sexual Misconduct Policy 1005\*](#).

G. Failure to Comply with a University Official

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

H. Misuse of Identification Cards or University Documents

Misuse of Identification Cards or official University Documents refers to the improper use of any identification material, including knowingly altering or mutilating a University identification card or official University Documents for no legitimate purpose. Using or inappropriately possessing the identification of another or allowing one's own card to be used by another is also a violation of this policy.

I. Failure to Observe Rules and Regulations

Failure to Observe Rules and Regulations refers to an action or inaction that does not comply with an official university directive, including all publications and notices pertaining to student life and student services.

J. Damage or Destruction

Damage or Destruction refers to the attempted or actual damage to or destruction of University property or property of a member of the University community or other public or private properties. Attempts to damage, or actions that could damage property are also considered a violation.

K. Misuse of Fire-Fighting Equipment/Arson/Disregard of Fire Alarm/Tampering

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

The disregard of a fire alarm system or the refusal to vacate a building or section of a building when a fire alarm is activated is prohibited. Unauthorized use of an emergency exit door also is also a violation.

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

L. Tampering with University Property

Tampering with University Property refers to tampering with intellectual or material university property, including, but not limited to any elevator, wiring, plumbing, or other University equipment/property without prior authority from the appropriate University official. This includes tampering with intellectual property created by members of the community.

M. Unauthorized Entry or Access

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

N. Involvement in a University Violation

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

## **SECTION III – PART II**

### **The University Judicial System**

#### A. Preamble

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

#### B. Jurisdiction

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

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

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

#### C. Student Honor Council

The Student Honor Council (SHC) is an officially recognized student Anchor organization. The SHC plays a critical role in the University Judicial System. The President of the University has entrusted these students with the administration of the most serious situations involving alleged violations of community standards.

The Honor Council Executive positions of President and Vice President are chosen by their peers in a campus-wide election; other board members and general members are chosen by the executives in consultation with university administrative and academic leaders. Executive and general members of the Student Honor Council must meet rigorous eligibility requirements that

include academic success, demonstrated leadership, strong social standing, and exemplary commitment to promoting a community of honor, integrity, and personal responsibility. For more detailed information regarding eligibility requirements, students should review the Student Honor Council constitution on file in the Office of Student Involvement.

Student Honor Council members participate on all panels (see section E & Glossary of Terms) that resolve alleged student misconduct. In order to serve in this capacity, Student Honor Council members must successfully complete various trainings. Trainings are also necessary for any Student Honor Council member who is chosen to be a Community Advocate or Student Advocate (see Glossary of Terms).

#### D. Student Code of Conduct/Non-Academic Honor Code Procedure

The majority of student violations fall under the Student Code of Conduct. Some also fall under the Honor System but do not involve behavior directly related to academic issues. The following steps are taken in response to behavior in these categories. For student actions related to academic integrity under the Honor System, please refer to the Academic Honor System (*page 4*) of this handbook.

##### Reporting

Any member of the university community may bring an alleged violation of university policies to the attention of the Director of CHECS or a designated staff member in CHECS. These violations typically fall under the Honor System, the Student Code of Conduct, other sections of this Student Handbook (e.g. the Computer Usage Policy), and policies guiding residential living in university housing. In order to proceed with the resolution of the situation, the referring community member should provide evidence, information, and/or statements regarding the allegation.

Generally, alleged policy violations must be filed in writing with the Director of CHECS or a designated conduct officer within ten (10) business days of the incident or the discovery of the alleged violation. Business days do not include weekends, official university holidays, university closings, and Fall, Winter and Spring Breaks. The written allegations should contain a clear, concise statement of the alleged violation(s). Any member of the University may report an incident online at [www.cnu.edu/checs](http://www.cnu.edu/checs). Extensions of the filing period may be granted for cases that cite physical abuse, conduct that threatens or endangers members of the community, harassment, intimidation, or hazing. Students seeking an extension must file a written request with the Director of CHECS up to one year after the date of discovery of the alleged incident.

##### Notice of Incident

Once a report has been filed, the responding party (see Glossary of Terms) will be notified in writing of the allegation and the potential policy violations resulting from the behavior. This notification occurs through a Notice of Incident (see Glossary of Terms). If a student withdraws from the university prior to the creation of the Notice of Incident, a hold will be placed on the student's record and transcripts will not be released until the issue is resolved. If a student withdraws from the university after the creation of the Notice of Incident, at any point during the judicial process, the process may continue and the student will be subject to the results of the processes, including potential suspension or dismissal from the university.

### Initial Conference

When a student receives a Notice of Incident, the student must contact CHECS to schedule a meeting with one of the conduct officers. This meeting, known as an initial conference, is an informal preliminary step which provides the student the opportunity to respond to the Notice of Incident. Students are encouraged to discuss and review the potential violation(s), share their perspective on what occurred, and ask questions concerning the judicial process. At the conclusion of this meeting the conduct officer will create a summary of the key points that the student has shared. This summary will be reviewable by the student to verify that the information the student has shared was accurately summarized. The student may also produce any relevant evidence and/or statements. When a student does not respond to the Notice of Incident and/or appear at the initial conference, all of the allegations on the Notice of Incident may be considered true and appropriate sanctions will apply. Additionally, a charge of failure to comply may be added.

If, during the initial conference, a student accepts responsibility for their actions even when they violate university policy, the conduct officer will complete the review of the incident, which may include speaking with other people familiar with the situation. The conduct officer will assign appropriate sanctions. If the student does not accept responsibility, the conduct officer will finish the review of the incident, determine if a violation has occurred, and make sanction decisions if necessary. When university sanctions are issued, they are based on the severity of the violation, the intent of the actions, the impact or potential impact on the community, and the student's judicial history, if any.

When a student is found responsible for a violation, the student may appeal the decision in writing to the Director of CHECS or their designee within five (5) business days of the initial decision. The appeal to the Director is a request to review the student's case. In order for the Director to grant the appeal, the student should successfully illustrate that the student was not notified of the incident, was not given the opportunity to share their perspective, or that some previously unknown information exists that may have resulted in different decisions being made.

In a situation where the student has been suspended or dismissed from university housing or from enrollment at the university as a result of misconduct, the student has the option of accepting the sanction or having a panel of students or designated individuals review the situation. The panel will conduct a full review of the entire case and will be responsible for determining its own findings if a violation of any university policy has occurred and if so, they will recommend an appropriate sanction. See the following subsections E-G for a more detailed explanation about panels and the panel process.

### Evidentiary Standard

Christopher Newport University uses the Preponderance of Evidence standard in administrative hearings which includes Initial Conferences, Honor Panels, Hearing Panels, Appeals and Combined Panels.

Preponderance of Evidence – The panel or Administrator needs to be more likely than not (50.1%) sure that the individual violated a University Policy in order to find them in violation.



### E. Types of Panels

The University Judicial System is supported by a network of student representatives, drawn from the Student Honor Council, who hear the most serious cases of student behavior. There are a number of different panels that can be called together in order to review a student's involvement in alleged violations of university conduct policies. These panels are known as Hearing Panels, Honor Panels, Combined Panels, and Recess Panels. These panels are solely students with the exception of recess panels. All panel members have been trained in judicial procedures and are knowledgeable about university policies and judicial system precedent. Student representatives will be selected by the Student Honor Council executives and/or CHECS staff members (*see Student Honor Council, page 17*). Faculty and University administrators will be appointed by the Vice President of Student Affairs/Dean of Students or designee to assist with Recess Panels. Panels may occur virtually if a student is not permitted to come to campus and/or if a virtual panel allows a panel to occur when an in-person panel may not be reasonable or timely.

The type of panel will be determined by the alleged violation

#### i. Honor Panels

Honor Panels will be convened as necessary to hear allegations of Honor System violations. Honor Panels will be comprised of three students selected from the Student Honor Council. Honor Panels must reach a unanimous decision in order to find a student responsible for misconduct under the Honor Code.

#### ii. Hearing Panels

Hearing Panels will be convened as necessary to hear allegations of Student Code of Conduct violations. Hearing Panels will be comprised of three students selected from the Student Honor Council. Hearing Panels must reach a majority decision in order to find a student responsible for misconduct under the Student Code of Conduct.

#### iii. Combined Panels

Combined Panels will be convened when an alleged violation occurs within the Honor System and the Student Code of Conduct during the same incident. Combined Panels will be comprised of three students selected from the Student Honor Council. Combined Panels must reach a unanimous decision in order to find a student responsible for misconduct under the Honor Code and a majority decision in order to find a student responsible for misconduct under the Student Code of Conduct.

#### iv. Recess Panels

Recess Panels will be convened during university recesses and summer terms to hear allegations of Honor System violations and/or Student Code of Conduct violations. In some rare cases Recess Panels may be convened at other times such as

finals week or if no Honor Council Members are available. Every reasonable attempt will be made to convene panels with members of the Student Honor Council.

Recess Panels are comprised of three members. At least one student panel member selected from the Student Honor Council will serve on this panel. The other two members will be any combination of judicially-trained faculty members or university administrators. Recess Panels must reach a unanimous decision in order to find a student responsible for misconduct under the Honor Code and a majority decision in order for a student to be responsible for a violation under the Student Code of Conduct.

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

#### F. Panel Composition and Roles

During most panels, there are key roles that exist. These roles are the panel chairperson, the Community Advocate, the Student Advocate, and the Staff Adviser. In some panels, witnesses may also be called. These roles are important to making sure the panel process is fair for everyone involved.

##### i. Panel Chairperson and Panel Members

Each panel will have a chairperson, selected by the Student Honor Council or CHECS staff members, who is responsible for conducting the panel proceedings. The chairperson will make sure the proper processes are followed and, at the conclusion of the hearing and deliberations, will communicate any decisions to the appropriate person. The chairperson is a member of the Student Honor Council and will have voting privileges. Voting privileges also exist for all other panel members.

A student who has requested a panel review will be notified of the panel members prior to the hearing. Students may request the removal of a specific panel member if they believe the panelist may hold a bias against them. It is the responsibility of the student requesting the removal of a panel member to demonstrate specifically why a panel member may have a bias against them. Students alleging bias and requesting the removal of a panel member must submit a detailed letter to the Director of CHECS within 48 hours of receiving notification of the panel members.

##### ii. Community Advocate

Each panel proceeding will also have a Community Advocate participating on behalf of the university community. The Community Advocate is appointed by the Student Honor Council or CHECS staff member and is required to complete

specific training to serve in the role. The Community Advocate will present the university's perspective during the panel through opening and closing statements and by asking questions of participants, including witnesses. The Community Advocate does not vote on the outcome of the panel nor are they present when the panel is deliberating whether a student has violated university policy and recommending appropriate sanctions. Since the Community Advocate will present information to a panel, they will have access to relevant university judicial files for the particular case they are presenting and will meet with a CHECS staff member or representative from Student Affairs to review the case prior to the panel proceeding.

Students requesting a panel review will be notified of the Community Advocate. If a student has questions about the role of the Community Advocate, the student should contact the Director of CHECS.

iii. Student Advocate

The Student Honor Council or CHECS staff member will also appoint a Student Advocate for panel proceedings. It is the responsibility of the student requesting the panel to take lead on preparing for the panel. The role of the Student Advocate is to assist the student who is accused of violating university policies. The Student Advocate is available to help students prepare for the panel by reviewing the entire process with them, helping them craft opening and closing statements, help to develop questions to ask witnesses, and assists in preparing responses to anticipated questions. The Student Advocate, who is specifically trained for this role, is also present during the panel to support the student during the panel. Student Advocates will work individually with their student, but may also refer their student to other university resources for assistance. The Student Advocate does not vote on the outcome of the panel and is not present when the panel is debating whether a student has violated university policy and recommending appropriate sanctions. Since the Student Advocate will assist the student in preparing for the panel, the Student Advocate will have access to relevant university judicial files for the particular case they are presenting. While students are not required to utilize their Student Advocate, they are highly encouraged to do so and reach out in advance of the panel to prepare with the Student Advocate.

Students requesting a panel review will be notified of the Student Advocate assigned to their case. If a student has questions about the role of the advocate assigned to their case, the student should contact the Director of CHECS.

A student choosing not to use a Student Advocate may use an adviser of their choice in place of the Student Advocate. The student must notify the CHECS staff in writing, prior to the hearing, if they choose to utilize their own adviser. The student is responsible for speaking and representing themselves during the panel. The adviser can help a student prepare responses to questions asked, determine questions to ask witnesses, and help the student craft opening and

closing statements ahead of time. An alternate adviser will have not access to judicial information unless written permission is granted by the student or the student may choose to share information with their adviser directly.

iv. Staff Adviser

The final role participating in panel proceedings is that of the staff adviser. An adviser to the Student Honor Council or trained Student Affairs representative may be present during the proceedings and deliberations, but the adviser does not have voting privileges. The adviser can clarify information in the panel packet, and respond to questions from the student requesting the panel, witnesses, panel members, advocates, and faculty/administrative staff members. The role of the adviser is to ensure that the proceedings run smoothly and provide fundamental fairness for everyone involved. The adviser will, along with the chairperson, keep the proceedings and deliberations focused on issues relevant to the process and the particular situation being heard.

v. Witnesses

Witnesses are individuals who observed some part of the incident. Event witnesses may be called to the panel to describe the events of the incident in question. The list of witnesses will be given the date, time, and location of the panel. Both the community advocate and the alleged student are permitted to call witnesses. All parties must be notified of witnesses in advance of the panel. Event witnesses should not provide character reference (see glossary of terms). Character references can be provided in written form to the panel and will be considered before any sanctioning discussion. The Director of CHECS has the authority to deny witnesses based on relevancy.

G. Panel Procedures

The panel process may require students to think about things they have previously not been required to consider. The university wants to help students be as prepared as possible for the panel procedures. Similarly, the university wants a fair process to occur for any students participating in a panel. The following steps are followed and recommendations are made with these goals of preparation and fairness in mind.

Panel Timeline

Panels are typically scheduled within two weeks of the date of the request for a panel review. Panels will not be scheduled less than five (5) business days from the date of notification unless both the CHECS staff member and the responding party agree to this time frame.

Student Notification

Students are notified of the date, time, and location of the hearing as well as the composition of the panel and the specific charges that the panel will consider. This notification comes in the form of a document referred to as the Panel Notification Form (see glossary of terms).

Students are also provided with any documents the panel members will receive prior to the panel.

### Panel Proceeding

Cases may at times involve more than one student. In these circumstances, the panel may hear the entire case in one panel proceeding, but will make separate decisions of responsibility and separate recommendations for sanctions for each student involved.

Given the sensitive nature of most hearings, panels will be closed to the public unless the student, Student Advocate, the Community Advocate, the panel chairperson, and the Director of CHECS or their designee all agree to an open panel. This agreement must be reached at least 24 hours in advance and must be agreed to in writing. The panel chairperson and panelists may limit the number of observers at an open panel.

The panel chairperson will call the panel to order and review the expectations for all parties involved. The chairperson will ask everyone to introduce themselves and explain their role in the proceedings. Once introductions are completed, the chair will ask witnesses to leave the room until called.

Upon instruction from the chairperson, the Community Advocate will make an opening statement, followed by the responding/alleged student. Students are encouraged to outline their opening statement prior to the panel so that the student can present all of the information desired.

Once opening statements have been made, the chairperson will instruct the Community Advocate to call the first witness (if applicable). After the Community Advocate has asked all of the questions of the witness, the student, will be given the same opportunity to ask questions of the witness. When the student has concluded, panel members will be given the opportunity to ask questions of the witness. When the panel members have finished, the chairperson will ask if anybody has more questions for the witness. Once all parties have exhausted their questions for a witness, the witness will be excused by the chair; although the witness may be recalled if necessary. This process will continue until the Community Advocate has questioned all of the witnesses.

Should a student have witnesses that are different from those called by the Community Advocate, the student will be given the opportunity to call witnesses. Any student requesting a panel is encouraged to prepare a list of questions to ask all witnesses. The student will ask questions of their witnesses first, to be followed by the Community Advocate and then the panel members. When the panel members have finished, the chairperson will ask if anybody has more questions for the witness. Once all parties have exhausted their questions for the witness, the witness will be excused by the chair although the witness may be recalled if necessary. This process will continue until all witnesses have been called.

Once all witnesses have been called, the student will be asked questions. These questions will first come from the Community Advocate followed by the panel members. The student should be prepared to respond to all questions and should utilize their Student Advocate to help anticipate what may be asked so that the student can be prepared to respond.

At the conclusion of the questioning phase, the chairperson will instruct the Community Advocate to make a closing statement, if the student desires. The student will be given the same opportunity. Students are encouraged to prepare much of their closing statement in advance, but should leave room to add information from the panel.

Once closing statements have been made, the chairperson will conclude the panel. The chairperson will ask everyone to leave the room so that the panel may begin deliberations.

#### Panel Deliberations

The panel will utilize a preponderance of the evidence standard to determine which violations the student is or is not responsible for. Once a determination of responsibility has been made, a CHECS representative will present any previous violations of the student and character reference letters on behalf of the student. Once this information has been reviewed, the panel will deliberate on sanction recommendations.

The chairperson will communicate the panel's finding decisions and sanction recommendations to the Director of CHECS or their designee. The Director or their designee will review the information, finalize sanctions, and communicate the decisions to the student within ten (10) business days of the hearing.

#### H. Appeals Process for Panel Decisions

When a student is responsible for a violation issued by any panel, the student may file a written appeal of the decision to the Vice President of Student Affairs (VPSA)/Dean of Students or their designee. The VPSA/Dean of Students or their designee may only consider appeals based on two issues.

- New information now exists that was unknown at the time of the panel proceeding. This new information must be so significant that it would likely alter the panel's decision on violations or their recommendations on sanctions.
- Provisions for a fair hearing set out in *Section G. Panel Procedures* (pg. 23) were not followed and that failure resulted in fundamental unfairness. Disagreeing with sanction(s) does not constitute fundamental unfairness.

Given the importance of the appeal, students should craft a clear and thorough letter outlining their concerns based on the grounds in which they are appealing along with any supporting documentation they may have. The appeal should be submitted to the VPSA/Dean of Students or their designee within five (5) business days of the panel decision.

The VPSA/Dean of Students or their designee may elect to review the case and render alternative decisions, require the panel to review the case again, or decline to review the case. The VPSA/Dean may choose to speak with panel members, witnesses, and/or the student submitting the appeal, although this is not required. The decision of the VPSA/Dean of Students or their designee is final.

## SECTION IV GLOSSARY OF TERMS

The selected terms are defined below to promote a better understanding of CNU's Honor System. This is not intended to be a complete list of all the terms listed in the Student Handbook.

Appeal refers to requesting another review of the case decision.

Character Reference refers to a letter that can be submitted to a panel to provide insights regarding the accused party's character.

Community Advocate refers to an individual who is designated by the Student Honor Council or CHECS staff member to represent the University community before a panel.

Conduct Officer refers to the staff member that is designated by the Director of CHECS to initiate a student conduct process and determine whether the responding party violated any University conduct policies and what sanctions, if any, are appropriate.

Initial Conference refers to the informal meeting of a responding party with a conduct officer to respond to an allegation of misconduct.

Notice of Incident refers to the document that is given to a responding party which identifies the violations of University policy alleged against the student.

Panel Chairperson refers to the student, faculty member, or staff member designated by the Student Honor Council President, Vice President of Student Affairs/Dean of Students, CHECS staff member to be responsible for presiding over a panel and ensuring the appropriate process is followed.

Panel Notification Form refers to the document notifying a responding party about the date, time, and location a panel will convene to receive evidence about the alleged misconduct of the responding student. The form identifies the panel members, Panel Chair, Community Advocate, and Student Advocate assigned in the matter. It also indicates the charges of misconduct alleged against the responding party.

Reporting Student refers to a student who reports an incident that may involve a violation of University policy.

Responding Party refers to a student who is alleged of violating any University policy.

Sanction refers to the educational, developmental, or punitive consequences that are assigned to a student who is responsible for a policy violation.

Student Advocate refers to the student designated by the Honor Council or CHECS staff member to assist and support the responding party as the student prepares for a panel and responds to the allegations presented therein.

Student Honor Council refers to the student organization selected to serve the university community by promoting honor, integrity, and personal responsibility at Christopher Newport University. Officers are elected by the student body and general members are chosen by the officers. Student Honor Council

members serve on all types of panels as panel members, panel chairs, community advocates and student advocates after they complete extensive training.

Honor Panel refers to a group of three members of the Student Honor Council designated by the Student Honor Council to hear and consider evidence and to determine whether a student has violated *the Honor System* and to recommend appropriate sanctions, if necessary.

Hearing Panel refers to a group of three members of the Student Honor Council designated by the Student Honor Council to hear and consider evidence and to determine whether a student has violated *the Student Code of Conduct* and to recommend appropriate sanctions, if necessary.

Combined Panel refers to a group of three members of the Student Honor Council designated by the Student Honor Council to hear and consider evidence and to determine whether a student has violated *the Honor System and the Student Code of Conduct* and to recommend appropriate sanctions, if necessary.

Recess Panel refers to a group of students and/or faculty/staff convened by the Director of CHECS during university recesses and summer sessions to hear and consider evidence and to determine whether a student has violated *the Honor System and/or the Student Code of Conduct*; *this panel will also* recommend appropriate sanctions, if necessary.

Witness refers to a student, faculty, staff member, or community member who was a direct observer during an incident.



## SECTION V UNIVERSITY SANCTIONS

### A. University Sanctions

Sanctions for student misconduct are imposed by the appropriate university representatives based on the nature of the violation. Academic remedies for classroom academic misconduct are determined and imposed by members of the faculty. Non-academic sanctions, which serve as the university's response to misconduct in violation of the University's policies, will be determined and imposed by university administrators pursuant to the processes established in this Student Handbook, and are not influenced by program, departmental, or organizational action.

Possible sanctions may include:

1. *Dismissal*: Permanent separation of the student from the University. Dismissal will be noted on the transcript.
2. *Suspension*: Separation of the student from the University for a defined period of time, after which the student is eligible to return. Conditions for return or readmission may be specified. During the period of suspension, the student is not allowed on property owned or operated by the University or at University sponsored events without permission. Those needing resources to assist in their academic success are encouraged to seek out that permission. Academic credits for courses taken at other institutions while on academic suspension must meet the academic requirements as outlined by the University Registrar. Students are encouraged to meet with the Office of the Registrar to review recommended courses to be completed elsewhere for transfer to Christopher Newport and progress towards graduation. Suspension will be noted on the transcript.
3. *Removal from University Housing*: A student may be removed from University owned or operated housing. The removal may be for a defined period of time or may be permanent. If the former, conditions for potential readmission to University housing may be specified but are not a guarantee of future access to university housing.
4. *Disciplinary Probation*: This action is given for a stated period of time. A student's further misconduct during this period of time may lead to more serious sanctions, including suspension or dismissal.
5. *Deferred Sanction*: In some cases, a sanction of suspension or dismissal may be held in abeyance for a specified period. This means that, should the student be found in violation of any University policy during the stated period, the deferred sanction shall be imposed without further review in addition to any disciplinary action appropriate to the new violation.
6. *Restriction*: This action limits a student's ability to access some area of campus that they otherwise would have been able to access but is unable to for a period of time as a result of the violation of University policy.

7. *Loss of Privilege/Delayed Privilege:* A student may lose or have restricted a privilege, where appropriate. Such privileges include, but are not limited to, parking, facilities access, Commencement exercises, degree conferral, Fraternity and Sorority Requirement, tailgating, or Housing Registration and Selection. These sanctions do not limit the ability of another unit to also restrict privileges (athletics and organizational involvement). Sanctions resulting from University policy violations are not influenced by program, departmental, or organizational action.
7. *Educational & Reflective Experiences:* The student is required to actively demonstrate their responsibilities within the University community by performance of certain reasonable and relevant activities. Examples of activities could be alcohol education, reflective essays, research papers, or referrals to other campus resources.. Failure to complete the educational experience in the time prescribed may result in a more significant sanction. Any fees associated with the educational experiences will be the responsibility of the student.
8. *Community Service:* The student is required to give back to the community by contributing service. This may be service on campus or off campus depending on the nature of the violation. Failure to complete the service experience in the time prescribed may result in a more significant sanction.
9. *Parental Notification:* A parent/guardian may be notified of the student's infraction, when appropriate. Notification may occur for any violation of the University's Drug Policy and for violations of the University's Alcohol Policy or for other policies when there is a health or safety concern.
10. *Fees/Fines:* Students in violation of University policy may be assessed fees/fines for their infraction(s). Fees/Fines will be based on the severity of the violation and generally are cumulative in nature. Money collected from fees/fines will be used to support educational programs for the community.
11. *Restitution:* Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
12. *Written Warning:* The student is notified in writing that their actions constitute a violation of University policy and are therefore inappropriate. Further violations may result in more serious disciplinary action.
13. *Verbal Warning:* A verbal statement notifying the student that they have violated University policy.

#### B. Interim Measures

Limitations on access to housing, campus, class or other activities may be imposed on a student at any point in the process, even prior to an initial meeting, if deemed necessary to preserve and protect the safety and well-being of students or the community as a whole. Determinations concerning such limitations are made on a case by case basis and any decision to remove such limitations may be conditioned upon appropriate conditions.

A student who is determined to be a danger to themselves or others will not be permitted to remain on campus and may be required to re-establish their qualification to participate in our educational programs before their return. Students confronting mental health issues, or their families, should contact the Student Affairs to discuss options.

C. University Judicial Records

Disciplinary sanctions other than suspension or dismissal shall not be made a part of the student's academic record but shall become part of the student's personal record. Case records are kept for seven years. In very limited instances, a student's personal record that does not include a suspension or dismissal may be expunged at the discretion of the Vice President of Student Affairs/Dean of Students upon graduation of the student. To request expungement, a former student needs to submit a formal request, in writing, to the Vice President of Student Affairs/Dean of Students explaining the reasons for why they are requesting expungement. Cases involving suspension or dismissal will have a permanent notation made on the student's academic record. Refer to University Policy [Transcript Notation Policy 9045](#) for more information on the removal of a transcript notation.

## SECTION VI LIFE AT CNU

Campus life is an integral part of the college experience. Students can get involved throughout the campus in numerous activities that allow them to pursue their interests and develop relationships with their classmates, faculty, staff, and others in the campus community. Students are encouraged to seek out opportunities that complement and enhance their academic pursuits. These co-curricular opportunities connect classroom learning to out of classroom experiences, promote growth and development, and facilitate greater involvement with the community at large. For more information on Life at CNU visit <http://cnu.edu/life/>

### SECTION VI – PART I Student Organizations-Recognition, Guidelines and Privileges

#### A. Recognition of Student Organizations

Recognition of a student organization implies neither University approval nor disapproval of the aims, objectives and policies of the organization. Membership in Anchor Organization and recognized student organizations (RSOs) shall be open to all qualified matriculated students currently enrolled at CNU. Honorary and professional organizations may restrict their membership on the basis of clearly established and published criteria that have been approved as a part of the recognition process. The University will not recognize organizations that deny membership on the basis of race, color, age, religion, national origin, veteran status, disability, gender or sexual orientation except as permitted by law.

The Office of Orientation and Student Involvement (OSI) is a resource for all organizations to support event planning, organization communication, budget and finance, recruitment, retention, and more.

#### **The Compass**

The Compass is an online virtual resource for all student organizations. Organizations must register through the compass annually. Resources, announcements, and information for all student organizations can be found on the Compass. The Compass allows student organizations to advertise events, meetings, and activities.

A current list of all student organizations is maintained by the Office of Orientation and Student Involvement and may be found at <http://thecompass.cnu.edu/>.

#### **Anchor Organizations**

A select number of student organizations have a substantial relationship with the University because of their role as representatives of CNU or in presenting events that are considered to be an integral part of the institution. These are deemed Anchor Organizations.

The purpose and impact of an Anchor Organization is to serve a broad segment of the campus community, not simply its membership. Anchor organizations work with a professional staff advisor, employed by the University and appointed by the Vice President of Student Affairs/

Dean of Students or designee, for whom a key function of their job is providing guidance and support to the organization. Anchor organizations may be eligible for priority allocation of financial resources (front-end budgeted status (FEB)) upon recommendation by Student Government Association to the Vice President of Student Affairs/Dean of Students. This allocation of resources establishes a defined relationship with a university department or office that requires these organizations to operate as an arm of the institution and renders them subject to all state and university policies.

Recognition of an Anchor Organization is determined by the Vice President of Student Affairs/Dean of Students or designee upon recommendation by Student Government Association. The Anchor Organization recognition process can be found in the *Student Organization Resource Guide*, available in the Office of Orientation and Student Involvement or on the Compass.

### **Anchor Organizations**

Alternative Breaks at CNU  
Campus Activities Board (CAB)  
Captain's Log (CLOG)  
Interfraternity Council (IFC)  
National Pan-Hellenic Council (NPHC)  
Panhellenic Association (PHA)  
Residence Hall Association (RHA)  
Student Diversity & Equity Council (SDEC)  
Student Government Association (SGA)  
Student Honor Council (SHC)

### **Recognized Student Organizations (RSOs)**

Recognized Student Organizations (RSOs) are all organizations not classified as Anchor Organizations that have completed all requirements for recognition through the Office of Orientation and Student Involvement (OSI). RSOs engage primarily in activities that benefit their own membership but may periodically engage in activities that benefit the larger campus community.

Recognized student organizations are free to exist or disband, and are fully responsible for their own activities. Recognition does not imply that the University assumes liability or legal responsibility for the actions of any group. The University is not liable for the debts, violations of the law, or contractual obligations of RSOs. Recognized student organizations may not use the IRS tax-exemption or the University's name without permission. *Refer to Section VI-Part II Use of University Name and Logo (page 37).*

In support of these groups, the University and Office of OSI may provide space on campus for meeting, activity, and recreation as available. Allowing use of facilities and giving access to University resources and services is not an endorsement of student group's beliefs or activities. Further, recognition of a group does not deprive the University of any right to act for the welfare of the community. Continuation of recognition is dependent upon maintaining required records, fulfilling the intended mission of the organization, and the demonstrated ability to abide by the organization's constitutions and the University's educational purposes. All

organizations are subject to the full scope of the Student Code of Conduct both on and off campus.

B. Privileges Afforded to Recognized Student Organizations (RSOs)

Recognized organizations may be afforded the ability to:

1. Use University facilities;
2. Hold meetings and host events on campus;
3. Publicize events and distribute information on campus in accordance with the Advertising and Posting Guidelines;
4. Apply for funding through the small grant process organized by the Student Government Association;
5. Receive a student organization mailbox;
6. Participate in campus-wide events (involvement fair, fall/spring fest, etc.);
7. Apply for storage space.

C. Expectations to Remain a Recognized Student Organization

Student groups wishing to remain an RSO are expected to comply with the following;

1. Update the club/organization profile on The Compass, to include organization officers and membership. This must be updated within the first two weeks of the fall term and within a week anytime there is a change in officers and/or advisors;
2. Identify an officer of the organization to serve as the primary contact. In the event the organization does not have officers; another active member must serve in this role;
3. Participate in all required trainings established by the Office of OSI. Trainings may include but are not limited to; hazing prevention, financial and purchasing processes, organization responsibilities, and event planning procedures. Organizations will be notified of required trainings at the start of the semester;
4. Adhere to the organization's approved constitution and bylaws. All changes and amendments to any organization's constitution or by-laws must be submitted to the Office of OSI through The Compass. Where there is affiliation with an external organization, that organization's constitution and bylaws must be on file with the Office of OSI in addition to any locally generated documents;
5. Adhere to all policies set by the University and the Office of OSI and all federal and state laws. Policies related to student organizations can be found in the *Student Organization Resource Guide* available in the Office of OSI and on the Compass;
6. Remain in good standing.

RSOs that fail to meet these expectations may result in the loss of privileges, recognition, and/or referral to the Center for Honor Enrichment and Community Standards (CHECS).

#### D. New Student Organization Recognition Process

Students interested in establishing a recognized student organization on campus, must complete the following process:

1. Attend a New Student Organization interest meeting;
2. Establish a written organization constitution that meets University standards;
3. Submit a roster of at least ten CNU students, currently enrolled, interested in membership;
4. Complete a registration application through the Compass;
5. Attend an orientation and required training for New Student Organizations.
6. Within 1 semester of recognition, complete a New Student Organization progress report or attend a meeting with the Coordinator for Student Organizations or designee.

Information and forms about the new student organization recognition process can be found on the Compass.

#### E. Advisors

All recognized organizations are strongly encouraged to have a member of the faculty or administrative staff serve as an advisor. Advisors are a valuable resource to student groups, offering mentorship, advice, and administrative support where needed. An organization may also choose to secure an advisor from outside the University in addition to, or in place of, an on-campus advisor.

Organization advisors must be on file with the Office of OSI and participate in mandatory training that may include Clery Regulations and Hazing Prevention.

#### F. Student Organization Funding

The allocation of student activity funds is an important role undertaken by members of Student Government Association under the supervision of administrators who work directly with clubs and organizations. Funding decisions are made in an effort to positively impact the entire campus community in a viewpoint neutral manner. Each year the Student Government Association Appropriations Committee establishes funds from which student organizations and clubs may request financial support. Each fund has distinct guidelines to disperse monies appropriately. These funds are the Front End Budgeted Fund (FEB), the Small Grant Fund, and the Conference Fund. The process and guidelines for requesting funds can be found in the Student Organization Resource Guide available in the Office of OSI or on the Compass.

Front End Budget Funds (FEB) - limited only to anchor organizations that have a distinct relationship with the university. As such, these organizations are required to follow state guidelines regarding use of funds. The allocation process takes place twice a year.

Small Grant Funds - open to any recognized student organization wanting to support a campus-wide event, speaker, program, etc.

Conference Funds - open to any student pursuing opportunities to attend and/or present at professional and organizational leadership conferences.

#### G. University Recognition of Greek Life

Christopher Newport University is committed to the holistic development of its students and recognizes that membership in Fraternities and Sororities provides broad and meaningful developmental opportunities for members of our campus community.

Fraternities and Sororities are recognized student organization that have also been granted membership into one of the Greek Life community governing councils. As part of the Greek Life community, official recognized Greek chapters are afforded the following benefits, in addition to all other privileges afforded to RSOs:

- Direct support by professional staff members;
- Eligibility to apply for special interest housing, if such housing exists;
- Eligibility to have representation on a Greek council (IFC, Panhellenic, NPHC);
- Participation in events sponsored by or through governing councils, such as formal recruitment;
- Public recognition in the Greek Life community by the University;
- Other opportunities that may be afforded to the Greek Life community.

##### 1. Eligibility

In order to be eligible for recognition by the University as a Fraternity or Sorority in the Greek Life community the organization must:

- a. Be (inter)national, as distinct from local, in character, meaning that it shall;
  - i. consists of no fewer than five undergraduate chapters, each of which has a current under-graduate membership of at least ten members;
  - ii. include not less than three undergraduate chapters, which have been part of the national fraternity or sorority for at least five years, and
  - iii. have constitutional provisions for national conventions or equivalent with interim authority in trustees, directors or other officers who supervise the affairs of the fraternity or sorority.
- b. Be mutually exclusive of and in competition with other fraternities and sororities;
  - i. No member organization shall initiate a member of another fraternity or sorority unless written permission is obtained from the original organization that the student is no longer regarded as a member of the fraternity or sorority.



- c. Be affiliated with a national organization that is exempt from taxation under the Internal Revenue Code. 20 U.S.C. § 1681(a)(6)(A); 34 C.F.R. § 106.14(a);
- d. Carry at least \$1,000,000 annually in liability insurance, and
- e. Be recommended for University recognition as part of the Greek Life community by the appropriate CNU Greek council and/or the Office of Orientation and Student Involvement.
- f. Each chapter must identify University faculty or staff member(s) and local alumni to serve as advisors. Chapter advisors will work closely with the Office of Orientation and Student Involvement professionals to assist in the growth and development of the Fraternity and Sorority community.

## 2. Recognition Process

- a. The eligible organization will undergo a review process that includes members from the CNU Greek councils: Panhellenic Council, National Pan-Hellenic Council, and Interfraternity Council.
- b. Once the relevant council has considered provisional membership of the interest group, the council will make a recommendation to the Vice President for Student Affairs/Dean of Students who will review the organizations final approval as a member in the Greek Life community at CNU.
- c. In the event that no relevant council exists, the Office of Orientation and Student Involvement may make a recommendation to the VPSA for the organization to be recognized as a Fraternity or Sorority at CNU.

Students and/or national organizations interested in establishing new Greek chapters on campus should contact the Director of Orientation and Student Involvement.

## **SECTION VI – PART II**

### **Use of University Name and Logo**

Recognized Student organizations (with the exception of approved Anchor Organizations) may only use the University’s name to identify institutional affiliation, not as a part of official student organization name, or on contracts.

**Example:** Pizza Appreciation Club at CNU is permitted  
CNU Pizza Appreciation Club is NOT permitted

Use of regular University letterhead by student organizations is prohibited. University approval or disapproval of any political or social issue may not be stated or implied by an organization.

Use of CNU logos (the “sails” or athletic logos) is closely controlled by the Office of Communication and Public Relations (OCPR) and is not permitted by Recognized Student Organizations without explicit permission from OCPR or the University Athletic Department.

#### **Print and Textile**

Limited promotional support (poster design, press releases, etc.) may be available for campus-wide events that are open to the general public. This is subject to the discretion of OCPR.

#### **Social Media**

All rules regarding use of the CNU name and logos extend to social media. Please consider this when creating Facebook, twitter, snapchat, etc. handles and filters, and consider one that fits the suggested guidelines (ex. @PizzaAppreciationatCNU or @Captainslovepizza).

Additional information on the use of the University name, its logos, designs and marks, can be found at <https://my.cnu.edu/ocpr/> or contact the Office of Communications and Public Relations at 594-7974.

## SECTION VI – PART III

### Social Events and Functions

#### A. Activity Guidelines

Recognized student organizations (RSOs) are able to sponsor on-campus social events and other functions. Use of an on-campus space must be reserved through and approved by the Office of Scheduling, Events and Conferences. RSOs use the online [Virtual Event Management System \(VEMS\)](#) to request space for an on-campus event. The Office of Orientation and Student Involvement (OSI) is available to advise and assist student organizations in planning and conducting events. All RSO events must be planned in accordance with the Use of University Facilities by Members of the [University Community Policy 7000](#). Event guidelines and event planning resources can be found in the Student Organization Resource Guide on the Compass.

#### Responsibilities of Sponsoring Organization(s)

The sponsoring organization(s) shall be responsible for:

- the behavior of persons attending the function.
- any damage to its assigned facility, area and any University equipment used during the event (ex: tents, sound equipment, staging, etc.).
- Officers of the organization must be in attendance for the event and shall have primary responsibility for activities of the organization and for its compliance with University policies and regulations. The officers shall ensure that the orderly function of the University is not impeded as a result of a social event or function sponsored by the organization. The officers shall be responsible for securing safety arrangements prior to the event in consultation with University Police, when appropriate.
- Any liability insurance costs required by the university host the event

#### Alcohol

Alcoholic beverage policies are based on the State of Virginia Liquor codes. The serving or use of alcoholic beverages at a University approved event must be done so in accordance with the [University Alcohol Policy 1025](#).

#### Fundraising

RSOs are able to fundraise on campus for their organization or other philanthropic causes. These events may include initiatives such as bake sales, singing telegrams, “-thon” events (rock-a-thon, dance marathon, etc.), and more. Date Auctions are inconsistent with the values of the institution, and will not be approved as a form of fundraising. RSO’s are encouraged to check with the Office of OSI for guidance on approved fundraising events. To facilitate responsible cash handling, student organizations can check out cash boxes from the Office of OSI for use during these events.

Financial donations made by individuals or organizations to Recognized Student Organizations are NOT tax deductible, unless the RSO has established themselves as a tax-exempt organization or are a part of a larger national non-profit that extends that status to them.

Student Organizations are prohibited from using CNU's tax exempt status or ID number to facilitate fundraising opportunities like restaurant nights, car washes, etc.

### Insurance

Social events may require the purchase of liability insurance. This insurance protects the student organization from risk and insures the event for instances of bodily harm, property damage, and acts of god. The University requires RSOs to provide insurance obtained from a responsible insurance company satisfactory to the University, and the Commonwealth of Virginia, with limits of not less than \$1,000,000 per occurrence and \$1,000,000 in the General Aggregate. If contracted event includes more than 300 participants, liability insurance shall increase to limits of not less than \$2,000,000 per occurrence and \$2,000,000 in the General Aggregate. Also, the use of the words "exempt" or "excluded" in the "Certificate Limits" section is not acceptable. Christopher Newport University must be listed on the policy as a co-insured. RSOs must check with the Office of Scheduling, Events, and Conferences prior to an event, to determine if liability insurance is required.

The Office of OSI can be a resource to organizations in identifying reputable vendors from which liability insurance may be purchased.

### Contracts

Under no circumstances shall a Recognized Student Organization enter in to a legal contract as a representative of CNU, or identify itself as a part or affiliated with CNU. All events requiring a signed contract(s) for entertainment services or goods are to be signed by a member of the sponsoring organization, and the organization is responsible for all commitments made within the signed contract. The RSO shall take affirmative steps in all of its recruitment, business, and other dealings with third parties (including, for example, prospective members and businesses), to properly explain its relationship with the University. RSOs exist as separate and distinct from CNU, acting and operating independently from CNU, and must be treated as private third parties. Students and student organizations cannot enter into any contractual obligation on behalf of the University.

## B. Major Activities

Major activities should be scheduled at least twelve (12) weeks prior to the event date to allow adequate time for planning and preparations. Major activities include; but are not limited to; events that involve alcohol, require security, or are open to the entire campus community and/or public. Reservations will not be granted within 30-days of these events unless granted an exception by the Director of Orientation and Student Involvement. Final approval of any major activity sponsored by a student organization rests with the Director of Orientation and Student Involvement, or designee.

In order to ensure the success of the event, organization representatives must schedule a meeting with a representative from the Office of OSI during the early planning stages of their event. A follow up meeting may be requested with the Director or de-signee to go over any concerns or questions. Officers of the sponsoring organization must be in attendance for the event.

### C. Tailgating

Recognized Student organizations may host tailgating events in accordance with established university policies for tailgating. Specific information and rules regarding tailgating may be obtained from the Office of Athletics or University Events. Refer to [University Tailgating Policy 1030](#).

## **SECTION VI – PART IV**

### **Catering Events**

CNU Catering is the sole source for catered events on campus. If you wish to provide food and/or beverages for a group without using CNU Catering you must submit a Catering Waiver Request Form. No Catering Waivers will be granted for Independent Catering Companies. Catering waivers are for student organizations only. With rare exceptions for departmental events re-viewed on a case by case basis and approved by Catering. Waivers are granted for chips and cookies, and non-perishable items that are not temperature sensitive. All items must come from a license source (Example: Food Lion). Any beverages purchased with a waiver must be Pepsi products due to the universities' contractual agreement with Pepsi on campus.

Food waivers for hot or cold prepared foods must come from a licensed source. Examples are Costco, Olive Garden and Panera. If you are using an independent restaurant (Example: YO YO Sushi) a copy of their health certificate must be provided and attached to the catering waiver re-quest form when it is submitted to the Catering Office.

All foods must be served in a timely manner, with the appropriate equipment to adhere to safe food handling. Hot food must have chafers and Sternos to keep the food hot for the duration of your event. With advance notice chaffers and Sternos may also be rented from CNU catering.

Waivers are not granted for Pot Luck Dinners or Covered Dish Events (Examples: casseroles or crock pot meals). Cook Outs on the grill (Burgers, Dogs, etc...) where food is being cooked and served immediately requires obtaining a one day health permit from the health department, which must be submitted with the catering request form.

Bake Sales: Waivers are granted on the provision that the organization submit a list of the items that will be sold with the catering request form. All items must be individually wrapped. Anyone working the event must know what items contain potentially hazards ingredients such as peanuts, tree nuts, dairy, eggs and gluten. It is the organization's responsibility to make and keep a list of contact information of the individuals preparing food for the event and what items they pre-pared. This list must be saved by the organization for 30 day in case there is an issue.

Upon completion of the catering waiver students must come to the Catering Office 3rd floor DSU Suite 380. A review of the request for waiver will occur.

No food waivers will be issued for any areas that are in direct conflict with food service areas.

It is the responsibility of the individual or Organization to follow safe food handling practices and clean up after themselves. Once a food waiver is granted CNU Catering has no more responsibility for the event; this includes set up, clean up or linen.

Catering menus, guidelines and contact information can be found at [www.cnu.edu/catering](http://www.cnu.edu/catering).

## **SECTION VI – PART V**

### **Advertising & Posting**

The Office of Orientation and Student Involvement (OSI) offers advertising and posting resources to recognized student organizations. Advertising and posting guidelines are established to aid in the distribution of information throughout campus. Advertising and Postings that violate these guidelines may result in the removal of the violating materials; suspension or termination of an organization's recognition status; responsibility for cleanup/removal of materials in question; and/or referral to the Center for Honor Enrichment & Community Standards (CHECS).

Vandalizing or removing promotional items is not permitted and is not in agreement with CNU's commitment to free speech or public expression.

#### A. Approval

- Postings by Anchor Organizations and RSOs, that are in good standing with the Office of Orientation and Student Involvement, do not need approval before hanging on approved bulletin boards on campus.
- Postings by individuals, regardless of university affiliation, must be approved by the Office of Scheduling, Event, and Conferences. This applies to academic, personal, or business solicitations.
- Postings by outside entities (businesses, rental advertising, nonprofit organizations, etc.) must be approved in person by the Office of Scheduling, Event, and Conferences, located on the 3rd floor of the David Student Union.

#### B. Posting Locations

- Flyers, Posters and Brochures may be hung ONLY in approved posting locations which include; bulletin boards and posting kiosks in each academic building, the Freeman Center, and David Student Union.
- Banners hung in David Student Union are reserved through the campus scheduling system, VEMS. Guidelines for banners are available on The Compass in the Student Organization Digital Resource Library.
- Chalking is permitted on smooth, paved areas of campus, to include York Street,
- sidewalks outside James River and Santoro Halls. Chalking is not permitted on red brick pavers, under overhangs, or any vertical surfaces (which includes buildings, steps, signs, walls, statues, benches, etc.). All chalk promotions must be in an area that is easily washed by rain. Water-soluble chalk must be used.
- Posting guidelines for all residential facilities are set by the Office of Residence Life and can be found in the Residence Life Handbook, Questions should be directed to Office of Residence Life, 3rd Floor of the David Student Union, Suite 3125, 757-594-8947.

- Posting in the Freeman Center is coordinated through the Trieshmann Health and Fitness Pavilion Director.

### C. Required Information

The following information should be included on every campus posting/advertisement:

- Name(s) of the sponsoring organization(s).
- Contact information for sponsoring organization(s).
- Who, What, Where, When of the event or organization being promoted.

RSOs should refer to the advertising and posting policy in the Student Organization Resource Guide for a full listing of marketing/advertisement opportunities and specific guidelines. For special promotions or unique marketing ideas, please contact the OSI to discuss feasibility and approval processes.



## **SECTION VI – PART VI**

### **Alcoholic Beverages, Tobacco, Marijuana, and Other Controlled Substances**

#### A. Alcoholic Beverages

Members of the University community are accountable for their decisions regarding their use of alcohol as well as their behavior, which occurs as a result of these decisions. In this context, members of the University community are encouraged to be familiar with the Code of Virginia and University policies as they relate to alcohol.

#### B. Summary of Virginia Alcohol Laws, Regulations and Penalties

The Commonwealth of Virginia and the Virginia State Alcoholic Beverage Control Board have enacted a variety of laws and regulations that govern alcoholic beverages. They are summarized as follows:

- Persons under the age of 21 are prohibited from possessing or consuming beer, wine, liquor, or other alcoholic beverages. Persons in violation of this statute may be fined up to \$2,500 and imprisoned for a period not to exceed 12 months. In addition, such person's Virginia driver's license may be suspended for a period of not more than a year.
- Persons may be fined up to \$250 if found drinking in public or publicly intoxicated.
- Persons found in possession of a false driver's license may be fined up to \$2,500 and imprisoned for a period not to exceed 12 months, or both.
- Persons attempting to purchase alcoholic beverages with a false driver's license may be fined up to \$500 and will have their driver's license revoked for a period not less than thirty days nor more than one year.
- It is illegal to serve or sell alcoholic beverages to persons who are intoxicated or suspected of being under the legal drinking age. Individuals determined to be intoxicated are prohibited from remaining in an area where alcoholic beverages are served. Persons found in violation of these statutes may be fined up to \$2,500 and imprisoned for a period not to exceed 12 months, or both.
- It is illegal to drive under the influence of alcoholic beverages. Individuals, over the age of 21, are considered impaired if their blood alcohol content (BAC) is .08 percent or higher. Persons with a BAC of .08 percent or higher or persons refusing a breath test will have their driver's license automatically revoked. Individuals under the age of 21 are considered impaired if their BAC is .02 percent or higher.
- It is illegal to purchase alcoholic beverages from any person not licensed to sell them. It is also illegal to sell alcoholic beverages without the appropriate license.
- Finally, it is illegal to consume alcoholic beverages in any unlicensed public area.

#### C. Policy

Christopher Newport University fully complies with the alcohol regulations of the Commonwealth of Virginia. All state laws apply to CNU students, faculty and staff. These laws prohibit possession and consumption of all alcoholic beverages by persons less than 21 years of age on all University grounds and in all University buildings except as expressly permitted within this

policy. CNU Dining Services maintains a liquor license in accordance with state ABC board regulations for the purposes of conducting catered events.

#### D. Regulations

In compliance with the laws of the Commonwealth, possession or consumption of alcoholic beverages on the CNU campus is limited in the following ways:

1. The sale or service of alcohol may be permitted on campus where not restricted by law or University policy. Alcohol sold or provided at events on campus will be governed by the following guidelines.
  - a. Permission for alcohol sale or service at events sponsored by CNU faculty, staff or students will be granted by the appropriate dean or administrative vice president or by the university president.
  - b. When alcohol is being served, food and sufficient non-alcoholic beverages must be offered.
  - c. Catering Services, to include bar service, will be provided through CNU Catering.
  - d. When the event is sponsored by a student organization, student leaders from the sponsoring organization are required to meet with the Office of Orientation and Student Involvement. When the event is sponsored by an academic or administrative department, the leadership of the sponsoring department must have attended the risk management training or must attend a risk management workshop.
  - e. Appropriate safety and security staffing will be determined by the University Chief of Police or police designee in consultation with the appropriate dean, vice president, or director. Costs will be charged to the sponsoring organization for services necessary, which may include door security and personnel needed to verify identification.
2. Alcohol is not permitted in University housing; this policy applies to all students and their guests regardless of age.
  - a. Alcoholic beverages and alcoholic beverage container displays are prohibited.
3. On campus alcohol consumption associated with athletic competitions may be permitted under special circumstances and must follow specific guidelines as outlined by the [University Tailgate Policy 1030](#).

#### E. Accountability

Members of the University community who decide to serve or to consume alcoholic beverages are reminded that they are personally responsible for their conduct under all circumstances. Intoxication or ignorance of the law does not release an individual from that responsibility. Violations of University policy occurring under such circumstances will be treated as any other violation. Violations of state law also may be referred to the University Police. All referrals are investigated by University Police. The investigation may result in the arrest or the issuance of a criminal uniform summons and require the student to appear in criminal court. Any student found in violation of State law or University policy related to alcohol or alcohol consumption may be subject to parental notification.

#### F. Tobacco

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

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

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

#### G. Controlled Substances

Christopher Newport University is committed to protecting the health, safety and welfare of the citizens it serves by assuring that a drug-free culture is maintained, enabling the mission and goals of the University to be obtained in a drug-free environment. In compliance with this commitment, the federal Drug-Free Work-Place Act of 1988 and the Drug-Free Schools and Communities Act of 1989, every member of the University community is encouraged to be familiar with the Code of Virginia and University policies as they relate to controlled substances.

#### H. Summary of Virginia Controlled Substance Laws, Regulations and Penalties

The following is a summation of statutes governing the Commonwealth of Virginia relative to controlled substances. The Code of Virginia classifies criminal offenses in §18.2-9, for the purpose of punishment and sentencing. The Code identifies six classes of felonies, which are the most serious criminal acts and which result in the most severe sanctions. The punishment for a felony violation can range from a term of imprisonment no less than one year (class 6) up to death (class 1). Misdemeanor violations are categorized into four classes. The most serious misdemeanor (class 1) is punishable by a term in jail of up to one year and a fine of up to \$2,500. Class 1 misdemeanor offenses include general assault, driving under the influence of alcohol or drugs (first offense), shoplifting, disorderly conduct, manufacture of a false identification, hazing, larceny under \$500, stalking, receiving stolen property, placing threatening telephone calls, trespassing and others.

Manufacturing, selling, giving, distributing, or possessing with intent to manufacture, sell, give or distribute a controlled substance or imitation controlled substance is a class 6 felony and is prohibited by the Code of Virginia and University policy. Persons in violation of this statute where the controlled substance is classified as Schedule I or Schedule II, upon conviction, may face imprisonment for not less than five years nor more than 40 years and may be fined not more than \$500,000. Second or subsequent convictions may lead to imprisonment for not less than five years up to life and a fine of not more than \$500,000. Persons in violation of this statute where the substance is classified in Schedules III, IV, or V or is an imitation controlled substance, if convicted, shall be guilty of a Class 1 misdemeanor.

#### I. Marijuana

*Effective July 1, 2021, marijuana is considered legal in the Commonwealth of Virginia Code for both recreational and medical use. However, federal law prohibits the use, possession, distribution, and cultivation of marijuana at educational institutions and requires institutions of higher education that receive federal funds, including financial aid, to have policies prohibiting marijuana on university property or at university-sponsored off campus events. Therefore, use or possession of any form of marijuana for any purpose, including medical or recreational use is prohibited.*

*See Section III-Part I (page 13) - Student Code of Conduct for drug policy violations*

#### J. Summary of Virginia Marijuana Laws, Regulations and Penalties

##### Code Section 4.1-1100 (Possession of marijuana by persons 21 years of age or older)

Except as otherwise provided in this subtitle and notwithstanding any other provision of law, a person 21 years of age or older may lawfully possess on his person or in any public place not more than one ounce of marijuana or an equivalent amount of marijuana product as determined by regulation promulgated by the Board.

Any person who possesses on his person or in any public place marijuana or marijuana products in excess of the amounts set forth in subsection A is subject to a civil penalty of no more than \$25. The penalty for any violations of this section by an adult shall be pre-payable according to the procedures in § [16.1-69.40:2](#).

With the exception of a licensee in the course of his duties related to such licensee's marijuana establishment, any person who possesses on his person or in any public place more than one pound of marijuana or an equivalent amount of marijuana product as determined by regulation promulgated by the Board is guilty of a felony punishable by a term of imprisonment of not less than one year nor more than 10 years and a fine of not more than \$250,000, or both.

##### Code Section 4.1-1100 (Possession of marijuana by persons under 21 years of age)

No person younger than 21 years of age shall consume or possess, or attempt to consume or possess, any marijuana or marijuana products, except by any federal, state, or local law-enforcement officer or his agent when possession of marijuana or marijuana products is necessary in the performance of his duties. Such person may be prosecuted either in the county or city in which the marijuana or marijuana products were possessed or consumed or in the county or city in which the person exhibits evidence of physical indicia of consumption of marijuana or marijuana products.

Any person 18 years of age or older who violates subsection A is subject to a civil penalty of no more than \$25 and shall be ordered to enter a substance abuse treatment or education program or both, if available, that in the opinion of the court best suits the needs of the accused.

##### Code Section 4.1-1107 (Consuming marijuana in a moving vehicle)

It is unlawful for any person to use or consume marijuana or marijuana products while driving a motor vehicle upon a public highway of the Commonwealth or while being a passenger in a motor vehicle being driven upon a public highway of the Commonwealth. Any person who violates this section is guilty of a Class 4 misdemeanor.

For the purposes of this section:

"Open container" means any vessel containing marijuana or marijuana products, except the originally sealed manufacturer's container.

"Passenger area" means the area designed to seat the driver of any motor vehicle, any area within the reach of the driver, including an unlocked glove compartment, and the area designed to seat passengers. "Passenger area" does not include the trunk of any passenger vehicle; the area behind the last upright seat of a passenger van, station wagon, hatchback, sport utility vehicle or any similar vehicle; the living quarters of a motor home; or the passenger area of a motor vehicle designed, maintained, or used primarily for the transportation of persons for compensation, including a bus, taxi, or limousine, while engaged in the transportation of such persons.

Code Section 4.1-1108 (Consuming or offering marijuana in a public place)

No person shall consume marijuana or a marijuana product or offer marijuana or a marijuana product to another, whether accepted or not, at or in any public place.

Any person who violates this section is subject to a civil penalty of no more than \$25 for a first offense. A person who is convicted under this section of a second offense is subject to a \$25 civil penalty and shall be ordered to enter a substance abuse treatment or education program or both, if available, that in the opinion of the court best suits the needs of the accused. A person convicted under this section of a third or subsequent offense is guilty of a Class 4 misdemeanor.

K. Policy

The unlawful manufacture, possession, use or distribution of illicit drugs and controlled substances and the unlawful possession, use, or distribution of alcohol on Christopher Newport University property is prohibited. Students found responsible for possessing, using, distributing, or selling controlled substances will face serious disciplinary action, which may include suspension or dismissal from the University.

L. Education

Throughout the year, CNU provides a variety of educational programs designed to increase student, staff and faculty awareness and knowledge about alcohol and other controlled substances. Most of these programs are offered free of charge and are open to members of the University community.

M. Accountability

Members of the University community who decide to manufacture, possess, distribute or use illicit drugs and controlled substances are reminded that they are personally responsible for their conduct under all circumstances. Ignorance of the law does not release an individual from that responsibility. Violations of University policy occurring under such circumstances will be treated as any other violation. Violations of state law will be referred to the University Police.

University Police will conduct a criminal investigation. In the event that probable cause exists, the student may be arrested or issued a criminal uniform summons. Any student found in violation of State or University policy related to controlled substances may be subject to parental notification.

N. Intervention and Prevention

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

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

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

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

O. U.S. Department of Education's Drug Free Schools and Communities Act

Information related to the compliance of this act can be found in the Annual Security and Fire Safety Report on the website at <http://cnu.edu/police/securityreport/> under the section “Possession, Use and Sale of Illegal Drugs and Alcoholic Beverages.”

## **SECTION VI– PART VII**

### **Freedom of Expression**

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

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

#### **Unlawful Expression**

The University does not permit expression that is not protected by law. Such expression includes, but is not limited to, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark violation, illegal harassment and false advertising.

#### **Maintaining Orderly Operations**

No person may engage in expressive conduct that has the effect of disrupting or preventing the orderly conduct of the University operations and activities. This includes, but is not limited to, the following: (1) blocking the legitimate activity of any person on the University campus or in any University building; (2) constituting or inciting a violation of law; (3) blocking the flow of pedestrian or vehicular traffic; and (4) conduct creating an unsafe or unhealthy condition.

#### **Expressive Activity:**

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

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

It is not the intent of this policy to censor or otherwise limit free expression. However, assemblies should be peaceable, orderly and comply with University standards of conduct.

[See University Policy 7000 Use of University Facilities by Members of the University Community Policy.](#)

## **SECTION VI – PART VIII**

### **Wheeled Transportation**

It is Christopher Newport University's goal to provide regulations for a safe and convenient environment for bicycles and other wheeled transportation, including but not limited to, skateboards, in-line skates, scooters and motorized carts, while at the same time providing for the safety of all members of the campus community.

Operators are required to operate at speeds that are prudent and reasonable under existing conditions. No person is allowed to operate any wheeled transportation (excluding assistive devices) inside any building or on any pedestrian ramp. In any circumstance, anyone using a form of wheeled transportation must yield the right of way to pedestrians. In addition, the use of skate-boards and in-line skates may be restricted in certain areas. Due to the known fire hazard associated with storage and charging, Hoverboards are prohibited in the residence halls.

Furthermore, no bicycle or other form of wheeled transportation shall be parked, stored or left standing inside stairwells, hallways, foyers or any other location that violates federal, state or local fire and safety regulations. Use of motorized scooters of any kind are prohibited on the CNU campus. Assistive devices are permitted.



## **SECTION VI – PART IX**

### **Movies and Television Copyrights**

The purpose of this statement is to educate and outline options for CNU students and student organizations regarding the use of movies and television in programming events. Any showing of movies or television programs at CNU must abide by copyright laws and the following guidelines:

#### **What is the law?**

The Federal Copyright Act (Title 17, U.S. Code) governs the use of copyrighted material, especially how that material is used publicly.

It is illegal to *publicly* display movies and other copyrighted materials without permission (in the form of a license) from the copyright owners, which are usually the movie studios.

#### **What is a “public performance”?**

To perform copyrighted materials publicly is “to perform or display it at a place open to the public or *at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.*” (Residence Life Cinema. *Film and Copyright Infringement: An RA’s Guide to Legal Movie Usage*. Swank Motion Pictures. St. Louis. 2005)

#### **What is illegal according to copyright law?**

- Playing a movie as part of a program, event or meeting, or playing it in a public place so that it fits the legal definition above, is illegal without a purchased license.
- This restriction also applies to programs recorded from a television to be shown later.

#### **What is NOT illegal according to copyright law?**

- Events that involve the viewing of live broadcast (not individually recorded) television programs.
- Other programs involving movies, so long as a license for public showing has been purchased.
- Showing the video in “face-to-face teaching activities” (section 110.1 of The Copyright Law) where the video is directly related to the class and an instructor is present.

#### **Other Questions/Information**

- **Can I watch movies in my room?**  
Of course. Any movies owned by students (either purchased or recorded) are theirs for *private* viewing. It is perfectly acceptable to watch movies inside rooms/apartments alone or with friends. However, if a student organization has a large number of people, invites the entire membership of the club or promotes the event on campus through any form of advertising it becomes a public performance.
- **Are the lounges in the residence halls “public” areas?**  
Yes, any movies shown in hall lobbies, floor study lounges, or areas like this are considered “public” areas. Even though many students still consider these areas part of their “home” while

at CNU, only the individual rooms/apartments are considered “private” for the purposes of copyright law.

- **Is there an educational exception to copyright law?**

Yes, but it is very narrow. In order to qualify for the exception, the material must be:

- From a legitimate copy
- Part of the course curriculum/syllabus
- Shown by the instructor or the students
- Shown in a classroom or place reserved for academic instruction
- Shown at a non-profit institution
- Shown only to teachers, students or relevant guests

ALL of the conditions mentioned above must be met to claim this exception.

- **If movies are advertised without using the movie titles, is it a violation of copyright law?**

How a movie program is advertised does not affect whether or not a showing is “public” or provide protection from copyright law. Advertising a program as, for example, “George Lucas Night,” does not provide protection from copyright laws.

- **How to Obtain a Public Performance License**

A license can be obtained by contacting the Office of Orientation and Student Involvement. A license does require a fee and those fees vary based on the particular video and the nature of your event.

## **SECTION VI– PART X**

### **Medical Transportation**

Emergency transportation to any hospital or medical service provider (including urgent care facilities) should be via ambulance for safety reasons. Students unwilling to be transported by ambulance must make their own arrangements for travel to these facilities. Students without their own mode of transportation can request taxi service or employ another commercial transportation service at their own risk. Additionally, students are responsible for securing their own transportation back to campus.

Students seeking transportation to or from a medical appointment or pharmacy are encouraged to use their own transportation, seek assistance from a roommate, suitemate or friend, take mass transit bus, or utilize a commercial ride share or taxi service.

It is not usual or customary for employees of the University to provide transportation for students in need of medical assistance. Residence life staff, both professional and undergraduate, are prohibited from transporting students to and from campus.

## **SECTION VII**

### **ACADEMIC REGULATIONS PERTAINING TO STUDENTS WITH DISABILITIES**

#### **A. Introduction**

1. Christopher Newport University's commitment to provide an environment where all students can pursue their educational goals includes students with disabilities. The Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Virginians with Disabilities Act make this commitment a legal imperative. In order to comply with these Acts, educational programs and services offered to other students must be accessible to students with disabilities.
2. A person meets the definition of disabled if the person has a physical or mental condition that substantially limits one or more major life activities. Conditions that may meet the criteria include but are not limited to the following: AIDS, arrested addictions, cancer, diabetes, dyslexia, epilepsy, emotional disorders, gastrointestinal disorders, head injury, hearing impairments, heart disease, learning disabilities, mobility impairments, muscular disorders, orthopedic impairments, visual impairments, neurological disorders, perceptual impairments, psychological disorders and speech impairments.
3. Reasonable accommodations must be made in instructional delivery and evaluation methods to ensure full educational opportunities. The means of achieving this goal are not simply a matter of individual faculty judgment. There is a body of knowledge related to the educational needs of students with disabilities that must be applied to individual cases. While students with disabilities may need special accommodations or learn in different ways, their differences do not imply inferior capacities. Students with disabilities must qualify on the same standards for admission, the same placement tests, and meet the same prerequisites as any other student. However, they may need reasonable accommodation in facilities, methods of presentation, and methods of testing and evaluation. Because individual majors, courses, and teaching styles interact differently with the strengths, disabilities, and compensating strategies of individual students, each situation may require a different approach.
4. There are core elements to the liberal arts experience that are essential to a Christopher Newport education. To graduate from Christopher Newport University, all students are expected to demonstrate proficiency in logical reasoning through abstract thinking, written communication literacy, second language literacy, mathematical literacy, and economical modeling and analysis. As essential elements of the University curriculum these requirements cannot be waived.

Additionally, faculty members determine the essential elements within their respective classes; these class-specific essential elements cannot be waived. However, students whose disabilities present challenges in University or classroom areas will be reasonably supported in meeting these requirements.

5. Students with disabilities should contact Student Affairs at 594-7160, well before the beginning of the semester. The disabling condition and accommodations are determined by a review of appropriate information. A student has the right to withhold disclosure, but the requirement for reasonable accommodation by the University begins at the time the student's need for accommodation is determined and is not retroactive.
6. In order to provide reasonable accommodation in the classroom, students are obligated to make their faculty members aware of their needs and the faculty members are obligated to accommodate reasonable needs. In order to enhance student awareness about services to students with disabilities, verbal announcements by instructors and statements in their syllabi are desirable means of encouraging students to reveal their disabilities. A statement such as the following is recommended:

*If you believe that you have a disability, you should make an appointment with the Student Disability Support Specialist in the Office of the Vice President of Student Affairs/Dean of Students to discuss your needs. In order to receive an accommodation, your disability must be on record with Student Affairs, which is located on the 3<sup>rd</sup> floor of the David Student Union (Telephone 594-7160).*

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

#### B. Rights and Responsibilities of Christopher Newport University

1. CNU has the right to identify the abilities, skills and knowledge necessary for success in its programs and to evaluate program participants on this basis.
2. CNU has the right to evaluate student performance against standards that are fundamental to its academic programs and courses.
3. CNU has the right to request and receive appropriate documentation supporting requests for accommodations. CNU has the right to require additional testing or other information to clarify or corroborate the information identifying a disability

and suggested accommodations. CNU has no responsibility under the law to provide reasonable accommodation for a disability until the student has provided evidence of the existence of that disability and requested reasonable accommodation.

4. CNU has the right to refuse an accommodation that would fundamentally alter the quality of a student's academic program.
5. CNU has the responsibility to maintain academic standards that are fundamental to providing quality programs while ensuring the rights of individuals with disabilities.
6. CNU has the responsibility to make recruitment information and activities accessible (in both formats and facilities).
7. CNU has the responsibility to evaluate a student's performance in ways that accurately reflect his/her abilities, not the impact of a disability. However, in a limited number of cases, a disability may impact a student's performance in such a way that alternate evaluation will not overcome the disability. For example, a student may be required to perform an emergency medical procedure within a certain time period. A disability that would prevent students from meeting the time requirement would mean that the student should not be in the course.
8. CNU has the responsibility to adjust, substitute, or waive any academic requirements that unfairly discriminate against a student with a disability if they are not essential to the integrity of the student's academic program. The University does not waive the essential degree requirements of a liberal arts education.
9. CNU has the responsibility to ensure the privacy rights of students regarding their disabilities.
10. CNU has the responsibility to make reasonable accommodations for a student with a disability in the delivery, instructional method, and evaluation system of a course and should inform both its applicants and students about availability of services and accommodations.

### C. Rights and Responsibilities of Students with Disabilities

1. Students with disabilities that substantially limit one or more major life activities have the right to reasonable accommodations. Accommodations may include, but are not limited to, modifications regarding testing procedures, environmental influences, evaluation and access to University facilities, programs and services.
2. Students have a right to information. Information concerning procedures, facilities, possible accommodations, services or other aids should be readily available to students.

3. Students have a right to privacy. Students have a right to have the details concerning their disabilities maintained in a confidential manner. Documentation regarding the details of a disability will be maintained in Student Affairs. Details of a disability will be provided to faculty only in rare circumstances.
4. Students have a right to participate in all University activities provided they can perform what are considered essential aspects of the activity or program.
5. Students with disabilities have the responsibility to maintain academic standards and follow procedures established by the University.
6. Students have the responsibility to make their needs known to Student Affairs in order to be considered for reasonable accommodations. Students must follow established procedures to determine their needs and the type(s) of accommodations needed. After their needs are determined, students are expected to communicate with administrators and faculty any accommodations that are needed to participate in University activities.
7. Students have a responsibility to provide recent and accurate documentation. Students are responsible for providing the University with evaluative documentation describing the status of their disabilities and the nature of needed accommodations. Such evaluative documentation must come from a qualified professional. The documentation must normally be no more than three years old, but this can vary depending on the circumstances of each case.
8. Students have a responsibility to make accommodation requests in a timely fashion. When possible, it is imperative that students initiate the process well before the beginning of the semester in which services are requested. Failure to do so may result in unavoidable delays.
9. Students have a right to be informed of procedures for initiating an internal appeal of a decision by the institution regarding accommodations; and have the responsibility to follow published procedures for filing an appeal.

## RESOURCE OFFICES

### ACADEMIC ADVISING

**Lori Throupe, Faculty Director of Academic Success**

**Luter 219**

**(757) 594-8919**

Academic advising is a hallmark of our liberal arts academic community. Advising students is a critical responsibility of CNU faculty and staff and is highly valued by the academy. Advisors work with students in their transition from high school to college, throughout their college career, and as they plan post-graduate lives.

Faculty and students work closely together in the advising process, and share the common goal of fostering student success within our university environment.

### Responsibilities of Academic Advisors

Academic advising is critical to a liberal arts education at Christopher Newport University. The academic advising system must:

1. Encourage students to take responsibility for their own education planning.
2. Recognize the unique nature and interests of each student.
3. Provide timely, accurate advising that serves all constituents.
4. Offer resources for students that include what they need to meet major and graduation requirements and information that enriches their overall education experience; this will include advice regarding internships, service learning, research, and study abroad that will enhance their liberal arts education.
5. Foster professional relationships among students and faculty beyond the classroom.
6. Help students explore and serve within and beyond the University through civic engagement, campus activities, postgraduate education, and career planning.

### Responsibilities of Students

Students at Christopher Newport University shall recognize the advising process as an essential aspect of their liberal arts education. During the advising process students must:

1. Take responsibility for their own academic planning by actively engaging in the advising process.
2. Maintain an open line of communication with their advisor.
3. Be knowledgeable about Christopher Newport University's academic policies, procedures, and requirements.
4. Arrive at each advising appointment promptly and prepared with questions and thoughts about what is to be discussed during the appointment.
5. Recognize that advisors provide guidance and support throughout the advising process; however, the final decisions ultimately belong to the student.
6. Engage in the contemplation and clarification of honor, personal values, and goals; this includes reflecting on what they aspire to accomplish with their liberal arts education within and beyond the University.



**CENTER FOR ACADEMIC SUCCESS AND THE  
ALICE F. RANDALL WRITING CENTER**  
Christopher Newport Hall Suites 123 & 124  
(757) 594-7684  
[academicsuccess@cnu.edu](mailto:academicsuccess@cnu.edu) · [wcenter@cnu.edu](mailto:wcenter@cnu.edu)

CNU is committed to your academic success, both inside and outside the classroom. We are here to support your academic progress and your transition to college life as you become an active part of the CNU community. The Center for Academic Success offers workshops, seminars and one-on-one assistance to students who wish to improve their academic performance with effective study strategies. In addition, we offer free tutorial assistance for all currently enrolled CNU students in subjects that range from calculus to government to philosophy and biology. Peer writing consultants also offer specialized help in all stages of writing processes. For information on all of our support services, to see the current tutoring schedule, or to make an appointment for tutoring & writing assistance, go to <https://my.cnu.edu/academicsuccess/>

**THE OFFICE OF ADMISSION**  
Christopher Newport Hall 200  
(757) 594-7015 [Toll Free: (800) 333-4268]  
Fax: (757) 594-7333  
[admit@cnu.edu](mailto:admit@cnu.edu)  
<http://cnu.edu/admission/>

The admission policies of Christopher Newport University (CNU) are affirmed annually by the Board of Visitors. The Office of Admission provides the following services: markets to and recruits prospective students through a comprehensive mail, electronic mail, virtual and social media communication plan, represents CNU at high school private visits and college fair recruitment programs, reviews freshman applications for admission and merit scholarship eligibility and commits the university to final decisions, provides general counseling related to the admission and enrollment processes to prospective students, their families and secondary school officials, provides four daily information presentations and guided tours of the campus Monday through Friday and two each Saturday as well as guided group tours of the campus by appointment, and determines eligibility for in-state tuition privileges. The Office of Admission also hosts various on and off-campus recruitment events throughout the academic year.

It is the policy of CNU to admit students whose ability and preparation indicate potential for success in the programs of study offered. CNU is committed to equal access and opportunity for all persons. Admission to CNU is selective and reserved for the best-qualified applicants on a space available basis. Students may be admitted to the University beginning in the fall or spring semesters. Candidates are required to apply by the published deadlines for each applicant type (November 15 Early Decision; December 1 Early Action; February 1 Regular Decision).

### **Freshman Admission Requirements**

Admission to Christopher Newport University is selective and increasingly competitive. Space is limited in each entering class and admission is reserved for the best-qualified applicants. General requirements for freshman admission are:

1. Since Christopher Newport University emphasizes strong academic preparation, freshman applicants are expected to have completed a rigorous college preparatory curriculum in high school, such as Virginia's 24-unit Advanced Studies Diploma program, or its equivalent. This program requires four units of English, four units in the social sciences, four units in mathematics, four units in science, and either three units in one foreign language or two years of two foreign languages (three years in one foreign language is preferred). The average academic profile for successful applicants is a 3.8 cumulative high school GPA and 1220 Evidenced-Based Reading and Writing + Mathematics Scholastic Aptitude Test score. Each applicant is reviewed holistically.
2. The University requires either SAT or American College Test (ACT) scores for those applicants not eligible to apply Test Optional, and will consider the highest equivalent of either test or best combination of sub scores from multiple SAT test dates. The University also accepts the Classical Learning Test (CLT) for consideration.
3. Test Optional admission is available to all applicants. Only applicants who demonstrate high achievement in the most rigorous academic curriculums are considered without standardized test scores.
4. Admission interviews are required of all merit scholarship applicants, and strongly encouraged for all admission applicants.
5. Applicants must submit a non-refundable \$65 application fee.

## **DEPARTMENT OF ATHLETICS**

**Freeman Center**

**(757) 594-7025**

[www.cnusports.com/](http://www.cnusports.com/)

### **Mission Statement**

As part of the University experience, the Department of Athletics contributes to learning, the development of community and student persistence. The department promotes the development of student leadership, team work, health and well-being. Moreover, the department directly supports student recruitment and builds positive recognition of CNU. To accomplish its mission, the Department offers a program of 23 varsity intercollegiate sports and a variety of recreational activities.

### **Philosophy**

CNU is a member of the National Collegiate Athletic Association (NCAA), participating in Division III and adhering to the philosophy of Division III, which states that no financial aid shall be awarded to student athletes on the basis of athletic ability. Financial aid is available to student athletes on the same basis as that offered to any other student at the University.

### **Participation**

Prospective student athletes must enroll in at least 12 credit hours and be a degree seeking student to be considered eligible to participate in varsity sports and must meet all eligibility requirements of the NCAA. For further information about the University's athletics program or about a particular sport, contact the Department of Athletics.

The University competes in 24 varsity sports.

**Men compete in:**

Baseball	Basketball	Cross country
Football	Lacrosse	Cheerleading (co-ed)
Indoor Track & Field	Sailing (co-ed)	Soccer
Tennis	Golf	Outdoor Track & Field

**Women compete in:**

Basketball	Field Hockey	Cross Country	Volleyball
Dance Team (CNU Storm)	Lacrosse	Softball	Cheerleading (co-ed)
Outdoor Track & Field	Sailing (co-ed)	Soccer	Indoor Track & Field
Tennis	Golf		

**The Office of Recreational Services**

[jeremy.fritz@cnu.edu](mailto:jeremy.fritz@cnu.edu)

(757) 594-8815

<https://my.cnu.edu/recreation/>

The Office of Recreational Services (CNUREC) comprises the program areas of Intramural Sports, Sports Clubs and Outdoor Adventure & Recreation. Intramural Sports and Sport Clubs have grown tremendously over the years with approximately 2,500 students per year engaging in various activities on and off campus.

**Philosophy**

CNURec aims to provide balance of one's mind, body and spirit outside of the classroom through teamwork, fitness and friendship!

Each of the program areas strives to fulfill the campus recreation needs of the current CNU students, faculty and staff. The hope is that through engagement in the various activities and events sponsored by CNUREC, participants will learn and begin to practice life-long healthy habits.

In addition, through participation in these activities, the department provides an opportunity for leadership and learning; opportunities to develop social contacts and lasting relationships; and opportunities for individual development through various recreational activities.

**Participation in Intramural Sports**

Participation in intramural sports is open to current CNU students, faculty and staff. Intramural offerings include league sports such as basketball, dodgeball, kickball, soccer and volleyball as well as single day events/tournaments such as corn hole and Spikeball.

**Participation in Sport Clubs**

Participation in sport clubs (30 clubs currently) is open to all fully enrolled students. Each club is a student led organization, and functions based on the need and philosophy of the team. All sport clubs

require dues to offset cost of participation, and those dues are used for facility fees, registration expenses, and travel costs. Many of the sport clubs travel around the state and Mid-Atlantic competing against other universities representing CNU.

### **Participation in Outdoor Adventure & Recreation**

Outdoor Adventure & Recreation (OAR) takes multiple trips each semester throughout the region and these trips are offered at a low cost for participants. These trips may include skiing/snowboarding, paintballing, mountain biking, white water rafting, disc golf and more.

## **BUSINESS OFFICE**

### **OFFICE OF STUDENT ACCOUNTS & CASH SERVICES**

**Christopher Newport Hall, 1st Floor**

**(757) 594-7195/(757) 594-7042**

**[www.cnu.edu/businessoffice/](http://www.cnu.edu/businessoffice/)**

**Email: [studentaccts@cnu.edu](mailto:studentaccts@cnu.edu)**

University Business Office financial policies and procedures are governed by Federal and State laws and guidelines set by the University's Board of Visitors. The following policies can be found in the University Catalog in more detail. For additional information, please contact the Office of Student Accounts at (757) 594-7195 or the Cashiers' Office/Office of Cash Services at (757) 594-7042.

**Fees** – Tuition and fee rates are established annually by the Rector and the Board of Visitors at the Spring Board meeting. Housing charges consist of room fees for single or double rooms and a separate charge for board/meal plans. Other fees assessed are listed in the University Catalog and in the Tuition section of the website.

**Student Billing and Payment Policy** – Student account charges can be viewed online through CNU Live and the echeck or credit/debit card payment options can be utilized to pay tuition, fees, and room and board charges. For credit/debit card payments, convenience fees imposed by the third-party processing company will apply. All billing information is accessible online; therefore, **the University no longer mails paper bills.**

Tuition and fees are due at the time of registration or no later than the payment due date established for each term. For registrations, schedule adjustments, and housing and meal plan assignments taking place after early registration and the initial billing date, payment is due by the payment due date. If this date has passed, payment is due in full on the date of the change. It is the student's responsibility to pay all charges by the payment due date each term. Please note that the University may cancel the registration for all students who have not made financial payment and/or arrangements with the Office of Student Accounts by the payment due date.

**Methods of Payment** – Payment may be made by the following methods:

- online through your CNU Live account by echeck (with no fee) or credit/debit card (includes a convenience fee);
- in person at the Cashiers' Office, located on the 1<sup>st</sup> floor of Christopher Newport Hall, via cash, check, money order, or cashier's check made payable to Christopher Newport University;
- by Monthly Tuition Payment Plan (no interest with a low enrollment fee per semester, please note you must enroll separately for the Fall and Spring semesters);

- via third-party tuition assistance;
- utilizing financial aid;
- mailing a check or money order to the Cashiers' Office

**Refund Policy** – Tuition and comprehensive fees will be refunded for the Fall and Spring terms in accordance with the refund policy found in the University Catalog and online. The current tuition refund policy can be found on our website: [www.cnu.edu/tuition/refund/](http://www.cnu.edu/tuition/refund/).

In the event there is an overage of funds on a student account, the student may be due a refund. CNU has partnered with BankMobile Disbursements to administer student refunds. A green envelope will be mailed to the student's permanent home address containing a personal code which can be used to select a refund preference online. There are two refund options: direct deposit to an external bank account or a bankmobile vibe account. If a student has not received their personal code, they can visit [www.refundselection.com](http://www.refundselection.com) where a personal code can be generated and they can then select their refund preference. **Please remember, if a preference is not selected, there will be a delay in the refund.**

**Delinquent Financial Obligations** – Students who have outstanding financial obligations to the University (to include tuition and fees, room and board, program fees, parking fees and fines, library fees and fines, other fees and fines, and checks returned for non-sufficient funds, etc.) will be refused *all* services of the University until these financial obligations have been paid in full. Delinquent accounts are turned over to a third-party collection agency/credit bureau, the Virginia Department of Taxation, and the Attorney General's Office for collection.

## **CENTER FOR CAREER PLANNING**

**Christopher Newport Hall Suite 305**

**(757) 594-8887**

[ccp@cnu.edu](mailto:ccp@cnu.edu)

<http://cnu.edu/careerplanning/>

The Center for Career Planning educates students about the lifelong process of career development and engages them in exploration of their interests, abilities and values. The CCP also strives to foster an environment that embraces and supports the diverse worldviews and identities of our community and the employment world. Toward these ends, we tailor services to the individual needs of students; provide resources for career planning; and promote the value of a CNU liberal arts education. The Center also facilitates collaboration among students, alumni, employers, faculty, graduate school recruiters, and the community in developing a diverse global network, which supports students' attainment of their career goals.

Each student is encouraged to attend every career fair, participate in career events throughout the year, and schedule at least one individual appointment with a CCP staff member per semester.

### **Career Exploration and Planning**

Staff members in the Center for Career Planning are excited about the opportunity to inform, serve and partner with students. From Setting Sail through Commencement, CCP staff members encourage students to participate in individual appointments, programs and career-related activities that will assist them in making sound career decisions. CCP staff will help students explore occupations and establish

career goals and action plans, while empowering students to take ownership of their career development at CNU and for the rest of their lives.

### Career Development Topics

Academic Major Choice

Career Exploration

Assessments including the Strong Interest Inventory and FOCUS2

Internship & Job Fair Preparation

Internship and Job Searching

Exploring and Preparing for Graduate School

Interview Preparation

Resume and Cover Letter Writing

Networking & LinkedIn

### Developing a Diverse Global Network

Handshake (Online Recruitment Database)

On-campus Student Employment

Alumni & Employer Networking Opportunities

Recruiter Information Sessions and Tables

Job, Internship, and Graduate School Fairs

On-campus & Virtual Interviews

Major & Career Preparation Panels & Workshops

LinkedIn Training

## **THE OFFICE OF COUNSELING SERVICES**

**Freeman Center – H230, Second Floor**

**(757) 594-7047**

**[ocs@cnu.edu](mailto:ocs@cnu.edu)**

The Office of Counseling Services (OCS) supports students in their academic and personal development at CNU. As part of the University student experience, OCS provides a range of professional services and referrals to aid students in their transition into the University, in successfully navigating the myriad challenges during their enrollment, and in preparing them for post-graduation life.

### **Counseling Services**

#### **Individual Appointments and Group Sessions**

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

Professional staff help students explore personal and academic goals and develop and maintain the necessary support systems to help them achieve those goals. Counseling sessions are confidential; information will not be released without the expressed permission of the student, except as required by law. Group counseling is available upon request and based on student needs.

**Crisis Intervention**

24-hour-a-day crisis intervention services are available to the CNU student community. Crisis intervention is a quick and multi-team response system available to support currently enrolled students when a student experiences any life-threatening emergencies and needs this type of personal assistance.

**Consulting**

OCS staff are available to help when various consulting needs arise. There are certain times when students, faculty, staff and others might have a desire to discuss specific situations with staff based upon an array of psychological concerns. Consulting services are for students, faculty, staff and the university community and are intended to assist with academic and personal problem solving. Consulting services are not confidential services but are considered private conversations.

**Workshops and Other Outreach**

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

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

The David Student Union is a state-of-the-art 151,000 square foot facility built primarily for the student population of Christopher Newport University. Named for the Buddy David family, in honor of their generous support and contributions over the years, the David Student Union opened in the fall of 2006. Amenities within the DSU include four retail dining options, a residential dining hall, four conference rooms, an elegant boardroom, and a spectacular ballroom, along with various administrative and student organization offices.

The DSU is home to Auxiliary Services Administrative Offices, the Captains Card Office, the Captains Locker, Catering Services, Dining Services, Disability Services, Multicultural Affairs, Orientation and Student Involvement, Residence Life, Student Affairs, and the Scheduling, Events and Conferences office. The David Student Union is proud to host a plethora of student activities, departmental meetings and functions, community events, and large University events.

**DSU Customers**

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

- Residence Life – Suite 3125
- Orientation & Student Involvement – Suite 330



- Student Affairs – Suite 3127 (Office of the Vice President for Student Affairs/Dean of Students, Disability Support Services, President’s Leadership Program, Center for Honor Enrichment and Community Standards)

### **DSU General Policies**

- Appropriate clothing, including shirt and shoes, should be worn in the building at all times.
- Recreational equipment, including but not limited to skateboards, bikes, and skates are to be left outside or carried so as not to damage the facility.
- Animals should remain outside the David Student Union, with the exception of service animals.
- Music should be respectful and “radio safe.” It should not disrupt the everyday business of the building.
- Personal effects should not become airborne at any time.
- Banisters should only be used to assist with walking up or down the stairs.
- Public displays of affection should be kept at a minimum and in an appropriate manner while in the David Student Union.
- Tape or other adhesives that may damage the surfaces of the building and furniture must not be used.
- Respect should be shown for the furniture so as not to damage it. Refrain from moving the furniture from its designated areas; should furniture need to be moved, please contact the building supervisor.

### **Captains Card Office and Welcome Desk**

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

The David Student Union Welcome Desk is a major resource for the CNU community. In addition to acting as the University’s switchboard, the Welcome Desk issues Captains Cards and club office keys and handles cash refunds of monies lost in vending machines.

### **Captains Cash**

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

Athletic Ticket Office	Health and Wellness Center	Parking Services	Laundry Machines	Vending Machines
Captains Locker	Select Off-Campus Merchants	Copy and Print Stations	Dining Services	Freeman Center Fitness Pavilion



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

### **Captains Locker**

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

### **Catering Services**

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

### **Dining Services**

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

### **Scheduling, Events and Conferences Office**

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

## **OFFICE OF FINANCIAL AID**

**Christopher Newport Hall 107**

**(757) 594-7170**

**[finaid@cnu.edu](mailto:finaid@cnu.edu)**

Christopher Newport University offers a variety of federal, state and university financial aid programs to students who qualify, to help meet the cost of their education through the Office of Financial Aid. Types of aid include scholarships, grants, loans, and student employment.

Students receiving financial aid must be admitted to the University as degree-seeking students. Virginia state grants are limited to Virginia residents, while federal and university programs are accessible for all students.

Most forms of financial aid through the Office of Financial Aid are based on financial need as determined by completing the Free Application for Federal Student Aid (FAFSA). Financial need can be defined as the difference between the cost of attendance at Christopher Newport and the Expected Family Contribution (EFC), which is determined by the FAFSA.

### **Eligibility Requirements**

To be eligible for most financial aid programs, a student must:

- be enrolled as a degree seeking student;
- be enrolled on at least a half-time basis; (some programs require full-time enrollment)
- be in good academic standing;
- not be in default on a federal student loan or owe a refund to a federal program;
- be making satisfactory academic progress; and
- be a U.S. citizen or permanent resident.

Financial aid is awarded for one academic year only but may be renewed for subsequent years through reapplication and continued eligibility. The priority filing deadline for submitting a FAFSA is March 1 for consideration for the following academic year. The FAFSA can be completed online at <https://studentaid.gov/h/apply-for-aid/fafsa>. We recommend that students file by the December 15<sup>th</sup> preferred filing deadline. Students meeting the preferred filing deadline may receive an earlier aid package. Students meeting the priority filing deadline will be considered for all aid types, contingent upon funding.

Entering students must be admitted to the University before receiving a financial aid package. We begin sending aid package notifications for prospective freshman as early as December, depending upon the student's admit type. We begin sending aid package notifications for returning students as early as March.

**Satisfactory Academic Progress (SAP):** Students must be making Satisfactory Academic Progress in order to continue receiving financial aid, including student loans.

In order to be considered as making SAP, students must:

- Complete 67 percent of all courses attempted,  
**AND**
- Attempt no more than 180 credits, including transfer credits,  
**AND**
- Demonstrate a minimum cumulative GPA of 1.61 or higher with up to 48 credits attempted,

**OR**

- Demonstrate a minimum cumulative GPA of 2.00 or higher with 49 or more credits attempted.

Transfer credits are used in the determination of credit hours attempted, i.e., a student with 16 transfer credits and 33 hours attempted at Christopher Newport will be expected to have a minimum GPA of 2.00.

Attempted credit hours include all credit hours for which a student is registered at the end of the add/drop period, including credit hours earned/attempted when a student is not a financial aid recipient.

This policy is specific to financial aid eligibility and is separate and apart from other academic progress related policies at the University. The complete SAP Policy can be found online at [cnu.edu/financialaid/conditions/sappolicy/](http://cnu.edu/financialaid/conditions/sappolicy/).

**Return of Title IV Funds:** When the Higher Education Act was reauthorized in 1998, Congress provided a new provision commonly referred to as the Return of Title IV Funds. Under this provision, students who **completely** withdraw from the University **for any reason**, including medical and administrative withdrawals, may be required to return part or all of their Title IV funding to the Department of Education. Funds which fall into this category are:

- Federal Pell Grant
- Federal Direct Student Loan (Subsidized or Unsubsidized)
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Direct Parent Loans (PLUS)
- Federal TEACH Grant
- State Grants (VGAP, Commonwealth)

Please check with the Office of Financial Aid before withdrawing from classes.

Students who **unofficially withdraw** (i.e., earn all grades of “UI”) are also subject to this policy.

**Financial Aid Available at Christopher Newport University**

For specific information concerning application procedures and eligibility guidelines for federal, state, and private programs, please consult the Office of Financial Aid or visit us on the Christopher Newport Financial Aid website at [cnu.edu/financialaid/](http://cnu.edu/financialaid/).

**FREEMAN CENTER****757-594-7980**<http://cnu.edu/life/fitness>

Welcome to the Freeman Center! We offer facilities and services to promote your personal development and engage you in campus life. In the Freeman Center, you can watch our indoor Captains athletic teams compete, exercise in our workout spaces, watch movies in our theater, visit health and wellness and counseling services, and more!

The Freeman Center, named for the Robert L. Freeman, Sr. Family, in honor of their business endeavors on the peninsula over the years and their generous support and contributions to Christopher

Newport University, is a state-of-the-art 214,000 square foot athletic, convocation, fitness, meeting and recreation facility and includes the 400-seat Gaines Auditorium. The Freeman Center houses the Dr. James C. Windsor Office of Health and Counseling Services, University Health and Wellness Services, Recreational Services, and the senior Administration staff for the Athletic Department.

It is home to a 200-meter indoor competition track, four basketball courts (which can also be used for volleyball), the Trieshmann Health and Fitness Pavilion (17,000 square feet of fitness space), the Carney-Smith room (meeting space) and four additional meeting rooms. The Freeman Center accommodates up to 6,000 people for concerts and 5,000 for convocations.

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

The Trieshmann Health and Fitness Pavilion offers the following:

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

## **UNIVERSITY HEALTH AND WELLNESS SERVICES**

**Freeman Center – First Floor**

**(757) 594-7661 Fax: (757) 594-8853**

**<http://cnu.edu/life/health/>**

**[uhws@cnu.edu](mailto:uhws@cnu.edu)**

University Health and Wellness Services (UHWS) are provided through a health-care partnership between CNU and Riverside Health System, one of the largest health-care systems in the region. Through this contractual agreement, professional college health staff provide respectful, compassionate and confidential wellness and sick care services to all CNU students.

### **Our Staff:**

Family nurse practitioners (FNP) and medical assistants (MA) are available by appointment to assist students with wellness and sick care needs. The nurse practitioners are able to diagnose and treat illnesses and injuries, and perform physical examinations including various preventive health screenings such as men's and women's health exams. They can order x-rays and various laboratory tests and when necessary, refer students to off campus physicians and specialists. The nurse practitioners and physicians can also write prescriptions which students can have filled at one of several local pharmacies.

**Clinic Hours, Services and Fees:**

For a full list of services, clinic hours and fees, please visit the Health & Wellness Services website. The clinic does not accept or file for insurance and payment is due at the time of service. Cash, credit card, and Captain's Cash are accepted forms of payment. Most of the fees associated with UHWS visits are generally not more than the usual co-pay and typically would not be reimbursed by most insurance companies.

**Scheduling:**

To avoid an extended wait time, appointments are required and given priority. However, same day appointments are usually available. Students can fill out the paperwork required for appointments prior to visiting UHWS by downloading the forms from the UHWS website.

**Laboratory Tests:**

Some laboratory tests are performed in the clinic. If a student's insurance will be used to pay for off campus lab work, it is helpful for students to know what laboratories participate with their insurance company.

**Insurance Cards:**

Students should have an insurance card or copy of the front and back of their card. Without it, the student may be required to pay for services rendered completely out of pocket when seen at off campus medical facilities and laboratories. Insurance information is also required when UHWS sends specimens to Quest and Lab Corp laboratories.

**Required Health Forms and Immunizations:**

The Code of Virginia requires that all first time, full time students provide a completed CNU Certificate of Immunization signed by a health care professional. The completed CNU Certificate of Immunization should be sent to the *Office of the Registrar*.

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

**Health Education Opportunities:**

UHWS staff participate in and support various health and wellness education opportunities through presentations when students arrive on campus and throughout the academic year. Students are also welcomed to the wide array of free educational materials in UHWS both for individual use and presentations on such topics as nutrition, fitness, stress resistance, tobacco and substance abuse and sleep.

**The Riverside Nurse – 24 Hour Medical Resource**

This service is provided by Riverside Health System. If a student has a medical question or concern, or needs help finding medical resources in the community, they can call The Riverside Nurse 24 hours a day, to speak to a registered nurse. Call (757) 595-6363 and request to speak to The Riverside Nurse.

**UNIVERSITY HOUSING**  
**Christopher Newport Hall 300**  
**(757) 594-7756**  
[housingadmin@cnu.edu](mailto:housingadmin@cnu.edu)  
<http://cnu.edu/life/housing>

At Christopher Newport University, our first, second, and third year students are required to live on campus unless they live with a parent or legal guardian in one of the following exempt areas: Grafton, Hampton, Newport News, Poquoson, Seaford, Tabb, or Yorktown.

Policies and procedures for residence halls are contained in the University Catalog and the Housing and Dining Services Contract available on the Housing website under Resources and Forms:

<http://my.cnu.edu/housing/>. Please contact the Housing Administration Office for additional information on the following:

Housing Contracts	Meal Plan Options	Summer Housing	Payment Deadlines
Room Assignments	Housing Selection	Housing Deposits	Room Changes

### Dining Services

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

**Dining Plans** – Dining for residents is available in The Commons and Regattas. Meal plan options currently available include:

- 19 Meal Plan (includes \$50 Dining Dollars) + 2 guest meals per semester
- 14 Meal Plan (includes \$100 Dining Dollars) + 2 guest meals per semester
- 10 Meal Plan (includes \$200 Dining Dollars) + 2 guest meals per semester
- 5 Meal Plan (includes \$175 Dining Dollars)\*\*

\*Commuter students are eligible to select any of the four meal plan options.

\*\*Available only to commuter students and upperclassmen with kitchens

**Residential Dining Halls** – At either of the conveniently located residential dining halls, choices include an expansive selection of entrees arranged in a food court layout; special entrees and self-service bars are offered on a regular basis. Both dining halls feature “all you care to eat” dining options. A salad bar and a wide assortment of desserts and beverages are featured during lunch and dinner. Meals are also available for purchase on an individual basis for non-resident students ... \$11.39 Breakfast; \$13.45 Lunch/Brunch; \$13.45 Dinner. Prices include tax.

**The David Student Union Retail Dining** – Several retail dining options are available within the DSU, including the very popular Chick-fil-A and Discovery Pizzeria venues. You can also find hearth baked bread and a wonderful array of twenty first century tastes at the Discovery Bistro, including fresh sushi and Panini sandwiches. And be sure to enjoy the Discovery Grille, your destination for Philly cheesesteaks, burgers, fries, onion rings, cheese sticks and much, much more! Of course, [Captains Cash](#), Dining Dollars, and cash may be used at all of these locations.

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

## **INFORMATION TECHNOLOGY SERVICES**

**Helpdesk: Tribble Library, Room 171**

**Administrative Offices: Ratcliffe Hall**

**(757) 594-7079**

**<http://its.cnu.edu>**

Christopher Newport University is committed to providing robust technology infrastructure, which enhances the teaching and learning environment.

### **Online Services**

The University intranet provides access to Google's Workspace for Education including email, calendaring, video conferencing, and collaborative documents, CNU Live course registration, tuition payment, financial aid, and the Scholar learning management system. Scholar allows students to interact with instructors, submit assignments, take tests/quizzes, and view grade calculations.

### **Network Services**

The University provides high-speed wired and wireless Internet access in each residence hall student room. Wireless internet access is also available at all other campus buildings, on the great lawn, and outdoor teaching spaces. Visitors can use the available guest wireless network.

### **Computer and Print Services**

Computer labs are located in the Tribble Library, McMurrin Hall, Forbes Hall, and Luter Hall. Labs run Microsoft Windows and provide a variety of application software including department-specific software and Microsoft Office. Printing is available from anywhere on campus using a mobile app or a computer with the Print Anywhere software. Printers are located in the Tribble Library, Luter Hall, McMurrin Hall, Forbes Hall, and the David Student Union.

### **Support Services**

Information Technology Services supports students and faculty by providing recommendations for computer purchases, support for University applications, and assistance with desktops, laptops, printers, mobile devices, and other related technologies. The University also allows students to access the latest version of Microsoft Office (Word, Excel, PowerPoint, etc.) on up to five computers as long as they remain students at Christopher Newport.

The Help Desk in the Tribble Library is staffed by students who can assist students with general questions regarding printing, passwords, and other common problems. Members of the campus community can request support online by visiting <https://help.cnu.edu>.

*Anyone interested in becoming an ITS student worker, please contact the Center for Career Planning @ (757) 594-8887.*



## **PARKING SERVICES**

**Ferguson Center Parking Garage, First Floor**

**(757) 594-7129**

<http://parking.cnu.edu>

For the safety and convenience of those who operate vehicles on campus, parking regulations at CNU have been prepared in compliance with § 46.2-1228 of the Code of Virginia. The University cannot guarantee a parking space, nor does it assume responsibility for the care or protection of private motor vehicles or their contents.

Current CNU parking decals are required at all times for students, faculty, and staff who park in CNU parking facilities and lots and are available in the Parking Services Office. A valid CNU parking decal must be displayed from the driver's side left rear window or in view on the left front fork of motorcycles. **It is the responsibility of the operator to ensure that the decal is properly displayed.**

**Visitors/Vendors must obtain a Visitor's Pass.** Visitors and vendors using visitor permits may park in any lot or in spaces marked "Visitor." Visitors' passes may be obtained at the Parking Services Office (757-594-7129) during normal business hours or at the CNU Police Department (757-594-7777) after business hours. CNUPD is located at 12270 Warwick Boulevard, Newport News, VA 23606.

**Handicapped Parking** - Designated handicapped spaces are restricted to the exclusive use of vehicles displaying valid handicapped identification or state-issued handicapped license plates. Faculty, staff, and students parking in spaces designated as handicapped spaces must also display a valid University parking permit, along with handicapped identification or state-issued handicapped license plates. Vehicles bearing a valid University decal and handicapped identification/plates may use parking spaces in any CNU parking facilities or parking lots. It is a serious misuse of placards and plates for the disabled when someone other than the person with a disability uses the placard or plate to park in a space reserved for people with disabilities. Misuse will result in fines of up to \$200. Parking is prohibited in or at yellow-curbed areas, against the flow of traffic, along or on service roads, and on the grass and sidewalk areas unless otherwise indicated by Parking Services or as posted by signs. **Reserved, Visitor, and Handicapped parking is restricted every day, 24 hours per day.**

**Periods Designated for Open Parking** – All main campus parking lots are designated for "Open Parking" from 5:30 p.m. to 7:30 a.m. for all vehicles with a valid CNU decal. "Open Parking" does not apply to any Reserved, Designated (load/unload), East Campus, or Visitor spaces on campus marked by a sign; this includes the Visitor Lot B near the Tribble Library.

## **PAUL AND ROSEMARY TRIBBLE LIBRARY**

**(757) 594- 7133**

**library@cnu.edu**

<https://library.cnu.edu>

The library staff is available to help students with all of their research needs. We provide access to books, e-books, journal articles, DVDs and so much more! Hundreds of online LibGuides have been developed to provide easy access to our resources (<https://cnu.libguides.com/>). If we don't have a book or article you need here, we will try to get it for you through our Interlibrary Loan Service. Students can find course materials placed on reserve by their professors here in the library, as well.



Our Reference librarians can help you find the resources you need for assignments and research. Consider scheduling a research consultation for personalized assistance. You can also stop by or use our Chat reference service.

Our Media Center staff is ready to help with your projects that require digital resources whether it be software, equipment, or training. Computers, printers, copiers, and scanners are available throughout the building. Please see all the resources and services we have to offer on the library's website, <https://library.cnu.edu>.

**OFFICE OF THE REGISTRAR**  
**Christopher Newport Hall, First Floor**  
**(757) 594-7155**  
**register@cnu.edu**

The Office of the Registrar implements and facilitates academic regulations and policies of the University. The office provides the following services:

- Provides analysis of students' progress toward degree requirements and certifies that graduation requirements are satisfied for degree conferral
- Maintains permanent student academic records and issues transcripts
- Coordinates and collaborates with university departments to build, publish, and maintain a schedule of classes
- Coordinates and publishes the final exam schedule
- Manages online course registration
- Processes and manages course enrollment schedule adjustments, including drops, adds, exceptions, and all types of withdrawals
- Provides online access to faculty for entry of grades and student viewing of three-week, mid-term and final grades and degree progress evaluations
- Provides access to and training for online access of student records for faculty advisors
- Provides online access to academic records
- Facilitates meetings of the Undergraduate Degrees Committee (UDC) and the Academic Status Committee (ASC)
- Provides academic accommodations to students with authorized accommodations under the Americans with Disabilities Act
- Certifies student enrollment and other student record information to authorized requesting agencies
- Verifies and records students' certificates of immunization

- Serves as university official regarding the Family Educational Rights and Privacy Act (FERPA) and use of student data and provides relevant training
- Manages the Veterans Affairs Educational Benefits program

*Note: Students should also review the General Academic Policies and Procedures section ([https://cnu.edu/public/undergradcatalog/pdf/cnu-undergraduate\\_catalog\\_22-23.pdf](https://cnu.edu/public/undergradcatalog/pdf/cnu-undergraduate_catalog_22-23.pdf)) of the Undergraduate Catalog for a more comprehensive overview to include, but not limited to, requirements for academic continuance, information for progress toward degree, course registration and withdrawal, and general requirements for graduation.*

### **Students' Online Access to Academic Record**

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

### **Withdrawal from a Semester**

Students who wish to withdraw from all courses after the final add/drop period must complete a University Withdrawal form and submit it to the Office of the Registrar by the withdrawal deadline. Course withdrawals included in a semester withdrawal still count towards the allowed five (5) course withdrawals (grades of W).

### **Medical, Administrative, and Military Withdrawals**

Students who appeal to withdraw from the semester after the final add/drop period for medical reasons (medical withdrawal) must complete a University Withdrawal form and submit detailed documentation to the Office of the Registrar outlining the justification for the request. Appeals for medical withdrawals must be timely and must be submitted as close as reasonably possible to the accident or incident causing the need for the medical withdrawal. The student must also provide a written statement on official letterhead from the student's treating physician (MD or DO) certifying that the student is/was incapacitated and is incapable of completing the term due to medical reasons. Appeals for medical withdrawals which are received after the last day of regular classes will be considered late and must have a written statement by the student indicating the compelling reason for the late request. Late requests are strongly discouraged and will be considered on a case by case basis; only those requests involving exceptional, well-documented circumstances which could not have been addressed earlier in the semester will be considered.

After the Office of the Registrar receives all required documentation, a review committee will begin a thorough review of the student's request and determine the appropriateness of the medical withdrawal. After the review has been completed, the review committee will approve or disapprove the request, and the student will be notified in writing of the decision. If the request is approved and the student wishes to return to the University for a future term, the student will need to provide written documentation from the treating physician (MD or DO) that the student is eligible to return to full-time study. If the student has not enrolled for two consecutive semesters, the student must apply for readmission to the University in addition to providing written documentation from the treating physician of the student's eligibility to return to full-time study. A student is permitted one medical

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

In other extenuating (non-medical) circumstances requiring the student to withdraw from the semester after the final add/drop period, the student must complete a University Withdrawal form and a written personal statement outlining the extenuating circumstances justifying the need for an administrative withdrawal. Requests for an administrative withdrawal must be submitted to the Office of the Registrar for approval by an appropriate university official (the student's academic dean, the Vice President for Enrollment and Student Success, or the Provost). After the appropriate university executive administrator has reviewed the request and made a decision, the Office of the Registrar will notify the student in writing of the decision. Students may not have two administrative withdrawals approved. It is extremely rare that more than one administrative withdrawal will be approved during a student's entire academic career at Christopher Newport or that an administrative withdrawal will be approved near the end of a term, after the term has ended, or retroactively for a previous period of enrollment.

If a request for a medical or administrative withdrawal is approved, all grades for the semester in question will be noted as M on the student's transcript, and the student will earn no credit for that term. The M grades will not be counted toward the maximum course withdrawals permitted and will not be computed in the student's GPA. Students may not exercise the medical or administrative withdrawal option to withdraw from individual courses. Students with an approved medical or administrative withdrawal will be ineligible for any refund of tuition or fees unless the complete request for withdrawal (including required documentation) was received by the Office of the Registrar during the regular published refund period for withdrawals. Students who submit requests for withdrawals after the refund period will be ineligible for any refund of tuition or fees. Students with approved medical or administrative withdrawals may be eligible for prorated housing and meal plan rates after consultation with the Office of Housing Administration and submission of any required documents. Students with an approved medical or administrative withdrawal will be ineligible for any refund of their university parking fee.

Students who are called to active duty (deployed) after the final drop/add period may pursue a military withdrawal from all courses. Students should complete a University Withdrawal form along with a copy of their official military orders calling them to active duty and forward both to the Office of the Registrar for approval and processing. Students who have reached the ninth week of a regular semester should contact the Office of the Registrar for assistance in securing grades of I (Incomplete) in their courses whenever possible. Except in cases where students have received authorization for grades of I, all grades for the semester in question will be noted as M on the student's transcript. The M will not be counted toward the maximum number of course withdrawals permitted and will not be computed in the student's grade point average (GPA).

### **Immunization Requirements for New Students**

In an effort to provide a healthy environment in which to live and learn, Christopher Newport University has created an immunization policy that incorporates the guideline for immunizations set forth in the Code of Virginia, Section 23-7.5. Students may have received these immunizations as a

child or later in life. All entering full time students (including graduate, non-degree, and transfer students) are required to provide a completed Certificate of Immunization, which must be signed or stamped by a licensed health care professional. Failure to do so will result in the student's inability to move into university-assigned housing or attend classes at the beginning of the semester. In some cases, students may sign a waiver of the recommended immunization and be in compliance with University policy and the Code of Virginia. Copies may be obtained from the Office of the Registrar website ([registrar.cnu.edu/forms/](http://registrar.cnu.edu/forms/)) or by contacting the Office of the Registrar. Questions about this requirement or the waiver should be directed to the Office of the Registrar at (757) 594-7155 or via email at [immunizations@cnu.edu](mailto:immunizations@cnu.edu).

### **Policy Regarding Graduation and Participation in Commencement**

Commencement exercises are held once each year in May. Students who complete degree requirements in August and December are eligible to participate in the following Spring Commencement ceremony. Diplomas for August graduates will be available on the first business day after the end of the last summer term. Diplomas for December graduates will be available approximately 21 calendar days after the semester ends. After a degree has been conferred, students will be changed to non-degree seeking to facilitate possible future registration unless the student has filed an Intent to Graduate form for an additional degree. Please see the Commencement Policy on the Office of the Registrar webpage.

All prospective graduates will be contacted before the Spring Commencement ceremony by the Office of the Registrar or University Events concerning rehearsal and attendance. Those students planning to attend Commencement must notify the University by the announced deadline so that seating arrangements can be finalized for all who plan to participate. Students who plan to attend Commencement must keep the Office of the Registrar informed of any address or phone number changes so that they can receive important information concerning graduation.

**Degrees will not be conferred for students unless all graduation requirements, including courses, degree requirements, GPAs, credits, and financial obligations have been satisfied.** Note: Degrees will not be conferred for students with a missing grade or grade(s) of Incomplete (I) on their academic record. In the case of a missing or incomplete grade, the student's anticipated semester of graduation will be moved to the following term. Students must be enrolled the semester or term of graduation.

**To participate in the Commencement ceremony, undergraduate candidates for graduation must have completed all remaining degree requirements (degree, financial and social) or be enrolled in spring semester courses which will complete all degree requirements no later than the beginning of spring semester finals week.** If after spring semester final grades have been submitted, a spring candidate does not successfully complete one spring semester course of three or less credits, and has earned a minimum GPA of 2.00 (overall and in the major), the student may be eligible for graduation (see Policy on Participation on the Office of the Registrar website). To be eligible to participate, all degree candidates must be on track to complete all degree requirements as of the second week of spring semester and continue to be on track to complete all degree requirements as of the beginning of final exams.

Students who have remaining degree or university requirements going into spring semester, or students who intend to finish their requirements in the summer or fall semester, are not eligible to participate in the Spring Commencement ceremony. Please note that May Term or any of the summer terms are not part of the regular spring semester; therefore, enrollment in summer terms cannot be considered for

students to be reviewed as a spring degree candidate, or to participate in the Commencement ceremony. Students who plan to complete degree requirements after the spring semester conferral date will have their anticipated semester or term of graduation deferred to August or December and will be invited to participate in the following Spring Commencement ceremony.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (Annual Notification to Students)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects student privacy. Under FERPA, eligible students are granted certain rights with regard to education records:

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

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

#### Disclosing Education Records:

In general, Christopher Newport does not disclose non-directory information to third parties unless the student has provided written permission, the release is to the parent of a dependent student (with appropriate documentation), as required by §23.1-1303.B.5 of the Code of Virginia, or the disclosure meets a qualified exception under FERPA.

Disclosure of General Directory Information: FERPA allows for the designation of certain academic record information as “directory” or public information [education record information not requiring prior written permission to release]. Christopher Newport defines directory information as follows:

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

Directory information will not be released for commercial purposes by administrative offices of the University under any circumstances. Students may request that directory information not be released by written request to the University Registrar. All other student information will be released only upon written request of the student, excepting those instances cited below.

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

Disclosure to members of the University community:

- “School Official” is defined as a person employed by the University in an administrative, supervisory, academic or research, or any University employee operating in support of the University’s overall mission and goals; a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); or a person serving on the Board of Visitors.
- A school official must have a legitimate educational interest in order to review an education record. A legitimate educational interest is the demonstrated ‘need to know’ and is further defined in the following manner: the information requested must be within the context of the responsibilities assigned to the School Official; the information sought must be used within the context of official University business in support of the University’s overall mission and goals and not for purposes extraneous to the official’s area of responsibility or extraneous to the University; information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of University employment or to assist in accomplishing the University’s overall mission and goals. A school official is determined to have a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
- A school official acknowledges that access to education records is intended to be for legitimate educational needs only and any other use is prohibited.
- Information requested by student organizations of any kind will be provided only when authorized by the Vice President of Student Affairs/Dean of Students.

Disclosure to other educational agencies and organizations: Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons, provided that any data shall be protected in a manner that will not permit the personal identification of the student by a third party.

Disclosure to local, state, and federal governmental agencies: Government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement, and/or evaluative purposes.

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

**Opting Out of Directory Information:**

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

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

**Request to Inspect Education Record:**

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

- Student must provide a written request indicating the type of education record(s) they wish to review and inspect;
- Student must submit the written request to the University Registrar, and an official of that office will arrange for the review and inspection appointment;
- Students will be provided an opportunity to review and inspect the requested education records within 45 days of submitting the formal request;
- An official of the Office of the Registrar will oversee the review and inspection appointment;
- Student may be allowed to make notes during the appointment, however, the student will not be permit to remove any documents or records;
- At the end of the inspection appointment, both the University official and the student will sign a copy of the written request noting the date, time, and location of the inspection.
- Exclusions: The following records are not available for review and inspection:
  - Parent Financial Records
  - Records which contain information about other students
  - Records associated with a denied application for admission
  - Confidential letters and/or recommendations to which access has been waived
  - Any other record which FERPA excludes from the definition of a student education record
- Request to Amend an Education Record: After reviewing and inspecting their education record, a student may believe that a portion of that record contains inaccurate or misleading information. Students may request an amendment of that education record. The following procedures must be followed to allow an amendment to the student's education record:

- Student must provide a written request and indicate the record to which the request for amendment is made and the reason they believe the record to be misleading or inaccurate;
- Student must submit the request to the University Registrar;
- The University Registrar will review the request and determine whether the amendment can be made to the record and notify the student accordingly. If the amendment can be made, the University Registrar will ensure that such amendment is completed;
- The review and decision will take place within 30 days and the student will be informed in writing no later than the 30th day of the decision.
- If the department has concluded no amendment will occur, the student may then request a hearing or to place a document in the record which explains why they believe the educational record to be wrong or misleading. Requests should be directed to the FERPA Compliance Specialist in the Office of the University Registrar.
- If the student requests a hearing, the student will be informed in writing of the date and time of the hearing.

Listed below is the annual notification of the Family Educational Rights and Privacy Act of 1974 (FERPA). The University is required to inform enrolled students annually of their rights under the terms of FERPA. The act does not apply to students admitted to the University who have not officially enrolled. An admitted student is determined to be enrolled upon their first day of classes at the University.

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

#### A. Policy Intent

1. The University student (education) record policy is intended to conform with all state and federal statutes dealing with access to information held by an educational institution on present and former students.
2. The CNU student record policy is formulated to protect the privacy of student information that is maintained and yet provide access to student records for those having a legitimate educational interest in viewing such records. Regulations and procedures to ensure adequate protection of the student are provided in this policy.

#### B. Student Rights under FERPA:

1. Enrolled students have the right to refuse the designation of any or all of the types of information about the student as directory information. A written request must be submitted prior to the start of the fall or spring semester.
2. Enrolled students have the right to inspect their education record within 45 days of the request for inspection and are entitled to an explanation of any information therein. "Record" refers to those files and their contents that are maintained by official units of the University. Generally,



students have the right to review any official record that the University maintains on that student. When access is permitted, documents will be examined only under conditions that will prevent unauthorized removal, alteration, or mutilation. Students must submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. A University official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the University official to whom the request was submitted does not maintain the requested record(s), that official shall advise the student of the correct official to whom the request should be addressed.

3. Information to which the student does not have access is limited to the following:
  - a. Confidential letters and recommendations placed in the student's files before January 1, 1975, and those letters for which student has signed a waiver of their right of access. Letters of recommendation are removed from admissions files before the files are forwarded to the Office of the Registrar.
  - b. Parents' confidential financial statements.
  - c. Personal files and records of members of faculty or administrative personnel, which are in sole possession of the maker thereof.
  - d. Education records, which contain information about more than one student; in such cases, CNU will allow the inquiring student access to the part of the record, which pertains only to the inquiring student.
  - e. Records of the admissions offices concerning students admitted but not yet enrolled at the University.
  - f. Medical/psychological records used in connection with treatment of the student. A physician or psychologist of the student's choice may view such records.
  - g. University Police Department records, when utilized for internal purposes by this office in its official capacities.
1. Documents submitted to the University by or for the student will not be returned to the student. Normally, academic records received from other institutions will not be sent to third parties external to the University, nor will copies of such documents be given to the student. The student should request such records from the originating institution.
2. Students have the right to request an amendment of the education record that the student believes is inaccurate or misleading. Should a student believe their record is incorrect, the student should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify the information the student feels is inaccurate or misleading. The official will respond within a reasonable period concerning their action. Should the student not be satisfied, a hearing may be requested of the Vice President for Enrollment and Student Success.
3. Students have the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent (see C.3. below).

4. Students have the right to file a complaint with the US Department of Education concerning alleged failures by CNU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

C. Access to Student Records by Others:

1. Disclosure of General Directory Information: Certain information may be released by the University without prior consent of the student if considered appropriate by designated school officials. Such information is defined as the following:
  - a. Student's name.
  - b. Date of birth.
  - c. Dates of attendance at the University, field of concentration, degrees, honors and awards.
  - d. Enrollment status – full-time or part-time.
  - e. Height and weight of members of athletic teams.
  - f. Participation in officially recognized activities.
2. Directory information will not be released for commercial purposes by administrative offices of the University under any circumstances. Students may request that directory information not be released by written request to the Office of the Registrar. The request must be submitted, in writing, prior to the start of fall or spring semesters. All other student information will be released only upon written request of the student, excepting those instances cited below.
3. Disclosure to members of the University community:
  - a. "School Official" is defined as a person employed by the University in an administrative, supervisory, academic or research, or any University employee operating in support of the University's overall mission and goals; a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); or a person serving on the Board of Visitors.
  - b. A school official must have a legitimate educational interest in order to review an education record. A legitimate educational interest is the demonstrated 'need to know' and is further defined in the following manner: the information requested must be within the context of the responsibilities assigned to the School Official; the information sought must be used within the context of official University business, in support of the University's overall mission and goals, and not for purposes extraneous to the official's

- area of responsibility or extraneous to the University; information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of University employment or to assist in accomplishing the University's overall mission and goals. A school official is determined to have a legitimate educational interest if the official needs to review an education record or needs access to components of an education record in order to fulfill their professional responsibility.
- c. Information requested by student organizations of any kind will be provided only when authorized by the Vice President of Student Affairs/Dean of Students.
  - d. Effective July 2008, the Commonwealth of Virginia required higher education institutions to release educational record information to parents of dependent children. This state legislation is allowable within the guidelines of FERPA. Students who are tax dependents of their parent(s) or legal guardian(s) may authorize the receipt of mid-term or final grades and/or academic transcripts by contacting the Office of the Registrar to complete the documentation necessary for this disclosure. Proof of tax dependency may be required.
4. Disclosure to parents and organizations providing financial support to a student: It is the University's policy to release the academic transcript to parents and/or organizations only upon the student's written request or authorization, a policy consistent with the University's interpretation of FERPA.
  5. Disclosure to other educational agencies and organizations: Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons, provided that any data shall be protected in a manner that will not permit the personal identification of the student by a third party.
  6. Disclosure to local, state, and federal governmental agencies: Government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement, and/or evaluative purposes.

**STUDENT AFFAIRS****David Student Union Suite 3127****(757) 594-7160**<https://cnu.edu/life/>[dosa@cnu.edu](mailto:dosa@cnu.edu)

Student Affairs is comprised of professionals working in the areas of the President's Leadership Program; Diversity & Inclusion; Disability Support Services; the Office of Residence Life; the James C. Windsor Center for Health and Counseling Services; the Office of Orientation & Student Involvement, which includes Greek Life; and the Center for Honor Enrichment and Community Standards (CHECS). The University Police Department is also part of the Division of Student Affairs. Student Affairs serves as a starting point for students with qualified disabilities. These areas work collaboratively to support the academic mission of the University, facilitate students' success and engagement, provide enrichment, and foster the opportunity to interact socially in several hundred activities offered annually. These co-curricular opportunities connect classroom learning to out of classroom experiences, promote growth and development, and facilitate greater involvement with the community at large.

**CENTER FOR HONOR ENRICHMENT AND COMMUNITY STANDARDS****David Student Union Suite 3142- Third Floor****(757) 594-7190**[checs@cnu.edu](mailto:checs@cnu.edu)<https://cnu.edu/checs/>

Christopher Newport University is a community of honor and as such members of this community are expected to live honorably at all times. The Center for Honor Enrichment & Community Standards (CHECS) promotes honorable living in the lives of CNU students. On those occasions when honor has not been maintained, CHECS educates students and upholds the standards of Christopher Newport University. Reinforcing these standards is the responsibility of all students, faculty and staff, but certain members of the community have elected to serve as a member of the Student Honor Council. With an emphasis on corrective and educative actions, CHECS and the Student Honor Council help ensure an honorable and meaningful collegiate experience for all CNU students.

**DISABILITY SUPPORT SERVICES****(757) 594-7160**[dosa@cnu.edu](mailto:dosa@cnu.edu)[www.cnu.edu/life/disability/](http://www.cnu.edu/life/disability/)

Students with disabilities may consult with Student Affairs before or during their active enrollment at CNU. New students, especially those who received accommodations in high school or other post-secondary institutions, should contact the office well before beginning their first semester at CNU if services are required. Students who request accommodations by the University must formally declare their disability by completing a *Request for Services and Accommodations* form obtained from Student Affairs ([www.cnu.edu/life/disability/](http://www.cnu.edu/life/disability/)) and providing appropriate supporting documentation. Consultation with staff members is always available and encouraged as an interactive process in determining accommodations helps to identify the specific needs of individual students.

In order to determine needs and provide the best services possible, students must submit recent documentation concerning their disability. This documentation must normally be no more than three years old, but this can vary depending on the circumstances of each case. Such documentation must be provided in writing from an evaluator qualified to make the diagnosis, whose background is in the relevant clinical area. It should include the test (instruments) used with scores/subset scores and suggestions for possible accommodations as they relate to the diagnosed disability to enhance student access to the programs and activities of the University. Documentation should be submitted to: **Student Affairs, Christopher Newport University, 1 Avenue of the Arts, Newport News, VA 23606-2998 or via email: [dosa@cnu.edu](mailto:dosa@cnu.edu)**

Evaluation information concerning a student's disability is private. Such information will be provided to instructional or staff members only when they have a legitimate "need to know" or at the request of the student. Questions concerning reasonable accommodation of a student's disability should be directed to Student Affairs by calling (757) 594-7160 or by e-mailing [dosa@cnu.edu](mailto:dosa@cnu.edu) .

### **Getting Started: How to Request Services & Determine Needs**

#### **A. Admissions Information & Resources**

Applicants with special needs are strongly encouraged to visit campus early in the year in which admission is sought. The Office of Admission and Student Affairs are available for appointments with prospective applicants.

All applicants, including applicants with disabilities, follow regular University admission procedures. Please refer to the [CNU Catalog](#) or contact the Office of Admission (757) 594-7015 for more information on admissions procedures.

#### **B. Requesting Services/Accommodations**

Currently enrolled students with disabilities may request services through Student Affairs by doing the following:

1. Complete a *Request for Services and Accommodations* Form. [www.cnu.edu/life/disability/](http://www.cnu.edu/life/disability/)
2. Provide appropriate documentation. Appropriate documentation of a disability is required before services or accommodations can be rendered. CNU **does not** provide testing or documentation.

**NOTE:** There are core elements to the liberal arts experience that are essential to a Christopher Newport University education. To graduate from Christopher Newport University, all students are expected to demonstrate proficiency in logical reasoning through abstract thinking, written communication literacy, second language literacy, mathematical literacy, and economical modeling and analysis. As essential elements of the University curriculum these requirements cannot be waived. Additionally, faculty members determine the essential elements within their respective classes; these class-specific essential elements cannot be waived. However, students whose disabilities present challenges in these areas will be reasonably accommodated in their efforts at meeting these requirements. Questions about accommodations in these areas, as well as any essential elements required by a faculty member for a particular class, may be directed to Student Affairs for assistance.

### Documentation Guidelines

Appropriate documentation will assist the student and the University in determining reasonable accommodations as stipulated under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other pertinent state and federal regulations. For individuals who have recently been receiving services from a public-school system, the information requested would most likely be contained in the Psycho-Educational Evaluation from a student's most recent Triennial Review. Some of the information may also be contained in an IEP, 504 Plan, or Transition Plan. **However, IEPs, 504 Plans, and Transition Plans alone are usually insufficient documentation.**

While CNU does not provide diagnostic testing for students, students can be referred to local evaluation professionals. Students may also seek these tests through qualified professionals in their secondary school and/or professionals in their hometown. Testing and evaluations take time so students should plan accordingly.

The provision of all reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on their performance at a given time in the student's life. Therefore, the University generally requires, and it is in the student's best interest to provide, recent (within 3 years) and appropriate documentation relevant to the student's learning environment. As appropriate to the disability, documentation typically states the diagnosed disability and should include:

- Description of functional limitations resulting from the disability;
- Complete educational, developmental, and medical history relevant to the disability for which accommodations are being requested;
- Tests (instruments) used with scores/subset scores;
- Specific, descriptive recommendations to be considered for university-level accommodations, including academic accommodations; each recommendation must be adequately supported in documentation and;
- Presentation on official letterhead and credentials from an evaluator qualified to make the diagnosis whose background is in the relevant clinical area.

In some instances, documentation may be outdated or inadequate in scope or content. It may not address the student's current level of functioning or need for accommodations because observed changes may have occurred in the student's performance since the previous assessment was conducted. In such cases, it is appropriate to update the evaluation report. Since the purpose of the update is to determine the student's current need for accommodations, the update, conducted by a qualified professional, should include a rationale for ongoing services and accommodations.

**NOTE:** It is recommended that students request accommodations at least 4 weeks prior to the time accommodations are desired to avoid unfortunate delays. Certain accommodations, such as those requiring special equipment, physical modifications, etc., may require even more time to arrange and implement.

**Privacy**

Evaluation information concerning a student's disability is private. Such information will be provided to instructional faculty or staff members only when they have a legitimate "need to know" or at the request of the student.

**Appeal Process**

Christopher Newport University recognizes both the wide variation in the needs of students with disabilities and the variation in course contexts as students' progress through their programs. When needs arise, Student Affairs will review the process by which the current accommodations were determined and seek to revise the accommodations. Students, faculty members or administrative staff can make the request.

**Procedure for Resolution of Differences Regarding Academic Accommodations:**

- STEP 1:** The student may discuss the difference with the professor in an attempt to establish a satisfactory resolution.
- STEP 2:** If Step 1 fails, the student has the responsibility of making an appointment with Student Affairs to discuss the matter.
- STEP 3:** After discussing the issue with the student, if the Student Disability Support Specialist feels it is appropriate, the Student Affairs staff will, at the student's request, contact the professor to set up an appointment for the student, the professor and the staff member to meet.
- STEP 4:** If Step 3 fails to establish accommodations that allow a student to access educational programs an appeal may be filed as described below:

**Internal Appeals**

Students wishing to appeal must file a petition in writing with the Director of Title IX and Equal Opportunity within ten working days of failing to establish accommodations that allow a student to access educational programs. Petitioners may, at their own expense, submit additional documentation, evidence, or expert opinion to support their appeals. Such evidence may be in the form of oral testimony or written or taped reports.

Petitioners should include the following in their appeal:

- The accommodations that have been refused or required that are being appealed;
- The rationale for the appeal and;
- Documentation that supports the appeal.

**Basis for Appeal**

Students may appeal on one of these bases:

- A. The accommodation letter does not represent a reasonable accommodation for their disability. The basis for such an appeal should be that their disability, in the absence of the requested alternative or additional accommodations, limits their full participation or their accurate evaluation in a specific activity, service, program or course. The appeal must include a rationale for the requested additions or alternatives.
- B. A particular course or requirement is not essential to the integrity of the program of instruction being pursued. The basis for such an appeal should be that their disability,

in the absence of the requested substitution, limits their full participation in the academic program. The appeal must include a rationale for the requested waiver or substitution.

Following the filing of a petition, the Director of Title IX and Equal Opportunity will conduct a thorough investigation to determine if the complaint is justified. A written determination of the validity of the complaint and the resolution, if any, shall be issued by the EEO and forwarded to the complainant no later than (90) ninety working days after the filing date.

While individuals have the right to pursue appeals through external channels, they are first encouraged to use internal mechanisms to resolve issues.

## **DIVERSITY AND INCLUSION**

**David Student Union Suite 3127**

**(757) 594-7160**

<https://cnu.edu/diversity/>

The Division of Student Affairs is highly committed to promoting an environment that honors the uniqueness that each student brings to the university. The presence and active engagement of a diverse community offers a vibrant, rich, and transformative academic experience that provides students with awareness, knowledge, and skills that translate to all facets of their lives. Through programming, education, and other collaborative efforts, students are encouraged to explore aspects of their personal identities, to interact with and learn from individuals representing a variety of backgrounds and viewpoints, and to aid in maintaining an inclusive environment for all CNU community members.

Student Affairs seeks to advance the institution's goal of nurturing a respectful and caring environment that provides support, access, and opportunities for all students.

## **ORIENTATION AND STUDENT INVOLVEMENT**

**David Student Union Suite 330**

**(757) 594-7260**

[osi@cnu.edu](mailto:osi@cnu.edu) & [orientation@cnu.edu](mailto:orientation@cnu.edu)

<http://cnu.edu/life/> & <http://thecompass.cnu.edu>

The Office of Orientation and Student Involvement (OSI) supports students as they transition to and through the university, authoring their own experience through meaningful co-curricular engagement. Serving as the home to Orientation, First and Second Year Initiatives, Student Organization Development, Fraternity and Sorority Life, and Campus Programs, we are dedicated to providing student-led experiences that compliment individual interests and academic endeavors while fostering a sense of belonging for all Captains. The Office of Orientation & Student Involvement works in collaboration with other offices to promote campus traditions and shape the Christopher Newport student experience.



### **Orientation and Transition Programming**

The Office of Orientation and Student Involvement is responsible for planning and implementing orientation programs for all first year and transfer students. These programs take place throughout the year, especially in summer and fall, and are designed to assist students in their transition to college life. The programs include information and educational sessions to position students to make a successful transition to university life. In addition, OSI co-sponsors educational and social programs during the academic year designed to contribute to first year student's and second year student's educational experience and campus engagement.

### **Student Organizations**

The Office of Orientation and Student Involvement supports a diverse roster of student organizations for students to express and explore their personal interests. With over 150 active organizations at CNU, students can choose from a variety of academic, cultural, faith based, advocacy, sports, and special interest groups - or even start their own. Students can utilize The Compass, a database of organizations and campus events, to help find organizations that fit their interests and future goals best. Staff also assist organizations through advising and the planning of major student events, including Homecoming, Captain's Ball, and Light the Night.

### **Fraternity and Sorority Life**

The Office of Orientation and Student Involvement works closely with nationally recognized fraternities and sororities. Chapters of these national organizations at CNU are dedicated to providing service, fellowship, scholastic achievement and leadership development opportunities to CNU students within the campus and local communities. Members of these organizations are a driving force in the campus involvement experience and university programs.

### **Campus Programs**

The Office of Orientation and Student Involvement enhances campus life through experiences that encourage students to discover their passions, facilitate the exchange of ideas, enhance their academic pursuits, make new friends and connections around campus and inspire them to learn about themselves and others. The office also supports the promotion of events to all students through a variety of print and digital mediums that help them find opportunities to connect outside the classroom.

### **PRESIDENT'S LEADERSHIP PROGRAM**

**David Student Union Suite 3127**

**(757) 594-7207**

[preslead@cnu.edu](mailto:preslead@cnu.edu)

<https://cnu.edu/academics/plp/>

The President's Leadership Program (PLP) is a four-year leadership education experience that empowers students to recognize their leadership potential and develop personal responsibility for the betterment of self and society. PLP uses a developmental framework to structure out-of-class experiences through distinct yet interdependent areas of focus. These include experiential learning, leadership development and student success. The framework serves as an integrated approach that engages students in the development of personal and social responsibility.

**OFFICE OF RESIDENCE LIFE****David Student Union Suite 3125****(757) 594-7527**[reslife@cnu.edu](mailto:reslife@cnu.edu)<https://cnu.edu/life/housing/>

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

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

**Staff**

The Residence Life staff includes the Director of Residence Life, an Associate Director, an Assistant Director, an Area Coordinator, seven Residential Fellows, an Office Manager, 90 Resident Assistants, and 108 Day and Night Shift Front Desk Assistants. The Director, with assistance from the Associate and Assistant Directors, oversees all functions of the Office of Residence Life and is responsible for the direction and leadership of the Residence Life program including development and implementation of the Residence Life philosophy, policies and procedures.

The Area Coordinator and Residential Fellows are full-time professionals with leadership experience and specific training in residence hall management. They serve as the direct supervisors of student staff, promote a positive residential community and contribute to the mission and educational priorities of the department.

Resident Assistants (RAs) are community builders who live among the community, often on each floor and every wing of the residence hall. They are full-time returning students trained to help with most situations that may arise in the halls. The RAs main goal is to build relationships with residents and assist residents in making connections with one another and University resources. Resident Assistants will also plan programs and activities to provide students with social and educational opportunities outside the classroom.

Day and Night Shift Front Desk Assistants (FDAs) are full-time students who work at the front desks of the residence halls. They answer questions, sign-out equipment and keys, and help maintain security of the building.

**UNIVERSITY POLICE**  
**12270 Warwick Boulevard**  
**(757) 594-7777**  
[cnupd@cnu.edu](mailto:cnupd@cnu.edu)  
<http://cnu.edu/police/>

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

### **TITLE IX AND EQUAL OPPORTUNITY OFFICE**

**Christopher Newport Hall, Suite 100**  
**(757) 594-8819**  
<http://cnu.edu/titleixeo/>

**Director (Title IX Coordinator): Michelle L. Moody**  
**Assistant Director (Deputy Title IX Coordinator): Matt Kelly**  
**Title IX/EO Investigator (Deputy Title IX Coordinator): Taylor Cobb**

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

Under Title IX of the Education Amendments of 1972, discrimination and harassment on the basis of sex in any education program or activity including admission and employment is prohibited. This prohibition includes all forms of sexual harassment including sexual assault, dating/domestic violence, and stalking. Inquiries about this may be directed to the Director of Title IX & EO or to the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue SW, Washington DC, 20202, (800) 421-3481, [OCR@ed.gov](mailto:OCR@ed.gov).

The Office of Title IX and EO provides information about reporting options, confidentiality, CNU resources, community resources, the resolution process, and retaliation and can assist in filing a report/Formal Complaint with CNU or the CNU Police Department.

**To Report an Incident:** Any CNU student or employee who believes that they have been unlawfully discriminated against or harassed in violation of the *Discrimination, Harassment and Sexual Misconduct Policy* or has been retaliated against for filing a complaint/report or for cooperating in an investigation under the policy may file a complaint with the Office of Title IX and EO. Reports can be made orally or in writing to include online reports submitted by completing the [Title IX and EO Community Reporting Form](#). (Anonymous reports can be made by utilizing this form.)

**Amnesty:** CNU encourages the reporting of violations of this policy and the cooperation with investigations; therefore, potential alcohol or drug violations should not be a deterrent to reporting or

cooperating. CNU's primary focus shall be on addressing any alleged Prohibited Conduct and not on alcohol and drug violations that may be discovered or disclosed. CNU does not condone underage drinking or illicit drug use; however, except in compelling circumstances, CNU will extend limited amnesty from consequences related to the personal consumption of drugs or alcohol to individuals who in good faith report alleged incidents of Prohibited Conduct and/or participate in an investigation.

**Confidentiality:** Reporting parties desiring that details of an incident be kept confidential should speak with CNU Confidential Resources or Off-Campus Confidential Resources. If someone discloses information to any CNU employee (other than the Office of Counseling Services and Health & Wellness Services), they **MUST** report this information to the Office of Title IX and EO because CNU employees have been designated as Responsible Employees (Mandated Reporters) who must report all incidents of possible sexual misconduct (sexual harassment, sexual assault, sexual exploitation, dating/domestic violence, and stalking).

For more information on resources (on and off-campus), reporting options and procedures, and steps that can be taken by the University for the safety of students and employees, please visit the Office of Title IX & EO web site at <http://cnu.edu/titleix-eo/>.

## **THE OFFICE OF TRANSFER ADMISSION AND ENROLLMENT**

**Christopher Newport Hall – First Floor**

**(757) 594-7296**

[\*\*transfer@cnu.edu\*\*](mailto:transfer@cnu.edu)

[\*\*http://cnu.edu/admission/transfer/\*\*](http://cnu.edu/admission/transfer/)

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

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

### **Transfer Admission**

Admission to Christopher Newport University is selective and competitive. Space in each class is reserved for the best-qualified applicants. Selection for admission is also dependent on a student's preparation for their intended field of study. Applicants must demonstrate acceptable achievement in college level math and English composition to be competitive. Transfer applicants must be in good academic and disciplinary standing and eligible to return to the last college or university attended. All colleges and universities previously attended must be listed on the application for admission. For more information on applying to transfer to Christopher Newport, please visit [cnu.edu/admission/transfer/](http://cnu.edu/admission/transfer/).

**Readmission to the University**

Students must apply for readmission if they have not enrolled for two consecutive regular semesters (fall and spring or spring and fall). All academic records are considered, including work completed during the student's absence from CNU. Competitive admission standards in effect at the time of the application for readmission are applied. Students who left the University while not in good academic standing are referred to the Suspension and Reinstatement Procedure section of the university catalog. Please note that reinstatement does not guarantee readmission. For more information on applying for readmission to Christopher Newport, please visit [cnu.edu/admission/readmit/](http://cnu.edu/admission/readmit/).