

SHENANDOAH UNIVERSITY STUDENT HANDBOOK 2008-09

Student Handbook 2008-09

Mission

Shenandoah University educates and inspires individuals to be critical, reflective thinkers; lifelong learners; and ethical, compassionate citizens who are committed to making responsible contributions within a community, a nation, and the world.

Core Values

- Development of an enduring passion for learning
- Commitment to self-reflection and personal development
- Respect for diverse cultures, experiences, and perspectives
- Celebration of creative performance, expression, teaching, and discovery
- Cultivation of leadership to advance positive change and growth
- Dedication to citizenship, professional services, and global outreach

Foundation

Shenandoah University distinguishes itself by providing opportunities to gain knowledge and develop skills in a collaborative, personalized environment that intertwines professional and liberal learning. A Shenandoah education incorporates scholarship, experiential learning, and sophisticated technologies, as well as practical wisdom.

As an institution affiliated with the United Methodist Church, Shenandoah University practices the highest ethical standards in its interactions with the community and with students of all faiths. Within a community of scholars, Shenandoah promotes the welfare of the whole person by fostering a nurturing environment in which students learn, grow, and flourish.

SERVICES TO SU STUDENTS

A wide variety of services are available at Shenandoah to help students enjoy a comfortable and safe living and learning environment, while enhancing the out of class learning experience. These services include, but are not limited to:

Academic Success Center: (lower level of the Howe, Room 106)

Services in the center include: workshops on time management, study skills, stress management, test anxiety; developmental services and testing to upgrade skills; assistance with academic advising; tutoring; referral to Counseling and Career Services; monitoring academic progress; coordination of programs for students with disabilities; and a resource library of computer software programs, video tapes, and books to enhance academic skills .

Bookstore: (lower level of the Brandt Student Center)

Textbooks, school supplies, computer software, convenience store items, imprinted apparel and novelty items, and diploma frames are available. The bookstore is open Monday through Friday 9:00am - 5:00pm all year, and on special Saturdays such as Family Weekend, Open Houses, and Summer Orientation.

Special services include school ring ordering, graduation announcement ordering, regalia, and Nursing and Respiratory Care pin ordering.

Business Office: (2nd floor of the Wilkins Administration Building)

Tuition, room and board, and other fees are paid at this location. Work-study checks are disbursed from the Business Office.

Bus Service: The Winchester City Transit Line follows a regular schedule and route. The Millwood Avenue bus provides service from campus to downtown at ten minutes before the hour, and leaves City Hall for Shenandoah on the half-hour. Service from other areas of the City to downtown is available according to the schedule, which can be obtained from the Information Desk at the Brandt Student Center.

Campus Mail: (Brandt Student Center)

Incoming mail is processed once per day and distributed to the student boxes which are assigned to all full-time residential students at the beginning of the fall semester. Packages may be picked up at the mail office window upon receipt of a notice in the student's mailbox, and stamps are available for sale. Mail sent to students should be addressed with name and box number marked prominently.

Campus Recreation and Intramural Sports: From formal, structured leagues to informal activities, campus recreation promotes healthy, active use of leisure time. The staff provides a variety of programs and activities including leagues, open recreation, outdoor trips, fitness facilities, student center game room and structured competitive games, and information regarding options for students to pursue individually.

Fitness Room: Student fees provide for campus fitness rooms, located in Brandt Student Center and the Health Professions Building at the Winchester Medical Center location. Exercise bikes, recumbent bikes, stair climbers, treadmills, and universal weight machines are available.

A valid SU ID card must be presented for entrance to the fitness rooms. Hours of availability will be posted and advertised to the campus community.

Intramural Sports: The intramural sports competitions are open to all undergraduate and graduate students of Shenandoah University. Activities are advertised via email, posters throughout the campus, the newspapers, and other advertising medium. Participation in Intramural Sports programs is voluntary and students are encouraged to take advantage of this opportunity to participate in team sports.

Career Services: (202 Cooley Hall)

The Career Service Center offers a wide variety of services to assist students in clarifying long range career goals, gaining work related experiences, and in maximizing preparation for today's job market. The center's services include individual career counseling; workshops on resume writing, interview techniques and job search strategies; information on graduate schools and specific fields of endeavor; internship information; full-time, part-time, and summer employment opportunities through job listings, and job fairs. The Center maintains a Credentials File Service for Students and alumni.

Visit the center in Cooley Hall or on-line at
http://www.su.edu/student_life/BE35B017E4F749E5AD09F9916DCEC90D.asp

Child Care: (Route 7, East of Winchester at 118 Regency Lake Drive)

The SU Child Care facility offers care for infants through school age, Monday-Friday from 7:00am-6:00pm. The program is designed to address the childcare needs of student, faculty, and staff of Shenandoah University.

Counseling Services: (Wilkins Wellness Center, Racey Hall facing campus central lawn)

Counseling Services offers short-term personal counseling for a wide variety of mental health and alcohol and other drug issues. This office provides a comfortable, safe, and confidential environment for allowing our students to explore personal concerns. It is in this nurturing setting that students can practice strategies for improving decision-making skills, learn healthy coping methods, and find support for appropriate resources. Individual and group therapy is available as well as consultation with faculty, staff, and parents. Counseling resources ranging from pamphlets and videos to on-line assessments are also available. These services are free to students, faculty, and staff. Counseling Services assumes no obligation for long-term therapy, but maintains a referral network to a variety of agencies and qualified practitioners in the community. Counseling Services is located in the Wilkins Wellness Center, Racey Hall, and we are open Monday through Friday 9am to 5pm. Appointments are preferred and can be arranged by calling 540-665-4530 or emailing Nancy Schulte, University Counselor, nschulte@su.edu.

Dining Services: Over 7 different food stations where you can get complete meals are provided for residential students (and commuting students at additional cost) in the Allen Dining Room Marketplace. Serving hours are established to provide for leisurely dining without interfering with other activities. Students present their Hornet Card at the door for unlimited food and beverage selections and refills. Students not on the meal plan or visitors to the campus are encouraged to enjoy the dining service facility and to pay at the door.

Students also have the option of using their meal plan option or cash at retail outlets in the Brandt Student Center and at the HPB Café at the Winchester Medical Center location. Food options in the Student Center include Jazzman's Café, Grill 155, and Sandella's, a flatbread concept. For hours of operation in all food locations and for daily menus, visit the website at <http://www.shenandoahdining.com/index.html>

Disabilities Services: (106 Howe Hall in the Academic Success Center)

Students with disabilities should contact the center for information assistance. In order to receive accommodations, the student must self-identify and present appropriate documentation of the disability. Information concerning the disability is confidential and will not be released without student consent.

The professional staff in that office is available to assist students with disability-related needs including reasonable accommodations and resource information. For additional information visit http://www.su.edu/student_life/B9D28AE7FC0E4B34A37580E12F5A5B4B.asp

Financial Aid: (Wilkins Administration Building)

Student needs are most often met through a combination of grants, scholarships, loans, and employment opportunities on campus.

Filling out the Free Application for Federal Student Aid (FAFSA) gives a student the opportunity to be considered for funds from federal, state, college, and private sources. This can be done on paper or online at www.fafsa.ed.gov. The FAFSA must be filled out with the US Department of Education **each year** to be considered for aid. Applications may be filed anytime after January 1st and preferably before March 1st. Please note that it takes about six weeks for the form to be processed by mail and two weeks by Internet. Students who depend on need-based aid should take this into consideration because funds are awarded until they are depleted.

The student is responsible for the following: reporting any change in enrollment status during an award period; promptly reporting to the Financial Aid Office the receipt of scholarships or loans awarded by organizations or agencies other than Shenandoah and; adhering to the regulations on satisfactory progress as outlined in the Shenandoah catalogue.

Laundry Facilities: (located in each residence hall)

Laundry facilities are available for use only to Shenandoah University residential students. The Hornet Card can be used at these facilities. The Auxiliary Services Office is responsible for addressing any problems with their operation.

Lost and Found: Contact the Public Safety office or the Information Desk at the Brandt Student Center to check for any items that may have been lost or found.

Residence Life: (214 Cooley Hall)

Living on campus assists students to build a foundation for academic and social engagement in the university. Residential students develop support systems, forge lifelong friendships, meet people from diverse backgrounds, and integrate into the campus community. Through immersion in the academic, cultural, and social life of the institution residential students develop skills and tools that lead to academic success. For this reason, first and second-year students are required to live on campus, taking advantage of the graduated living options that facilitate students' development. To learn more about programs and services in Residence Life, see http://www.su.edu/student_life/147C1EC9151344D0ACD536351E787AB6.asp

Security: (Armstrong Hall, facing Brandt Student Center)

The Public Safety staff implements programs and services designed to minimize crime in order to maintain the safety and security of the campus. Department officers are on duty around the clock and perform multiple functions in order to provide a safe place to live and learn. Among these functions are: (a) patrol the campus; (b) conduct investigations; and (c) protect persons and property by ensuring that buildings are properly secured and lighting systems are working. The Residence Life Staff is also available for emergencies.

At Shenandoah, as in any community, citizens share the greatest responsibility for prevention of crime. Students can reduce the chances of becoming a victim of crime by taking steps to properly secure valuables and reporting suspicious activities/persons to the Campus Security personnel. Only through a concerted effort by both the Public Security and the campus

community can Shenandoah enjoy a safe and secure environment. All Shenandoah students are required to show their SU ID cards upon request by a Security Officer and Residence Life staff. Students should also report suspicious activities/persons to Resident Assistants, Resident Directors, and Public Safety personnel.

If a student becomes a victim of a crime, it is extremely important that all facts relating to the incident are reported to the Department of Public Safety and/or Winchester City Police for investigation. Public Safety services and policies can be found at http://www.su.edu/student_life/6F402060A8474D1B99CC938247423E1B.asp

Spiritual Life: (Goodson Chapel, lower level)

The great diversity of religious convictions among Shenandoah's students enriches the cultural and religious life on campus. Shenandoah University encourages mutual respect for various religious perspectives while offering programs that support and nurture spiritual growth. The Spiritual Life staff at Shenandoah incorporates a wide variety of opportunities for worship, study, service, and spiritual growth. It seeks to weave together spiritual and intellectual journeys. The Office sponsors a number of programmatic initiatives that meet students' desires for prayer, study, ethical reflection, fellowship, and service.

Student Activities: (Brandt Student Center)

The Student Activities staff plans a wide variety of programs and activities that contribute to and stimulate a vibrant, interactive campus life. These programs are carefully designed to enhance student learning, growth, and engagement with each other and the SU community. Events listing are available in the student center or on-line at <http://su-online.su.edu:70/VirtualEMSLite/BrowseEvents.aspx>

Attendance at events, or involvement with one of the many registered student organizations, enhances students' development, social networking, and leadership skills. Because many SU student organizations are related to academics, skill building, or special interests, organization membership also greatly enhances academic success. A complete listing of student organizations can be found at http://www.su.edu/student_life/B845FC81743F4DA09CD7D5BFEA14C807.asp

Students are encouraged to join the Campus Activities Network, the SU program board. This student-led committee helps direct university resources in order to sponsor activities for all students.

Student Government Association: (lower Level, Brandt Student Center)

Shenandoah University affirms the privilege of students to have a voice in the university's decision making process. Student Leadership is both a privilege and a responsibility. As a representative body, the members of Student Congress and the Executive Council are charged with representing student ideas and keeping students updated on key issues at the institution." The Student Government Association executive officers serve as voting members of SU policy-making councils and the Board of Trustees..

Shenandoah is aware that we live in a time of rapid change and that curriculum, the social environment and other aspects of campus life must undergo constant evaluation in order to stay

relevant. The trustees and administration believe that change must come about in an orderly manner with joint consultation of all campus constituencies including students, faculty, administration, and trustees. The SGA website is

http://www.su.edu/student_life/0FFF1CAFB88740059364B1C3B7BC897D.asp

Wilkins Wellness Center: (1st floor of Racey Hall, facing the central campus lawn.)

Wellness Center's hours are from 8:30am to 5:00pm, Monday through Friday unless otherwise noted. At other times, a staff member of the Wellness Center, Public Safety, or Residence Life may be reached to assist with emergencies.

The Wellness Center is an ambulatory health clinic providing acute care for SU students as well as health education, preventive health services such as immunizations and physical examinations. Both Health Services and Counseling Services are housed in the center.

Health Services: Health Services staff includes two Registered Nurses, a part-time Family Nurse Practitioner (FNP), and a MD scheduled for limited hours each week. The Registered Nurse assesses illnesses and injuries, treats minor problems, and refers other conditions to physicians. It is beneficial for students to take advantage of the Wellness Center services whenever possible; however, in the event of an emergency the student will be referred to an Urgent Care facility or the Winchester Medical Center Emergency Department.

Immunizations (PPD, Tetanus, flu vaccine) can be obtained at the center for a nominal charge

STUDENT CODE OF CONDUCT

Shenandoah University is committed to the development of personal and academic excellence in its students. As voluntary members of the university community, students are expected to act with civility and integrity towards other in the community. Students should engage vigorously in the varied opportunities provided to develop intellectual, personal, and professional skills. Accordingly, in order to promote an educational environment conducive to the university's purpose, students at Shenandoah University should:

- Commit themselves to learning and the pursuit of higher education
- Prepare for, attend, and actively participate in scheduled classes
- Conduct themselves with personal and academic integrity
- Participate in the broad educational experience available to all member of the community through sponsored cultural and other education activities
- Observe prescribed procedures and schedules for advisement, registration, and safety and security on the campus
- Utilize, as necessary, various university services available to students such as academic, health, career, financial, emotional, and other support services

SHENANDOAH JURISDICTION

A student is subject to Shenandoah jurisdiction as long as he or she is registered or enrolled at the university. Any misconduct, which brings discredit upon Shenandoah, will subject the student to disciplinary actions. The Shenandoah administration reserves the rights to refuse enrollment at the beginning of any semester to students who, in its opinion, have failed to give evidence of constructive campus citizenship.

STUDENT RIGHTS

Shenandoah affirms the right of academic freedom for the university community. Freedom of assembly, freedom of the press and freedom of speech are constitutional rights. Shenandoah reserves the right to specify the time, place and manner of the exercise of these rights on university facilities. Shenandoah insists that every member of the university community abide by the laws of the United States, the Commonwealth of Virginia, and established institutional rules and regulations, including the Student Code of Conduct.

Members of the university community should be aware of the inherent responsibility of free speech and the possible consequences when free speech is used as a license to disrupt the normal academic activities of the institution. Demonstrations, which disrupt normal activities of the institution, will not be tolerated at Shenandoah. Any student who participates in any form of disruptive action is subject to immediate interim suspension and lawful prosecution in the courts. Shenandoah does not at any time tolerate and will not permit uninvited persons to remain on campus for the purpose of inciting student to disruptive activity. Any such person on campus will be prosecuted to the fullest extent of the law.

Students must make themselves aware of the philosophy, standards and rules of Shenandoah as contained in both the Academic catalog and Student Handbook. Criticism and suggestions are always welcomed; however, threats, disturbances, force of any kind by a single student, a minority or majority will not be tolerated. The trustees, administration, faculty and student body all have the obligation to protect the right of student to peaceful and orderly use of its resources, personnel, and facilities.

Shenandoah affirms the basic constitutional rights for all students and faculty. No student will be summarily dismissed without proof and a hearing. Each person subject to a hearing must be informed of the charges prior to that hearing. Witnesses may be called in the student's defense. Witnesses should be identified and reference should be made to the university's rule violated and the possible severity of such charges. The final authority in all hearings rests with the President, as delegated to him by the Board of Trustees.

Shenandoah affirms the right of every person to privacy in his/her room. A student's room will only be entered for inspections or if there is reason to believe that a school regulation has been violated. Emergency inspections may be made anytime by the Vice President for Student Affairs, Director of Public Safety or the President.

Shenandoah affirms the right of each student to study or practice without undue restriction or disruption. It is the responsibility of Shenandoah to provide an atmosphere within its residence halls, library and practice areas, which is conducive to study.

Shenandoah believes all disruptive action should be controlled from within the Shenandoah community without involvement from outside authorities; however, if such instance should occur in which outside enforcement of basic laws is necessary, local law enforcement agencies will be contacted.

STUDENT COMPLAINT POLICY

Shenandoah University affirms the right of students to bring forth complaints and is committed to resolving these matters in a fair, equitable and timely manner, so as to protect the rights of both the individual and the community.

This Complaint Policy applies to student complaints that are not addressed by the Academic Appeals Procedure, Americans with Disabilities Act, Honor Code, Student Conduct Code, Sexual Harassment Policy, student records policies, or any other existing formal procedure under which a complaint may fall.

Students are encouraged to attempt to resolve the issue directly with the member of the faculty, staff or administration involved in an informal manner.

If a satisfactory resolution cannot be reached informally, a student complaint will be heard and resolved by, to all extent possible, the senior faculty or staff member responsible for the area under which the complaint falls.

If satisfactory resolution is not reached at that level, a student may submit his/her complaint in writing to the vice president responsible for the area under which the complaint falls.

If satisfactory resolution is still not reached, a student may submit his/her complaint in writing to the president of the university, whose decision will be final.

Similarly, those outside of the university wishing to make a complaint against one of our students should attempt to resolve the issue directly with the student before moving to bring the issue to the attention of the appropriate dean or vice president.

NON-ACADEMIC POLICIES & REGULATIONS

ALCOHOL & DRUG POLICY

The Shenandoah community believes that individual responsibility is extremely important in social choices. The administration encourages a policy on alcoholic beverages that provides sanctions for abuses but places major responsibility on the student for reasonable decision making. Efforts are directed to promoting healthier lifestyles and providing campus support through educational programs, awareness activities, support groups and a network for referral.

The regulations and practices governing the use of alcoholic beverages apply to all Shenandoah University students and their guests. The primary responsibility for knowing and abiding by the provisions of the alcoholic beverage policy rests with each individual. The Shenandoah community will maintain the highest standards of personal conduct for its student body, faculty, and staff in dealing with abuses of the privileges granted in this policy.

All actions consistent with the law and individual privacy rights will be taken to eliminate the illegal use, manufacture, or distribution of drugs or other controlled substances on the Shenandoah campus. Shenandoah will deal firmly and fairly with individuals found in violation of Virginia statutes and federal laws pertaining to such substances.

Shenandoah believes that the illegal use or abuse of mood altering substances inhibits the healthy growth of the individual and is a direct threat not only to the individual involved but also to the safety and well being of the entire community.

Enforcement Practices:

The use of alcoholic beverages on campus shall be in compliance with federal, Commonwealth and local laws. By law, violators of these and all laws concerning drug and alcohol use are subject to arrest. Members of the Shenandoah community are responsible for knowing the laws governing their actions. Penalties determined by the courts for these violations include suspension of driver's license, fines and imprisonment. The following regulations apply to the legal use of alcoholic beverages on campus by individuals and for approved social events:

A. Alcohol Regulations for Individuals in the Commonwealth of Virginia:

1. The Commonwealth of Virginia prohibits the purchase, possession, or consumption of all alcoholic beverages by persons under the age of 21. This is a class 1 misdemeanor in which anyone found in violation would pay a fine of between \$500 and \$2500 and/or perform a minimum of 50 hours of community work. The person's driver's license may be suspended for up to a year and he/she may be confined in jail for not more than 1 year.
2. It is a violation of state and federal law to purchase alcoholic beverages for, or to serve alcoholic beverages to a person under the age of 21. This is also a class 1 misdemeanor. See potential punishments in #1.
3. Intoxication and /or damage to public or private property are against the laws of the Commonwealth and the regulations of Shenandoah. Intoxication is defined as a blood alcohol content of .1% or more and/or offensive, disruptive, destructive, hazardous, and/or vulgar conduct during or following the consumption of alcohol.
4. It is unlawful to present false identification in order to purchase or consume alcohol and to give or permit to sell alcohol to persons under 21. Possible penalties include a \$1,000 fine and/or 12 months in jail.
5. State of Virginia law prohibits the consumption of alcoholic beverages in unlicensed public places. One possible penalty is a fine of \$100.
6. Virginia statutes prohibit public drunkenness and provide for the transporting of public inebriates to detoxification centers. Purchasing or possessing alcoholic beverages while intoxicated can result in a fine of \$1,000 and/or 12 months in jail.
7. It is against Virginia law for anyone under the age of 21 to operate any motor vehicle after illegally consuming alcohol. Any such person with a blood alcohol concentration of 0.02 or more shall be punishable by forfeiture of the person's driver's license for a period of 6 months and a fine of up to \$500.
8. Virginia law prohibits operation of motor vehicles while the operator has a blood alcohol concentration of 0.08% or more or while such a person is under the influence of any

narcotic drug. Penalties for driving while intoxicated include fines, license revocation and jail sentences.

B. Drug Regulations for Individual from the State of Virginia

1. Under Local, State and Federal laws, it is unlawful to possess, use, manufacture, sell, give or distribute a controlled substance or an imitation controlled substance. Any person in violation with respect to a Schedule I or II controlled substance will be subject to fines and imprisonment.
2. It is against Virginia law to have drug paraphernalia. Drug paraphernalia is defined as all equipment, products, and materials of any kind which are either designed for use or which are intended by the person charged for use in planting, propagating, manufacturing, producing, processing, preparing, packaging, storing, concealing, injecting, inhaling, etc.

C. Regulations for Social Events:

1. Social events, where alcoholic beverages will be served must be approved in writing 72 hours in advance by the Vice President for Student Affairs or his/her designee and must be sponsored by recognized clubs or organizations. All such social events shall be closed to all but members of the Shenandoah community and their personally escorted guests.
2. Common source alcoholic beverage containers (e.g. kegs, beer balls, pony kegs, box wines and mixed alcohol punch in containers greater than 750 ml) or the amount of alcohol equivalent to a common source alcohol beverage container, whether empty or full are not permitted in any residence or any university owned or operated property without prior approval from the Student Affairs Office.
3. The consumption of alcoholic beverages at social functions is limited to areas specifically approved by the Vice President for Student Affairs or his/her designee.
4. Alternative nonalcoholic beverages must be available in sufficient quantity for those who choose not to consume alcohol. Food must also be available for the entire event.
5. The sponsoring organization (i.e., its members and officers) will be held responsible for violations of Shenandoah's drug and alcohol policy and thus subject to disciplinary and/or civil action.
6. Alcohol service must be consistent with the Virginia ABC regulations.

C. Consequences

Shenandoah recognizes that drug or alcohol abuse may be symptomatic of a serious addiction and for this reason, the sanctions and consequences of abuse may include assessment and the opportunity for counseling as part of the disciplinary action. Failure to comply with a recommended treatment program may result in dismissal from Shenandoah. Infractions of this drug and alcohol policy will be reported to the Student Affairs Office for action.

Parent Notification

The Higher Education Amendment of 1998 (H.R.6, Sec.952) permits higher education institutions to notify parents or legal guardian when a student has committed a disciplinary violation with respect to use or possession of alcohol or a controlled substance and the student is under the age of 21. When the consequences for violations of the alcohol and drug policy indicate that a student's parents will be notified, a copy of the student's disciplinary letter citing the infraction and consequences for the infraction will be sent to a student's legal home permanent address.

AUTOMOBILE REGULATIONS

All automobiles and other vehicles must be registered with the Business Office in accordance with the university's Parking Policy. All vehicles registered and parked on Shenandoah-owned or operated properties must display a current state license plate, inspection decal, and a current Shenandoah University decal.

The privilege of having an automobile on campus may be revoked at any time by the Vice President for Student Affairs or his/her designee when it is determined that this privilege is being abused.

FOR COMPLETE INFORMATION, SEE:

http://www.su.edu/student_life/077FFA144C92426597D8C15D7D4FB6FF.asp

BICYCLES (See University Parking Policy)

http://www.su.edu/student_life/6F402060A8474D1B99CC938247423E1B.asp

CAMPING AND SHELTER CONSTRUCTION

Construction of shelters, camping, or sleeping out on Shenandoah owned or operated properties is prohibited unless approved in writing by the Vice-President for Student Affairs.

COMPUTER MISUSE

A student who is found responsible of misusing a Shenandoah owned computer or the Shenandoah owned computer network shall be subject to the maximum sanction of dismissal, or any lesser sanction deemed appropriate. This includes student using privately owned computers or equipment that accesses the university-owned network either on or off campus. Below is a partial list of acts that would violate this policy

Committing computer fraud, creating false identities, forgery, harassment, personal abuse, trespassing, theft, embezzlement or invasion of privacy.

- Using the computer to examine, modify or copy programs or data other than one's own without proper authorization.
- Distribution or interference with the normal use of the computers, computer related equipment, data, and programs of individuals, the network, or the university.
- Attempts to breach security in any manner.
- Sending or displaying harassing messages through email, instant messenger, text messaging, or other electronic media. A harassing message is any message that is unsolicited, inappropriate or deemed harmful to the recipient
- Use of computer account for any purpose other than which it was assigned

For a complete list, contact Institutional Computing department or check online at:

<http://www.su.edu/nvc/42ABCFA72494377987BBFCD4FDA5692.asp>

DESTRUCTION OR ATTEMPTED DESTRUCTION OF PROPERTY

No student or guest of a student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to or in the care of Shenandoah, a member of the Shenandoah community, or a campus visitor.

DETRIMENTAL BEHAVIOR

All members of the Shenandoah community are expected to uphold standards that reflect credit to themselves and the institution and to abide by all Shenandoah rules and regulations. Should the conduct or action of a student or group of students be detrimental to the general welfare of Shenandoah University that student or group of students shall immediately be subject to suspension or dismissal.

DISHONESTY AND FALSIFICATION OF OFFICIAL INFORMATION

Furnishing false information, verbally or in writing, to any university representative with the intent to deceive, or altering or misusing any official documents is violation of university policy. Dishonesty includes the transfer of an identification card to another person or the alteration of an ID card. Possession or presentation of a false ID card to a student or university official is also a violation.

DISORDERLY CONDUCT

No student shall cause or excite any disturbance, excessive noise, or contention in or near any building or any other property owned or operated by Shenandoah University that interrupts the orderly operation or normal functioning of the institution.

DRUGS

Please see Alcohol and Drugs Policy.

FINANCIAL

Payment of fees: Tuition, room and board charges are due in full prior to the beginning of each semester (as published in the general and graduate catalogues for each academic year). A student may not attend classes until his/her semester bill is paid or other financial arrangements have been approved in writing by the Business Office.

Returned checks: Checks returned unpaid because of insufficient funds or for any other reason are considered a serious matter by Shenandoah University. The student whose account was credited will be notified that the check has been returned. Returned checks must be redeemed at the Business Office with cash, cashier's check or money order, by the due date on the notice sent to the student. Personal Checks are not acceptable for the redemption of the returned check.

Delinquent Accounts: All delinquent accounts are subject to the following regulations: (1) a "hold" will be placed on the delinquent student's grades, credits, and transcripts (2) the delinquent student will be barred from registering for a subsequent term (3) service charges will be added to all delinquent student accounts at the rate of 1.0% per month on the unpaid

balance (4) delinquent student accounts will be referred routinely to an appropriate agency or attorney for collection and be assessed any collection or court costs incurred.

GAMBLING

Illegal gambling is against Virginia General Assembly legislation. A person/organization is guilty of illegal gambling if she/he operates, plays, or bets at any game of chance at which any money, property, or other thing of value is won.

HAZING

Shenandoah University expressly prohibits all acts of hazing by any student, organization, or alumni. Hazing includes any activity in which members or prospective members of an organization are subject to practices which harass, intimidate, physically exhaust, cause pain, produce mental fatigue or mental duress, or cause mutilation or alteration of parts of the body. These activities include but are not limited to endurance tests, submitting members or prospective members to potentially dangerous or hazardous circumstances, activities which result in personal injury or cause severe mental anguish, mental distress, panic, human degradation, public ridicule or embarrassment.

Pursuant to Section 18.2-56 of the Code of Virginia, voluntary participation by members will not be admissible as defense against a charge of hazing.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such a felony. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.”

HEALTH INSURANCE

All students, except those taking classes online, attending Shenandoah University must have health insurance coverage for the duration of time that they are enrolled in the university. To demonstrate compliance with this requirement, students must complete the insurance section of the Health and Insurance Requirements for Shenandoah University Students prior to admission to the University. Current insurance information must be submitted yearly or when changes occur. If the insurance carrier changes or coverage expires during the semester, an updated copy of the insurance verification must be submitted immediately to the Wilkins Wellness Center.

Students may purchase coverage through university-sponsored health insurance by accessing http://www.su.edu/student_life/9687729F48D143B9B5E67FAECA342789.asp. The link to the university's sponsored insurance carrier is provided for easy access. A copy of the receipt must be attached to the Health and Insurance Requirements for Shenandoah University Students form.

INJURIES

Shenandoah University carries an accident/injury only policy on all students at no cost to the student. The student should report immediately to the Department of Public Safety at the onset of any accident/injury for documentation. The injured student must report to Wilkins Wellness Center within 48 hours to complete the necessary documentation. The claim form should be submitted to the student's primary insurance company first. The student's insurance company will send the student a letter indicating the determination of coverage benefits. The university policy does not cover non-accidental related incidents and only covers reasonable and/or customary costs.

All coaches, theatre managers, advisors to student groups, students, or any faculty/staff responsible for students must report any injury to the Wilkins Wellness Center within 48 hours if the school insurance is to be submitted for determination of coverage.

The Director of the Wilkins Wellness Center will assist the student in the claim process. The claim must first be submitted to the student's primary insurance carrier. When the student has received the Explanation of Benefits from the primary insurance carrier, the Wilkins Wellness Center will help facilitate process to submit the remaining charges to the universities' insurance company for determination of coverage. See insurance section for payment policy.

LITTERING/INAPPROPRIATE USE OF TRASH RECEPTACLES

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by Shenandoah except in receptacles provided for that purpose. No receptacle used for trash shall be overturned or used for anything outside its intended purpose.

NON-COMPLIANCE

Failure to comply with reasonable requests or directions from faculty, administrative staff or other college officials acting in performance of his/her duties is considered a violation of this policy. This includes failure on the part of a student to show an identification card (ID) upon request of a university official who identifies themselves. Student are expected to comply with any disciplinary conditions imposed by a Judicial Board or authorized Shenandoah official. Refusal to attend a disciplinary hearing is also considered non-compliance.

NON-DISCRIMINATION

Shenandoah University does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, age, or physical disability. Shenandoah University affirms the dignity and worth of every individual regardless of lifestyles or sexual orientation. Harassment or illegal discrimination toward any individual based on private lifestyle or sexual orientation is abhorrent and will not be tolerated in this community.

The university chooses not to make a legal or political statement on private lifestyle or sexual orientation for individuals.

OBSCENE CONDUCT

No student shall engage in lewd, indecent, or obscene conduct or expression on Shenandoah property or in Shenandoah owned or operated buildings. Such conduct includes, but is not

limited to public urination, nudity, sexual activity in public places, and pornography posted in public places. It is against Virginia state law and Shenandoah University policy, to in the presence of the hearing of another, to curse, use abusive language or use violent language to such person concerning himself or any of his relations or use such language reasonably calculated to provoke a breach of peace.

PERSONAL ABUSE

No student shall threaten anyone with physical harm, direct obscenities at anyone or harass or degrade anyone on Shenandoah owned or operated property.

PETITIONS

Petitions can be an effective means to demonstrate support or lack of support regarding a variety of issues. When a student chooses to use a petition as a means of expressing a point of view, it should be done in a responsible manner. The facts of a situation should be clearly established and accurate and any individual or office named in the petition should be aware of the content of the petition prior to its distribution. Solicitation of signatures for a petition should be conducted in a public area and in a manner that is non-threatening to those who are asked to consider the merits of the petition.

PETS

Student should not bring any pet belonging to them or under their control into any Shenandoah owned or operated building, or chain a pet outside any academic building where it may disrupt classroom activities through barking or other noise. Fish in aquariums are not considered pet for the purposes of this policy. Owners must keep dogs on a leash at all times. All actions of any dog will be the responsibility of the owner. Violations of this policy will be handled as follows:

Any type of animal abuse is prohibited, including but not limited to hurting wildfowl or abandoning an animal. Animals live or dead, may not be used in pranks or otherwise for amusement or ceremony in connection with any institutional group function or activity.

PHYSICAL EXAMINATIONS

All full-time, residential, international, and health care professional students must have a physical examination by a licensed health care practitioner prior to admission to Shenandoah University. The relevant section of the Health and Insurance Requirements form must be completed by a licensed health care practitioner. The immunization record must be filled in and completed by every student.

PROJECTILES

No student shall throw or cause to be projected any object or substance which has potential for damaging or defacing Shenandoah or private property or causing personal injury or disruption.

RELIGIOUS GROUPS POLICIES AND GUIDELINES

Guidelines for religious groups at Shenandoah are as follows:

1. The Dean of Spiritual Life has responsibility for coordinating religious activities at Shenandoah. Religious groups wanting to invite an off-campus religious leader to speak or minister on campus need to clear the visit with the Spiritual Life office.
2. Religious groups seeking formal recognition should notify the Dean of Spiritual Life and follow established procedures for organizational recognition and registration.
3. If approved by the University Cabinet, a new religious group shall have approval for a period of one full year. If a religious group violates these guidelines, the President's Executive Council may rescind approval.

SELF-HARM POLICY No Student shall intentionally attempt to harm him or herself. Self-harm is considered to be a serious psychological issue and will be treated as life threatening. Suicide gestures; self-mutilation and chronic eating disorders are examples of the destructive behaviors included under this policy.

The following guidelines will apply when a student attempts to harm self:

1. The Vice President for Student Affairs or his/her designee may place a student on voluntary (or involuntary, if necessary) leave of absence from Shenandoah University at the time of a crisis situation. This action may also be taken in non crisis situations whenever deemed appropriate by an administrative review committee.
2. The student will be required to receive a psychiatric and/or psychological evaluation by a licensed professional. The university reserves the right to require additional independent professional evaluation.
3. Upon receipt and review of the psychiatric/psychological evaluation (and any other pertinent information which may be required), a committee, composed of appropriate college personnel, as designated by the Vice President for Student Affairs, will determine whether or not, and under what conditions, the student may continue at Shenandoah University.

SEXUAL MISCONDUCT

Shenandoah University is committed to sustaining an environment in which students, faculty and staff members may pursue their academic careers and assignments without being subject to verbal or physical harassment of any kind. Individuals who are in positions of authority with respect to students or other employees may not use their status to exploit others.

Recognizing that sexual harassment and sexual assault impede the educational process, SU is committed to investigate reports of sexual misconduct, to adjudicate them according to the policies of the university, and to provide support to those who are the survivors.

Sexual Misconduct Policy

Shenandoah University will not tolerate sexual misconduct where there is probable cause to believe the campus regulations prohibiting sexual misconduct have been violated. All members of the Shenandoah University community have a right to be free from sexual discrimination in the form of sexual harassment by any other member of the University community.

This policy applies to all Shenandoah University administration, faculty, staff, students, contractors and visitors. The policy is gender-neutral and applies equally to men and women.

Definitions

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when at least one of the following conditions are met:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic status in a course, program or activity; or

Verbal misconduct, without accompanying physical contact as described above may constitute sexual harassment, which is also prohibited under university regulations.

2. Submission to, or rejection of, such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or

3. Such conduct that creates an intimidating, hostile, or offensive environment that substantially interferes with an employee's work performance or a student's ability to participate in or benefit from the University's programs or activities.

Examples of Sexual Harassment

Examples of physical and verbal conduct that may constitute sexual harassment may include, but are not limited to, the following:

1. A direct or implied threat that submission to sexual advances will be a condition of employment, promotion, or grades.

2. A direct and unwanted proposal or subtle unwanted pressure to engage in sexual activity.

3. A pattern of conduct causing discomfort or humiliation, e.g., unnecessary touching, gestures of a sexual nature, or remarks of a sexual nature, including comments about dress, jokes, or anecdotes.

Sexual harassment does not include personal compliments, social interaction or relationships freely entered into by students, employees, or prospective employees; however, the potential for sexual harassment, even in consensual relationships, must be recognized, especially in situations where a professional power differential exists (e.g. administrator/student, faculty/student, supervisor/employee). Sexual harassment does not include behavior that is considered to be appropriate to an academic discipline for the purpose of instruction or individual safety.

Sexual Misconduct is defined as sexual contact without consent and includes: full or partial disrobing, intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; rape (sexual) intercourse (whether by an acquaintance or a stranger); attempted rape; sodomy (oral or anal intercourse); or sexual penetration with an object.

Sexual harassment and abuse are, by definition, sexual misconduct.

Consent is defined as the mutual agreement between both parties as to the appropriateness of a particular sexual behavior including time and place. Other acts that are non-consensual and may include, but are not limited to, those acts committed by force, intimidation, or the use of the victim's mental incapacity or physical helplessness.

Adjudication and Sanction

A student or employee charged with sexual misconduct can be disciplined under the university's conduct code and may be prosecuted under Virginia criminal statutes. Even if the criminal justice authorities choose not to prosecute, university officials can pursue disciplinary action which may result in dismissal from the university.

Retaliation

Retaliation is prohibited. The Compliance Officer will investigate any reported acts of harassment or intimidation, including any act of reprisal, interference, restraint, or penalty - overt or covert- against any student, faculty, or staff who is a party to a complaint or associated with the proceedings described in this policy, including witnesses and members of the Compliance Review Panel.

Records

All records pertaining to the conflict resolution phase and/or formal phase will be kept, in the case of members of the faculty and administrative employees in the Personnel Office, or in the case of students in the Office of Student Affairs, for a period of five years from the most recent finding of sexual harassment, except in cases where the accused is not found responsible for sexual harassment.

The university encourages all members of the university community to be aware of both the consequences of sexual misconduct and the options available to survivors. The university urges survivors to seek assistance using appropriate resources including Student Affairs Professionals.

Complaint Procedures

Informal Phase

Initially, effort should be made to resolve complaints informally whenever informal resolution appears possible. A person who feels he or she may have been sexually harassed may attempt to resolve the matter by informing the alleged offender of the unwelcome behavior or the person may so inform his or her own supervisor. If the alleged offender does not change the unwelcome behavior after being informed, or if the offended individual is uncomfortable about approaching the alleged offender directly or indirectly through his or her own supervisor, the procedures described below for filling a complaint are to be followed.

Conflict Resolution Phase

The President has appointed the Director of the Academic Success Center as the university's Compliance Officers, hereinafter referred to as the Compliance Officer. Faculty, staff, or students who feel they have been victims of sexual harassment are to contact the Shenandoah University Compliance Officer within six months following the last incident of the alleged unwelcome behavior.

The Compliance Officer and the complainant will hold a confidential interview to discuss the alleged unwelcome behavior. The Compliance Officer will also share information regarding the definition of sexual harassment and possible action that may be taken in response to the alleged unwelcome behavior. In the case where the accused was not informed that a behavior was unwelcome prior to the conflict resolution phase, it may be sufficient that upon being informed that the behavior was unwelcomed that the accused agrees to cease the behavior.

If the complainant determines that he or she wishes to take action, a verbal or written complaint is to be presented to the Shenandoah University Compliance Officer. The Compliance Officer will, within thirty working days, meet separately with the accused, the accuser, and such other persons deemed necessary to determine if there is reasonable cause for the complaint. The Compliance Officer will present resolution strategies separately to the complainant and the accused. Resolution strategies may range from the disposing of the case due to insufficient evidence, to action as may be warranted by the circumstances of the case. Ultimately, a mutually-satisfactory resolution will be sought among all parties involved, including the Compliance Officer, the accuser, and the alleged offender. To the extent the parties are able to achieve a satisfactory resolution of the problem or issue during this 30-day conflict resolution phase, the complaint will be considered resolved.

If a mutually satisfactory resolution cannot be achieved, the complaint either will be advanced to the formal phase, described below, or concluded upon the request of the accusing party.

The fact that a complaint of sexual harassment may be concluded at the request of the accusing party does not preclude the filing of a formal complaint by others, including appropriate University officials.

Formal Phase

Formal complaints of sexual harassment must be filed in writing with the Shenandoah University Compliance Officer under the following conditions: 1) mutually satisfactory conflict resolution was not achieved, and 2) the formal, written complaint must be filed within ten working days of the unsuccessful completion of the conflict resolution phase.

Upon receipt of a formal, written complaint, the Compliance Officer will, within ten working days, inform the accused in writing of the following: that a formal complaint of sexual harassment has been filed, the nature of the complaint, that a formal hearing is to be convened regarding the charges, the maximum disciplinary action that may be taken, and appeals processes. Within thirty calendar days from the day in which the accused was formally notified of the complaint against him or her, the Compliance Officer will convene the 4-person Compliance Office Review

Panel for the purpose of hearing the alleged charges. The Compliance Officer serves as chair of the panel.

The Review Panel consists of (a) if the accused is a member of the faculty, the faculty member's department chair, another department chair, and the faculty member's Dean or Director; (b) if the accused is a student, the President of the Student Government Association, the Chair of the Education Policies Committee of the University Senate, and the Vice President for Student Affairs; and (c) if the accused is a staff employee, the employee's supervisor, another supervisor, and the Vice President for Administration and Finance.

To ensure an impartial panel, no member may have had prior involvement in the investigation of the complaint or be in a direct or indirect subordinate position to either party. Also, a panel member may remove him or herself from the panel for a particular case if he or she feels rendering of an objective decision is not possible due to a personal relationships with any of the parties involved. In such an event, the President shall appoint an appropriate member to the panel for hearing that particular complaint. Any panel member who cannot attend a particular hearing for a compelling reason must be replaced for that hearing by an appropriate member appointed by the President.

Hearings involving charges of sexual harassment will be closed to the University community-at-large and the public. In addition to the Compliance Review Panel, the complainant, and the accused, others present at the hearing may include: a) one advisor each for the complainant and accused, b) witnesses called by the complainant and the accused, c) witnesses called by the Compliance Review Panel, and d) legal counsel for either party. Legal counsel may not address the Compliance Review Panel, but may offer private consultation as the hearings proceed. Should the legal counsel for either party attempt to address the Compliance Review Panel, the process described herein is suspended. Ultimately, each party involved in the formal process has the right to bring an advisor, to call a reasonable number of witnesses, and to be present during the entire hearing. All persons attending must agree to maintain confidentiality regarding the proceedings.

The testimonies of both the complainant and the accused shall be heard by the Compliance Review Panel. The testimony of witnesses offered by the complainant and the accused will also be accepted. The Panel may also hear testimony from parties who may have relevant information for the case, but only after notifying the accused and the complainant at least three working days prior to the scheduled hearing as to the names of such parties. Evidence of prior disciplinary action involving allegations of sexual misconduct or sexual harassment of the accused may be considered by the Panel but the prior sexual activities of either the complainant or the accused which are not relevant to the issue before the Panel, as determined by the Compliance Officer, will not be admissible.

Findings, conclusions, and recommendations of the Panel must be based on a preponderance of the evidence presented and shall be the result of a majority vote of the Panel. In determining whether alleged conduct constitutes sexual harassment or other misconduct, the Panel will look at the facts and records of the case as a whole and at the totality of the circumstance, such as

the nature of the sexual advance and the context in which the alleged incident or incidents occurred.

After hearings all of the evidence, the Panel shall deliver to the President and the accused its written findings of the facts, its determination of whether sexual harassment has occurred and its recommendation for a disposition of the case. If the accused is a student, FERPA regulations prevent disclosure of any discipline or penalty imposed.

If evidence supports the finding that sexual misconduct has taken place, the recommended disposition is to be appropriate and reasonable according to the merits of the case, and may include censure, probation, educational experience, separation (suspension) and/or dismissal.

Following review of the Panel findings and recommendations, providing no appeal is received from the accused or complainant, the President will decide the disposition of the case, which decision is final.

Appeal Process

If the accused or complainant believes he or she did not receive a fair hearing or disagrees with the finding of fact or recommended disposition, the accused may request in writing a review of the case by the Appeals Panel. Except when the Review Panel recommends dismissal of a faculty member holding tenure or the equivalent professional contract, the Appeals Panel shall consist of a Dean or Director appointed by the President, the Chair of the Faculty Affairs Committee of the University Senate and the Vice President for Academic Affairs. When the Review Panel recommends dismissal of a faculty member holding tenure or the equivalent professional contract, the Appeals Panel shall consist of the Chair of the Faculty Affairs Committee of the University Senate, the President of the University Senate, and the Vice President for Academic Affairs. The procedure for substitution to the Compliance Review Board shall apply to the Review Panel.

The written request for a review must be submitted to the Compliance Officer within five working days following notification of the findings and recommendation of the Compliance Review Panel. The Appeals Panel shall complete its review of the findings and recommendation within thirty calendar days, by which time the Appeals Panel shall make a written report to the President. Following review of the report of the Appeals Panel, the President will decide the disposition of the case, which decision is final.

SMOKING

Smoking is prohibited in all buildings of the university including residence halls and rooms. Smoking is defined as the lighting or burning of any pipe, cigar, cigarette, or other tobacco product. Shenandoah University is committed to providing a safe, healthy, and pleasant learning and work environment for its students and employees. Medical research has shown that smoking poses hazards to the smoker's health and that passive smoke is hazardous to nonsmokers. Smoking is prohibited within 30 feet of building entrances.

SOLICITING, SELLING, SURVEYING, AND PUBLICIZING

No person or organization shall engage in advertising or selling any goods, services, or tickets; solicit for any purpose whatsoever on Shenandoah property or in Shenandoah operated

buildings, or survey students without first obtaining the written approval of the Student Affairs Office. Surveys that are a part of an academic requirement must be approved by the instructor, School Dean, and the Vice President for Student Affairs.

Student organizations planning to conduct programs on or off campus requiring a contractual agreement with non-Shenandoah agencies, must obtain the written approval of the Director of Student Activities. Non-student and non-Shenandoah related organizations may not sell or solicit on the campus for any purpose whatsoever without written authorization from the Director of Student Activities. No door to door solicitation is permitted.

SOUND AMPLIFICATION EQUIPMENT

Various student activity programs require the use of sound amplification equipment. Shenandoah reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from the Student Activities Office.

THEFT/POSSESSION OF PROPERTY WITHOUT AUTHORIZATION

No student shall steal, attempt to steal, or assist in the theft of any service, money, property, or item of value not belonging to him or her. No student will illegally use or appropriate any property not belonging to him or her. Possession of the property of another, of the University, or of any organization or institution without proper authorization is a violation of this policy.

TRESPASS

Any individual refusing to leave an area as directed by an authorized faculty or staff member is guilty of trespassing. Any unauthorized individual entering a Shenandoah operated building which has been closed or locked shall be guilty of trespassing.

UNAUTHORIZED ENTRY

No student shall enter or remain in a private room, office, or restricted area under the control of another student, faculty member, or Shenandoah official, except by permission or invitation of the resident student or the appropriate Shenandoah official or faculty member.

UNAUTHORIZED USE OF UNIVERSITY PROPERTY OR DOCUMENTS

No student shall use, possess, or sell any parking hang tag, student ID (Hornet Card), keys, or official Shenandoah documents which were issued by Shenandoah to another individual.

VIOLENCE/ATTEMPTED VIOLENCE

No student shall engage in any form of violence directed towards another person or group of people. Responding to violence with violence is a violation of this policy. A violation of this policy is defined as a Class 1 misdemeanor punishable by up to 1 year in jail and/or a fine of up to \$2500. Attempting to cause injury to an individual is also prohibited.

WEAPONS

No student shall keep, use, possess, display, or carry any rifle, shotgun, hand gun, knife, or other lethal or dangerous device capable of casting a projectile by air, gas explosion, or mechanical means on any property or in any building owned or operated by Shenandoah or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed.

HEARINGS AND DISCIPLINE

Any member of the Shenandoah Community may bring a complaint against a student for alleged misconduct. The accused student will be notified to report to the Student Affairs Office to respond to the allegations of misconduct. The student has the right to be accompanied by a member of the Shenandoah community. All statements made in the Student Affairs Office are admissible in subsequent hearing and appeal sessions.

After interviewing the accused student and conducting further investigation as may be appropriate, the Vice President for Student Affairs or his/her designee may charge the student with a violation of Shenandoah University's rules and regulations.

If the student acknowledges responsibility for the violation, (either before or after the formal charge), the Vice President for Student Affairs or his/her designee will determine the appropriate sanctions. In the event the accused student chooses to contest the charges, he/she must select one of the following procedures to resolve the matter: (a) An Administrative Hearing Panel, or (b) Judicial Board Review. The accused student should sign a [form](#) designating which process he/she chooses to follow within 24 hours of being charged.

ADMINISTRATIVE HEARING PANEL

PANEL STRUCTURE

The Administrative hearing Panel is appointed and chaired by the Vice President for Student Affairs or his/her designee. There are three members of the panel including the chairperson. Panel members are usually Student Affairs staff professional; however, other university staff and administrators may serve on the panel at the discretion of the chairperson.

JURISDICTION OF THE PANEL

Any disciplinary case concerning a violation(s) of Shenandoah University rules and regulations can be heard by the Administrative Hearing Panel.

AUTHORITY OF THE PANEL

The Administrative Hearing Panel has the authority to apply all Shenandoah University disciplinary sanctions except dismissal. These sanctions are described at the end of this section of the handbook. The panel must determine its findings and apply sanctions within two business days of the hearing.

In cases in which the Panel believes that dismissal from the university is the appropriate sanction, the Panel will make its recommendation to the President. The President will review the findings of the Panel and determine the sanction(s). The panel must make its recommendation to the President within two business days of the hearing.

RULES AND PROCEDURES OF THE PANEL

1. The accused student will be given at least two days written notice of the panel hearing. The notice will state the charges or reason for the hearing and the date, time and location of the hearing. A student's absence for the hearing does not imply guilt.

2. Panel Hearings will be closed. The Panel Chairperson and appointed Panel members, the accused student, an instructor/staff friend of the accused student, the parent(s) of the accused student and witnesses for the accused will be permitted to attend the hearing. The accused, an instructor/staff friend of the accuser, parent(s) of the accuser and witnesses for the accuser will also be permitted to attend.
3. Parents may serve as advisors to their children, but will not provide testimony, question witnesses, or make public statement during the Hearing, except if asked by the Panel chairperson.
4. All evidence that is relevant, as determined by the Panel Chairperson, shall be heard.
5. Neither the accused nor accuser is permitted to have legal counsel present during preliminary meetings or disciplinary hearings.
6. The Hearing Panel must deliberate in private.
7. A decision will be made only on the basis of what is presented in the hearing.
8. In determining the guilt or innocence of the accused student, the standard of proof is clear and convincing evidence. The finding of responsibility which results in the sanction of a Formal Warning requires only a preponderance of the evidence.
9. The panel will not discuss cases after the hearing.
10. The Hearing will be recorded on tape. A written summary of the Hearing will be prepared. If the summary is approved by both the accuser and the accused, the tape will be destroyed. If the written summary is not approved by both parties, the tape will be maintained in the student Affairs Office until both the accuser and the accused have been dismissed, withdraw or graduate from Shenandoah University.
11. All persons testifying are reminded that they are under obligation to tell the truth.
12. The accused student has the right to face his/her accuser(s).
13. Testimony will be heard from the accuser, the accused and witnesses for both sides.
14. The accuser, the accused, and members of the Panel will have the right to question witnesses.
15. Records of the results of the case, the sanctions are covered under the FERPA and will not be disclosed to the public.

JUDICIAL BOARD

The Shenandoah University Judicial Board shall be comprised of nine (9) justices. They shall include a student Chief Justice, four (4) student representatives and four (4) faculty/staff representatives. All members of the Judicial Board shall be officially confirmed by the President's Executive Council.

Selection of Justices

- A. The Chief Justice shall be nominated by the President of the Student Government Association with the consent of the Student Government Association officers. This nomination shall be endorsed by the Senate and confirmed by the President's Executive Council. The term of office shall be one year.
- B. Four (4) student justices and four (4) student alternative justices shall be nominated by the Senate with two thirds majority voting in favor. They will serve a one year term.

- C. The four (4) faculty/staff judges and four (4) faculty/staff alternates shall be appointed by the University Cabinet. They will serve a one year term.
- D. Student Justices must have a 2.0 cumulative average and no prior judicial board offenses within one semester prior to appointment.
- E. Any justice is automatically barred from hearing and deciding a case in which he/she is a party to the case being heard and decided. Any justice may voluntarily disqualify him/herself from a hearing and deciding a case if he/she has an interest in the case which would prevent him/her from arriving at an impartial decision. In cases of such disqualification, the Chief Justice shall appoint an alternate justice.
- F. A quorum for the Judicial Board consists of five judges. Majority vote by the Judicial Board is required for any decision.
- G. The Vice President for Student Affairs or his/her designee and Student Government association president are ex-officio members of the Judicial Board.
- H. For infractions that may occur at times immediately prior to or during a break times, when it may not be possible to convene the appointed justices or the alternate justices, the Vice President for Student Affairs or his/her designee shall appoint a special panel of 3 member of the Faculty and/or Administration to hear that particular case. The appointed special panel shall follow all rules and procedures set forth for elected justices.
- I. If the Chief Justice is unable to preside, the Vice President for Student Affairs after consultation with the President of the Student Government Association, shall appoint an alternate from the elected justices.

Jurisdiction of the Judicial Board:

- A. The Judicial Board may hear and render decisions in cases involving major infractions of Shenandoah University's non-academic policies and regulations; those cases referred to it by the Student Affairs Office.
- B. The Judicial Board may hear and render decision on charges and infractions of campus regulations involving both residential and commuting students.
- C. This board may arbitrate disputes between two or more campus organizations and between a student and an organization.
- D. The Judicial Board has primary jurisdiction in cases involving interpretations of the Student Government Association Constitution and by-laws.
- E. The Judicial Board has the responsibility to make recommendations to the Vice President for Student Affairs regarding disciplinary action for students found guilty of charges brought against them. In cases where the Judicial Board believes that dismissal from the university is the appropriate sanction, The Board will make its recommendation within two (2) businesses days to the President. The President will review the findings of the Judicial Board and determine the sanctions.
- F. The Judicial Board has the right to refuse to hear a case.

Judicial Board Rules and Procedures:

- A. The accused student shall be given at least two (2 days written) notice of the hearing. The notice will state the charges or reason for the hearing and the time, date, and location of the hearing. A student's absence from the hearing does not imply guilt.
- B. All persons testifying shall be reminded that they are under obligation to tell the truth.
- C. A hearing may be closed or open, depending on the discretion of the Judicial Board. This decision is based upon whether or not an open hearing would impede the efficiency of the board or if the case is of such a nature that it would be best handled confidentially. If the Judicial Board decides that a hearing should be closed, the student shall be entitled to the presence of a friend, instructor/staff or parent.
- D. During a closed hearing, the only people to be present are the Judicial Board, Ex-officio members, Accused Student Complainant, Administrative representative, clerk, witnesses and a friend, Instructor/Staff or parent of the Accused Student.
- E. The accused student has the right to face his/her accusers.
- F. The appropriate college official, as designated by the Vice President for Student Affairs or his/her designee shall present the university case first. The accused student will then state his/her case, if any, secondly. All questioning or cross examination may come from the aforementioned university official, defense, or judge. Both sides shall have the opportunity to present closing arguments.
- G. All evidence that is relevant, as determined by the Chief Justice, shall be heard.
- H. Neither the accused nor accuser is permitted to have legal counsel present during the preliminary meetings or disciplinary hearings.
- I. The Judicial Board must deliberate in private.
- J. In determining the guilt or innocence of the accused student, the standard of proof is clear and convincing evidence. The finding of responsibility which results in the sanction of a Formal Warning requires only a preponderance of the evidence.
- K. Findings of the hearing must be produced on evidence presented in the hearing. A student' past record may only be considered in giving the penalty.
- L. Judges shall not discuss cases after the hearing.
- M. Records of the hearing along with findings and sanctions, will be confidential and is subject to FERPA regulations.

SANCTIONS

Any student found guilty of violating any of the regulations of policies of the university may be subject to one or more of the following sanctions:

Fines-Fines shall be no less than \$5 and no greater than \$250 depending upon the severity of the infraction. All payments are to be made to the Business Office within two weeks of notification. Failure to pay the fine will result in further judicial action and the imposition of more severe sanctions.

Restitution-Reimbursement by the student to the university or member of the Shenandoah community to cover the cost of damage or loss of community or personal property.

Confiscation-Shenandoah has the right to confiscate any item that may violate health or safety standards.

Warning-A student may be placed on Social Warning for unsatisfactory conduct when it is felt that the offense does not warrant Social Probation. If another infraction of school rules occurs, a student may be placed on Social Probation, suspension, or dismissal.

Probation-A student may be placed on Social Probation for offenses of a major nature but less severe than suspension or dismissal. The student on probation may not hold an elected or appointed student office and if another infraction of the rules occurs, the student may be suspended or dismissed from the university.

Community Sentencing-A student is required to serve a work sentence to perform a specified hours of work under suspension of a campus administrative officer.

Residence Hall Suspension-A student must vacate the residence halls for a specified period of time. The student will not be allowed to attend any social function that is sponsored by the school regardless of where it occurs. The student is usually allowed to attend classes and to use the library, cafeteria and practice rooms during the time of the suspension.

Immediate Interim Suspension-In the event that a student's actions on or off campus are of such a nature that the student constitutes a danger to property or to others on campus, the student may be immediately placed on interim suspension. Such a student may be suspended from university housing, campus, and/or all related activities until such time as a disciplinary hearing may be held and concluded. The student has the right to prompt hearing.

This action will be taken by the Vice President for Student Affairs or his/her designee with the approval of the President.

Suspension-Requires separation from the campus for a designated period of time (total removal from Shenandoah University premises).

Any student suspended or dismissed for social reasons will receive a "W" or "WF" in the courses (as determined by each of the student's instructors) in which he/she was enrolled if he/she is unable to complete the semester because of the suspension. Based on university guidelines Student Affairs office will determine which form of Suspension is appropriate in each case.

Dismissal-Dismissal is ordinarily permanent. It is imposed for major violation of rules or at any time it is determined that a student's continued presence is detrimental to the student body, reputation and ideals of the university. This action is taken only with the approval of the President.

THE STUDENT RIGHT TO KNOW AND SECURITY ACT

In compliance with its duties under federal law, Shenandoah University makes annual disclosures of campus crimes statistics. A copy of the annual campus crime statistics may be obtained for Student Affairs, Admissions, and Personnel Offices viewed on the university web site (<http://www.su.edu/studaffs/security/asreport.asp>).

ACADEMIC POLICIES & REGULATIONS

STUDENT ACADEMIC APPEALS PROCEDURE

(Revised by Academic Cabinet and accepted by Faculty Assembly Executive Committee, Spring 1997; revised August, 2000, reviewed by Faculty Senate August 30, 2000, approved by President's Executive Council, 10/19/00)

PURPOSE

The purpose of this process is to provide a means to resolve conflicts when students believe they have been treated improperly in a matter related to instruction, evaluation, or other academic policy or practice.

Misunderstandings or disagreements can often be settled informally. To this end, students are encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved as soon as possible.

The appeals process described below is available in the event that an informal approach is unsuccessful.

EXCLUSIONS

This policy does not cover claims of ADA or Honor Code violations, charges of sexual harassment, or an allegation that a student's record is inaccurate or otherwise violates privacy rights. Any matters concerning ADA must be filed through the ADA officer. See the Student Handbook for information on the Honor Code. The Student Handbook and the Faculty Handbook contain information about SU's sexual harassment policy. Information concerning correction of academic records believed to be inaccurate, misleading, or in violation of privacy rights are covered in the Privacy of Student Records section of the Student Handbook.

GUIDELINES

Charges of procedural violations, or claims of illegal, unethical, or discriminatory practice must be supported by verifiable evidence. An appeal must state the incident alleged to be improper, and what remedial action is requested.

APPEALS OF ACADEMIC EVALUATION

Changing grades or otherwise modifying or reversing evaluative decisions of the faculty will be done at the level of the Vice President for Academic Affairs or President only in unusual circumstances. Evaluation of academic progress is rightly a matter of primary responsibility for the faculty member(s) involved and, at times and in certain programs, their colleagues. Any request to change a grade or other evaluation academic progress must be supported by evidence that the decision failed to follow proper procedure, or was illegal, unethical, or discriminatory.

TIMELY RESPONSE

It is in the interest of all concerned that conflicts involving academic issues be resolved quickly and as close to the source of conflict as possible. It is expected that each person involved in the process will expedite the process, normally within ten class days. This is intended to provide sufficient time for thoughtful consideration of all pertinent information. However, this time frame can be extended by mutual agreement between the student and the member of the faculty, staff, or administration involved. (At each step cited below, if the person to whom the complaint is made is not available, he/she may designate another appropriate person to act in his/her stead.)

FORMAL ACADEMIC APPEALS PROCEDURE

[At each step in this process, the student may request to meet directly with the person hearing the appeal. The person hearing the appeal may meet with the student or seek the counsel of faculty members or others who may have pertinent information.]

1. In the event the concerns cannot be resolved informally, the student may appeal to that person's school dean or program director.
2. If the matter comes up at the end of a semester, and it is not reasonable to contact the party(ies) involved at that time, the appeal must be presented no later than the end of the Drop/Add period of the following semester.
3. If the dean or director is unable to offer a satisfactory resolution, the student may appeal to the Vice President for Academic Programs. The dean/director will advise the student of the right to appeal and will submit his/her own recommendation to the VPAP. The appeal to the VPAP must be in writing and must be accompanied by any evidence the student has to support his/her claim.
4. If the VPAP is unable to offer a satisfactory resolution, the student may appeal to the President of the University. The appeal to the President must be in writing and must be accompanied by any evidence the student has to support his/her claim. The VPAP will advise the student of the right to appeal and will submit his/her own recommendation to the President.

The decision of the President is final.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Shenandoah University recognizes the mandates of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by adopting this policy which directly reflects the requirements of these acts. It is the policy of Shenandoah University that no otherwise qualified individual is denied reasonable and appropriate access to or participation in any program or activity of the university because of a disability.

Pursuant to this policy, the university employs a Coordinator of Disabilities Services as a resource for students, faculty and staff. Individuals who believe they have a disability covered under either of the acts named above may document the disability and request assistance from the Coordinator. Faculty and staff charged with assisting those with disabilities may utilize the services of the Coordinator as a source of expertise and assistance.

GRIEVANCE PROCEDURE

Step One

In the event that specific complaints arise regarding the university's compliance with the Americans with Disabilities Act of 1990, the Coordinator of Disabilities Services will, at the request of students, faculty or staff, review the procedures implemented and seek to resolve the matter informally. To the extent that the complaint(s) cannot be resolved informally, the following procedures shall be employed in order to address the grievance formally.

Step Two

1. A student wishing to file a complaint shall submit a written grievance to the Coordinator of Disabilities Services within 30 calendar days of the event(s) triggering the grievance. The written grievance must include (1) a clear statement of the university rule, regulation, policy, and/or action of which the student complains; (2) the date of any action which the student is appealing; (3) a summary of the action(s) which the student has taken to resolve the matter informally; (4) documentation which supports the

grievance. The Coordinator will forward it to the appropriate administrator as designated by the President.

2. The appropriate administrator shall meet with the student within 5 class days of the receipt of the grievance to gather data and attempt resolution.
3. If this meeting does not resolve the grievance, the appropriate administrator shall conduct an informal investigation of the grievance. In cases where the grievance is about the conduct or requirements of a course or an academic program, the appropriate administrator shall consult with the faculty member responsible for the affected course or academic program, and meet with and seek advice from the Advisory Committee on Disability Issues, consisting of at least one faculty representative from each school and one student. One of the faculty participants must be from the school responsible for the course or academic program from which the grievance originated.
4. The appropriate administrator shall furnish a written response to the grievance no later than 15 class days of the meeting with the student. The written response shall be mailed to the student by certified mail, return receipt requested.

Step Three

1. If the student is not satisfied with the written response from the appropriate administrator, he/she may present the grievance in written form to the Vice President for Academic Affairs within 10 class days after the receipt of the response from the appropriate administrator.
2. The Vice President for Academic Affairs or designate shall, within 15 class days after receipt of the grievance, schedule and conduct a meeting with the student and other persons involved in the grievance.
3. After the investigation is complete, the Vice President for Academic Affairs or designate shall issue a written answer to the complainant within 15 class days from completion of the meeting(s) with the student and other persons.
4. If the grievance involved conduct or requirements of a course or academic program, a copy of the written decision of the Vice President for Academic Affairs or designate shall be provided to the Advisory Committee on Disability Issues, the Dean and the department head in the school involved and to the professor of the course.
5. The Coordinator of Disabilities Services shall maintain the files and records relating to the complaints filed.
6. The right of a person to prompt and equitable resolution of a grievance shall not be impaired by the person's pursuit of other remedies such as filing a complaint with a responsible federal department or agency. Although individuals have the right to pursue appeals through external channels, they are encouraged to use internal mechanisms to resolve disagreements.

Step Four

1. If the Vice President for Academic Affairs or designate is unable to offer a satisfactory resolution, the student may appeal to the President of the university, whose decision is final.

COMMENCEMENT POLICY

Recognizing that there are times when certain students are unable to complete all degree requirements in time for a scheduled commencement ceremony, students may participate in a commencement ceremony at any time after degree requirements have been met or when they are expected to be fulfilled prior to the next scheduled commencement ceremony. In fulfillment of this policy, the following guidelines apply

1. Commencement ceremonies will be scheduled two times a year: early in the fall before the beginning of fall semester and at the end of the spring semester.
2. Students who complete their degree requirements in December may participate in the commencement ceremony in May.
3. Students who have not finished all requirements in the spring semester, but who are expected to complete their requirements prior to the beginning of the following fall semester may participate in the May commencement ceremony when the Dean of the School has given special permission.
4. Only students who have fulfilled all degree requirements prior to the scheduled ceremony will receive diplomas. Names listed in the program will indicate student status as "candidates" for degrees; all graduates since the previous May ceremony will be included.
5. Honors
 - Only students who have fulfilled all degree requirements after the ceremony will be eligible for class honors. Those who complete requirements after the ceremony will be considered for class honors the following May.
 - The year in which other honors are awarded will be the decision of the individual school.

CONDUCT IN CLASS

Classes conducted in a manner that provides academic freedom of expression for the student, but instructors need not tolerate physical or other disturbances that disrupt teaching sessions. For justifiable cause, the instructor may dismiss a student from class for a definite or indefinite period of time. Such action is reported to the school dean/director and the Vice President for Academic Affairs. The student dismissed from class on disciplinary grounds on disciplinary grounds may appeal to the Vice President for Academic Affairs for review of the incident for the purpose of possible readmission to class.

SHENANDOAH UNIVERSITY ACADEMIC HONOR CODE

Shenandoah University Honor Code

Approved by the Board of Trustees on April 22, 2009

Background

Shenandoah University's mission statement is to educate and inspire individuals to be thinkers, lifelong learners, and ethical, compassionate citizens. To fulfill the University's mission, it is important to uphold the principles of academic integrity on campus. All students enrolled in courses at Shenandoah University must be held to the rigorous standards of academic honesty to ensure the attainment of knowledge necessary to become ethical and compassionate citizens who can make responsible contributions to their community and career. The guidelines for academic integrity are outlined in the following Honor Code. The goal of the Honor Code is to promote individual and community responsibility, trust, academic integrity, and honorable conduct.

Article I. Honor Code

The Honor Code is the system of conduct of the University which reflects the core principles and values that the University has established regarding individual responsibility and matters involving honorable conduct and academic integrity. The concept of honor may be defined in a variety of ways; however, at this University, the code prohibits lying, stealing, and cheating.

Article II. Responsibilities of Individuals

Undergraduate and graduate students, faculty and staff are responsible for upholding the Honor Code, being aware of the University's Honor Code procedures, and reporting any violations of the Honor Code, in accordance with Article VIII, within five (5) business days of discovery of an alleged offense. Ignorance is not an acceptable defense for failing to follow the Honor Code.

Article III. Responsibilities of the University

Section 1. Education

It is the responsibility of the Office of Student Affairs, Office of Academic Affairs, and faculty to educate undergraduate and graduate students about the Honor Code and its position in the academic environment at the University; it is the responsibility of the Dean or Director, or their designee, to educate their respective faculty and staff of the Honor Code, its position in the academic environment, and the procedures in handling an Honor Code violation. To help accomplish this, the Honor Code is printed in the Student Handbook, undergraduate and graduate catalogues, and the Faculty Handbook. Within two (2) weeks of the beginning of the semester, new students to the University will sign the Shenandoah University Honor Pledge (Form 5 and Appendix A) verifying that they have read and agree to abide by the Honor Pledge and Code; their signature will allow for their attendance within Shenandoah University.

Section 2. Ongoing Education

- A. During official orientation periods the Office of Student Affairs, Office of Academic Affairs, and faculty will meet with new students to explain the principles and procedures of the Honor Code. The Student Government Association, the administration, faculty, and staff of the University are also jointly responsible for further education.
- B. The Executive Board of the Student Government Association is responsible for having two (2) copies of the Honor Code on reserve in the library and copies available upon request for students and other members of the University community, including parents.
- C. All faculty members or instructors should have a statement regarding academic integrity and the Honor Code on their course syllabi.
- D. A statement attesting to completing an assessment in full observance of the Honor Code may be placed on assessments at Shenandoah University at the discretion of the instructor or course coordinator.

Section 3. Revisions

All non-editorial revisions to this Honor Code shall be approved by a majority of a joint meeting of the SGA Executive Board, the Honor Court, and the Faculty Senate Executive

Committee, whereupon the President's Executive Council will decide whether such changes will be accepted and recommended to the Board of Trustees for their final action. All procedural issues shall be approved by the President except that any such issue contested by students or faculty shall be voted upon by the President's Executive Council.

Article IV. Violations

Section 1. Cheating

Cheating is the selling, giving, receiving, or attempted submission of unauthorized assistance or advantage in academic work, or any attempt thereof. Examples of cheating include, but are not limited to: unauthorized talking, signs, text messages, gestures from another student during assessments, quizzes, or examinations; the unauthorized use of past quizzes, examinations, papers, study aids, notes, books, data, or other information; looking at another student's assignment, quiz or examination. An assignment is any academic work, required or voluntary, submitted to an instructor for review or academic credit or any work, required or voluntary, submitted for use in a University-sponsored or other publication or in conjunction with a University-sponsored event or activity.

Section 2. Plagiarism

Plagiarism is the presentation, oral or written, or copying of the language, structure, ideas, facts, data, or thoughts of another person without proper acknowledgment, or submitting purchased work, or misrepresenting another's work as one's own. Examples of plagiarism include, but are not limited to: copying a passage straight from an article, website, or book into a paper without quoting or explicitly citing the source, rewording someone else's work and using it as one's own work, or submitting an assignment that has previously been submitted at this University or at another institution for academic credit in a current course.

Section 3. Falsification

Falsification is the willful and knowing representation of an untruth, uttered or presented verbally, electronically, or in writing, as well as any form of deceit or fraud in an oral or written statement relating to academic or clinical work. Examples of falsification include, but are not limited to: lying to administration or faculty members regarding academic work; falsification of patient record, physician order, or patient billing; misrepresenting a reference; falsifying of data or a citation; tampering with any University paper or electronic record by mutilation, addition, deletion or forgery; registration irregularity including violation of registration procedure designed to gain an advantage over other students; falsification of attendance records; false reason for being absent or late for quizzes, examinations, or written or clinical assignment; taking a quiz or examination or completing an assignment in the place of another student; obstructing an investigation or hearing due to falsification; or lying to the Honor Court during investigations and hearings.

Section 4. Tampering with records

Tampering with records is the alteration or unauthorized possession of University records or any attempt thereof. University records include, but are not limited to: grade reports, transcripts, computerized records, examinations, papers, registration or attendance reports.

Section 5. Forgery

Forgery is the imitating or counterfeiting of any academic or clinical document, signature, or authorization.

Section 6. Withholding information

Withholding information is the failure to inform Academic Integrity Representatives, the Honor Court or faculty members of any and all information concerning Honor Code violations.

Section 7. Breach of confidence

As all proceedings investigating a violation of the Honor Code are confidential, any inappropriate disclosure of information pertaining to a potential Honor Code violation, including information discussed within the Academic Integrity Meeting and Honor Court proceeding, is considered to be a breach of confidence.

Section 8. Academic theft

Academic theft is the unauthorized removal or mutilation of academic material, which may deprive or prevent others from having equal learning opportunities. Such materials include, but are not limited to: print, film, tape, scores, recordings, classroom or lab supplies, and electronic databases.

Article V. Honor Code Sanctions

Section 1. Sanctions

If the accused is found guilty of an Honor Code violation, the Academic Integrity Representatives, in consultation with the faculty accuser, or the Honor Court may assign any of the following sanctions or a combination thereof:

A. Loss of Academic Credit – recommendation of any grade including, but not limited to, no academic credit on the assignment, quiz, examination or other type of assessment, in the course in which the violation relates, or in the course, or all courses in which the student is enrolled at the time of the violation.

B. Suspension from the Course or University – suspension from the course and/or University may take effect either during the semester in which the offense occurred or the following semester, excluding summer terms, as determined by the Academic Integrity Representatives or Honor Court. It may also be recommended that the student receive failing grades in any or all of the courses in which the student was enrolled at the time of violation. The Academic Integrity Representatives or Honor Court will specify the time period for which the suspension will be in effect.

C. Dismissal from the University – permanent dismissal of a student from the University.

D. The Academic Integrity Representatives or Honor Court may elect to choose a part of a sanction, to substitute another sanction, or to assign multiple parts of the sanctions that they feel are more appropriate to the offense.

E. In addition to the primary sanctions, any of the following sanctions may be imposed:

1. Temporary or permanent loss of facility or campus privileges, visitation, housing or parking
2. Restitution and fines, as applicable
3. Revocation of awarded certificate or degree

F. All students convicted of an Honor Code violation will be subject to the following:

1. A written letter of reprimand will be sent to the student's current address with a copy sent to the student's program of study, in addition a letter will be placed in his/her permanent record that censures the Honor Code violation. In addition, Honor Code convictions that result in failure in or dismissal from a course will be noted on the student's transcript; if a student is dismissed from a course an XI will be noted on his/her transcript, if a grade of F is given to a student due to an Honor Code violation an XF will be noted on the transcript. These notations will remain on the student's transcript until departure from the University, at which time the student may appeal to the Registrar's Office for it to be expunged.
2. The student will be placed on honor probation for the remainder of their education at the University. The Office of Academic Affairs will keep a list of students on honor probation. An additional Honor Code violation while on honor probation will result in suspension or dismissal from the University.
 - a. Honor probation will be noted on the student's transcript for the following violations of the Honor Code: cheating, falsification, tampering with records, forgery and theft.
 - b. Honor probation may be noted on the student's transcript for the following violations of the Honor Code: plagiarism, withholding information, and breach of confidence. Academic Integrity Representatives or the Honor Court will determine if there is a notation on the transcript based on the student's intent when the violation was committed and the nature of the violation.
 - c. The honor probation will remain on the student's transcript until departure from the University.

d. At the discretion of the Academic Integrity Representatives or Honor Court, a student found guilty of violating the Honor Code who was not directly involved in committing the violation may be exempt from having honor probation noted on the student's transcript.

G. Previous Honor Code violations shall not be considered during an Honor Code investigation, but will be considered for determination of sanctions for another Honor Code violation.

Section 2. Criteria for Sanction Determination

The Academic Integrity Representatives or Honor Court will consider the following criteria in determining if and how the sanctions are to be applied:

A. Whether a violation of the Honor Code has occurred.

B. Whether the violation was committed purposely, willingly and with the knowledge of the accused.

C. Whether the student is on honor probation, or has a prior Honor Code violation.

Article VI. Rights of the Accused

Section 1. Rights

An undergraduate or graduate student accused of an Honor Code violation has the following rights:

A. To be considered innocent until proven guilty.

B. To be represented by an advocate from the University, an employee or student, who is not a lawyer or a relative.

C. To seek guidance from his/ her advocate and expect all such conversations to be kept in confidence.

D. To speak on his/her own behalf or to refuse to do so.

E. To receive written notification of all Honor Code violations alleged against him or her, and receive a copy of all evidence pertaining to the alleged Honor Code violation, at least one (1) business day before the Academic Integrity meeting and two (2) business days before the Honor Court proceedings.

F. Not to be convicted for one offense while being tried for another. A second charge requires a new and separate hearing.

G. To request that the Academic Integrity Representatives or Honor Court call forward any persons with information pertinent to the case.

H. To call into question the impartiality of any of the Academic Integrity Representatives or Honor Court officials no later than one (1) business day before the Academic Integrity meeting or Honor Court proceedings. Failure to do so waives that right, except if proven that the information was found afterwards.

I. To be present and receive written notification of the Academic Integrity meeting or Honor Court's decision.

J. To decide who is present when a decision of the Academic Integrity meeting or Honor Court is handed down.

K. To face his/her faculty accuser and witnesses when the case is brought before the Academic Integrity Representatives or Honor Court.

L. To appeal decisions of the Honor Court, if criteria for appeal are met, within two (2) business days after a decision is rendered.

Section 2. End of Semester and Graduation Policy

End of Semester: if a student is accused of an Honor Code violation for which a decision has not yet been rendered, the faculty or course coordinator will assign the grade of Incomplete ('I') for the course. The grade will be reassigned once a decision is rendered on the Honor Code violation.

Graduation: if a student has met all other graduation requirements, but has been accused of an Honor Code violation for which a decision has not yet been rendered, he/she has the right to participate in the graduation ceremony. The student will not be granted a degree or receive a diploma until such time as he/she is exonerated by the Academic Integrity Representatives or Honor Court.

Section 3. Violation of the rights of the accused

If the accused student feels that his/her rights, as described in Article VI, Section 1, have been violated, he/she should file a written appeal to the Vice President for Academic Affairs within 48 hours of the Academic Integrity meeting or Honor Court proceedings, respectively. Any violation will be reviewed; any violation of the accused student's rights that may have influenced the findings of the Academic Integrity Representatives or Honor Court will result in a mistrial.

Section 4. Presence at any hearings involving alleged violation

A student accused of an Honor Code violation has the responsibility to be present at the Academic Integrity meeting and Honor Court proceedings investigating the violation of the Honor Code. If a student fails to accept notification of the Honor Code charge(s) or fails to be present at the Academic Integrity meeting or Honor Court session, the alleged violation will move forward with a verdict and sanctions, if applicable, being rendered based on existing evidence.

Section 5. Summer Sessions

Students whose alleged offense occurs during the period between spring commencement and the first day of the fall semester classes and the violation cannot be resolved with their program's Academic Integrity Representatives, will be required to have their case heard by the Honor Court as soon as the Honor Court convenes for the fall semester.

Article VII. Rights and Obligations of the Accuser

Section 1. Rights and Responsibilities of the Student Accuser

A student bringing charges of an Honor Code violation shall have the following rights:

- A. To have any report of a violation confirmed by the instructor/coordinator of the course, if applicable, and the Academic Integrity Representatives.
- B. To have his/her name kept confidential from any persons not involved in the Honor Code process.
- C. To be represented by an advocate from the University, an employee or student, who is not a lawyer or a relative.

A student bringing charges of an Honor Code violation shall have the following responsibilities:

- A. To follow and obey all policies and procedures of the Honor Code.
- B. To cooperate with all investigations and proceedings related to the Honor Code violation.
- C. To give honest and accurate testimony to Academic Integrity Representatives and Honor Court investigators, if needed.
- D. To report any threats, harassment, retaliation, or intimidation to the Academic Integrity Representatives or Convening Officer of the Honor Court.
- E. To keep confidential all matters pertaining to the case.

Section 2. Rights and Responsibilities of the Faculty Accuser

A faculty member bringing charges of an Honor Code violation, either as the accuser or the instructor/coordinator of the course in which the violation occurred, shall have the following rights:

- A. To have any report of a violation confirmed by the Academic Integrity Representatives.
- B. To be represented by an advocate from the University, who is not a lawyer.
- C. To receive a copy of all evidence pertaining to the alleged Honor Code violation one (1) business day prior to the Academic Integrity meeting and two (2) business days before the Honor Court proceedings.

D. To be present at the Academic Integrity meeting and Honor Court proceedings as a silent observer, except during deliberations of the charge(s).

E. To be present or receive notification of the outcome of the proceedings, including sanctions if applicable, of an alleged Honor Code violation within two (2) business days after a verdict is rendered.

F. To assign a grade of Incomplete ('I'), if applicable, to an accused student until a decision is rendered on the Honor Code violation.

A faculty member bringing charges of an Honor Code violation, either as the accuser or the instructor/coordinator of the course in which the violation occurred, shall have the following responsibilities:

A. To follow and obey all policies and procedures of the Honor Code.

B. To cooperate with all investigations and proceedings related to the Honor Code violation.

C. To appear and testify at the Academic Integrity meeting and Honor Court proceedings, if needed, when summoned.

D. To report any threats, harassment, retaliation, or intimidation to the Academic Integrity Representatives or Convening Officer of the Honor Court.

E. To keep confidential all matters pertaining to the case.

Article VIII. Honor Code Violation Notification Procedures

Section 1. Student accuser

A student suspecting another student of an Honor Code violation should voice their suspicions to the instructor/coordinator of the course, if the concern is related to a specific course, or to one of the Academic Integrity Representatives, if the concern applies to more than one course or to the program of study. A student has five (5) business days to notify the instructor/coordinator of the course or an Academic Integrity Representative of the violation.

Section 2. Faculty accuser

The faculty accuser is either a faculty member or Academic Integrity Representative who has knowledge of an alleged violation of the Honor Code or is making an accusation on behalf of a student accuser. An Academic Integrity Representative who is serving as the faculty accuser will not participate in the Academic Integrity Meeting as an officer to determination of the merit of violation and sanctions, if applicable; the alternate Academic Integrity Representative will take part.

The faculty accuser will discuss the violation and evidence with an Academic Integrity Representative prior to a meeting with the accused student. The faculty accuser and Academic Integrity Representative will decide upon a date and time of the Academic Integrity Meeting that should not interfere with the accused student's course meetings.

Following the meeting between the faculty accuser and Academic Integrity Representative, the faculty accuser will conduct a private meeting with the accused student and present full evidence of the alleged violation. A faculty who suspects a violation of the Honor Code has five (5) business days to notify the student after the meeting with the Academic Integrity Representative, unless there are extenuating circumstances. The accused student will be given adequate opportunity to respond to the accusation and evidence. The student will be informed of their rights and process of the Honor Code, will be asked to affix their signature to the Notice of Honor Code Violation form (form #1) acknowledging the facts pertaining to the alleged violation and meeting, and will be provided with the date, time and place of the Academic Integrity Meeting (form #2). The Notice of Honor Code Violation form (form #1) and evidence will be forwarded to the Academic Integrity Representatives following the meeting.

Article IX. Academic Integrity Meeting

A. At the private meeting between the faculty accuser and the accused student, the student will be given written notification of the date, time and place of the Academic Integrity Meeting and told that ignorance of the Honor Code is not a legitimate defense (form #2). The written notification will explain that failure to be present at the Academic Integrity Meeting will result in the alleged violation moving forward with a verdict and sanctions, if applicable, being rendered based on existing evidence. The Academic Integrity Meeting should take place within ten (10) business days of the student's notification of the Honor Code violation, unless there are extenuating circumstances. The faculty accuser will complete the Honor Code Violation form (form #1) and give a signed copy of the form with all available evidence to the accused student. The accused student will be given the names of the Academic Integrity Representatives and told to contact those individuals with any questions or information pertaining to the meeting.

B. The faculty accuser will forward the Honor Code Violation Form (form #1) and evidence to the Academic Integrity Representatives within one (1) business day. If the student accuser presented their concerns to an Academic Integrity Representative, that representative will recuse themselves from directly determining guilt and sanctions, and the alternate Academic Integrity Representative will be utilized. The recused Academic Integrity Representative will participate in the Academic Integrity Meeting in the role of the faculty accuser.

C. Prior to the meeting, the Academic Integrity Representatives will investigate the merit of the violation, gather any pertinent information, obtain testimony from the student accuser, if applicable, and consider possible sanctions in consultation with the faculty accuser. Academic Integrity Representatives will consider any requests by the accused student for individuals to testify on their behalf if notified no later than two (2) business days prior to the scheduled meeting. At least one (1) business day prior to the meeting, a written copy of the alleged Honor Code violation and all evidence pertaining to the alleged Honor Code violation will be available to the student, in the manner outlined by the Academic Integrity Representatives.

D. Within ten (10) business days of the student receiving notice of the Honor Code violation, a meeting with the Academic Integrity Representatives, faculty accuser, and the accused student will be conducted. The meeting will consist of the School, Program or Division's two (2) Academic Integrity Representatives, the accused student and their advocate, and the faculty accuser. Persons with information pertinent to the violation may be asked to testify as determined by the Academic Integrity Representatives; testimony from the student accuser

will be taken prior to the meeting to maintain his or her anonymity to the accused. If the accused student fails to be present at the meeting, a verdict and sanctions, if applicable, will be rendered based on available evidence. One of the Academic Integrity Representatives will take minutes of the Academic Integrity Meeting.

E. At the meeting, the Academic Integrity Representatives will review the student's rights and present the alleged violation(s) and evidence, as well as the possible sanctions. The accused student will be asked to submit a plea, guilty or not guilty, and have the opportunity to respond to the alleged charge(s) and evidence. The Academic Integrity Representatives will hear all of the evidence and will determine if a violation of the Honor Code occurred in private deliberations. The student will be recalled to hear the decision in person in a time frame as determined by the Academic Integrity Representatives and within one (1) business day.

F. If the Academic Integrity Representatives feel that an Honor Code violation did not occur or the evidence is not sufficient to support the alleged violation of the Honor Code, the allegations against the student will be dismissed regardless of the submitted plea.

G. If the Academic Integrity Representatives find evidence supporting a violation of the Honor Code occurred, the student will be notified of the decision and the sanctions, as determined and described in Article V., Sections 1 and 2. An Academic Integrity Representative will determine if the student is on honor probation prior to determining sanctions by contacting the Office of Academic Affairs. Students will have an opportunity to respond to the sanctions. The accused student will need to inform the Academic Integrity Representatives within two (2) business days of their acceptance or non acceptance of the decision and sanctions.

If the student pled:

1. Guilty and accepts the prescribed sanctions: the appropriate individuals will be notified of the sanctions and any stipulations as to how they are to be implemented, and a letter will be placed in the student's record and the student will be placed on honor probation, if a first violation of the Honor Code, as described in Article V., Section 1, part F.

2. Not Guilty, but accepts the Academic Integrity Representatives' decision and sanctions: the appropriate individuals will be notified of the sanctions and any stipulations as to how they are to be implemented, and a letter will be placed in the student's record and the student will be placed on honor probation, if a first violation of the Honor Code, as described in Article V., Section 1, part F.

3. Not Guilty and does not accept the prescribed sanctions: the student will be informed that the Honor Code violation will be reviewed by the Shenandoah University Honor Court. The rights of the accused student will be reviewed, as well as the process of the Honor Court proceedings.

4. Guilty, but does not accept the prescribed sanctions: the student will be informed that the Honor Code violation will be reviewed by the Shenandoah University Honor Court. The rights of the accused student will be reviewed, as well as the process of the Honor Court proceedings.

H. The Academic Integrity Representatives will submit the Meeting Outcome form (form #3) to the Office of Academic Affairs within two (2) business days of notification of the student's

acceptance or non-acceptance of the decision and sanctions of the Academic Integrity Representatives. Included with this form should be: who attended the meeting, a summation of the charges, evidence, events of the meeting (including a timeline) and minutes, as well as the accused student's plea and sanctions, if applicable.

1. If the alleged violation is resolved and the student accepted the sanctions, the Academic Integrity Representatives should notify the appropriate individuals of how to implement the sanctions and inform them of any stipulations. The Office of Academic Affairs will notify the Registrar's Office if the student is to have honor probation placed on his/her transcript, if his/her first offense.

2. If the alleged violation is to be considered by the Honor Court, the Vice President for Academic Affairs will determine the Convening Officer and the composition of the Honor Court within one (1) business day of receiving notification from the Academic Integrity Representatives.

I. If the Honor Code violation has been resolved, the Academic Integrity Representatives will complete the Outcome of Honor Code Violation Proceedings form (form #4) and submit to the Office of Academic Affairs within two (2) business days after the Academic Integrity Meeting have concluded (after the student's acceptance or non-acceptance of the decision and sanctions, if applicable). This form should not be submitted if the alleged violation has been forwarded to the Honor Court. Information to be included on the form includes the type of violation, outcome, and sanctions, if applicable; as well as, the School, Program or Division of the student and the status of the student (undergraduate or graduate level, and year at Shenandoah University). No other student information or other identifiable information should be forwarded.

Article X. Honor Court Procedures

Section 1. Preliminary Phase

A. Initiation of the Honor Court Process

When the Office of Academic Affairs receives the Academic Integrity Meeting Outcome and an Honor Court needs to be assembled, a Convening Officer and the student and faculty members of the Honor Court (including student investigators) will be chosen randomly from pre-selected undergraduate or graduate faculty and students by the Vice President for Academic Affairs within one (1) business day. The Convening Officer will be chosen randomly from three (3) undergraduate or three (3) graduate faculty depending on the course of study of the accused student. All information on the alleged violation of the Honor Code and the chosen faculty and students for the Honor Court will be forwarded to the Convening Officer within one (1) business day of being chosen. The Convening Officer will notify selected individuals of the need for convening the Honor Court.

B. Composition of the Honor Court

The Honor Court will be composed of the Vice President for Academic Affairs, the Convening Officer, two (2) undergraduate or graduate faculty, and three (3) undergraduate or graduate students. In addition, two (2) undergraduate or graduate student investigators will be randomly selected to review the existing evidence and investigate the alleged violation(s) from

the pre-selected students, in consultation with the Convening Officer. Undergraduate accused students will have violations evaluated by Honor Court members from the undergraduate community; graduate accused students will have violations evaluated by Honor Court members from the graduate community. Individuals chosen for the Honor Court must excuse themselves from hearing a particular case if they feel that they cannot in good conscience act impartially.

C. Confirmation and Notification

The Vice President for Academic Affairs will contact the accused student for notification of receipt of the information on the allegation(s) within one (1) business day of its receipt. In addition, the student accused of violating the Honor Code will be notified by first class, registered mail with return receipt, postmarked within one (1) business day. The notification letter is to include:

1. The date the alleged violation occurred, possible sanctions, an explanation of the accused student's rights, and the right to have an advocate from within the University.
2. The date, time, and place of the Honor Code proceedings (at least 16 business days from day letter sent).
3. Information as to when the accused student can receive a copy of the alleged violation and evidence pertaining to the allegation.
4. A statement that ignorance of the Honor Code is not a legitimate defense.
5. An explanation that the Honor Court will begin an inquiry phase consisting of an investigation and a contesting of the facts.

If the accused refuses the notification letter, the case will move forward and a verdict and sanctions will be determined based on the available evidence at the Honor Court proceedings.

Section 2. Inquiry Phase

A. Investigation

1. The Convening Officer will meet with the student investigators regarding the charges and existing evidence within two (2) business days of receipt of the Honor Code violation. The Convening Officer will advise the student investigators in their responsibility and review the appropriate procedures for investigating the alleged violation. The student investigators will review existing evidence and gather any additional evidence from the accused student, the faculty accuser, the student accuser (if applicable), and any other pertinent individuals within ten (10) business days. If possible, interviews and evidence should be obtained in the presence of both investigators; if circumstances prohibit both investigators from being present, the interview or discussion should be audio-recorded.
2. The Convening Officer will insure that all information is obtained by the investigators within ethical bounds. In consultation with the Convening Officer, the student investigators will compile a summation of the evidence and determine the individuals who may be called for testimony during Honor Court proceedings based on their findings. This information will be available to the Convening Officer by the end of the ten (10) business day inquiry period. The

Convening Officer will assure that the accused student and faculty accuser receive a copy of the evidence and individuals who may be called for testimony within two (2) business days of the Honor Court proceedings. The accused student and faculty accuser will be reminded of the confidentiality of the Honor Court process.

3. When the inquiry phase is concluded, no new evidence may be considered without the unanimous approval of the Honor Court. The student investigators will present the information to the Honor Court in closed proceedings and may call forward any person with pertinent testimony.

B. Honor Court

1. The Honor Court is composed of seven (7) individuals: the Vice President for Academic Affairs, the Convening Officer, two (2) undergraduate or graduate faculty, and three (3) undergraduate or graduate students. Investigators will be present during the Honor Court proceedings, but will not be part of deliberations. Witnesses will be called for testimony only and will not remain present for all of the proceedings. The faculty accuser may be a silent observer during the Honor Court proceedings; the faculty accuser may not be present during Honor Court deliberations. The accused student may have an advocate from the University present that is not a lawyer or relative.

2. In closed proceedings, the Honor Court will hear all relevant testimony and evidence pertaining to the case, and will consider all of the available evidence in determining the facts, and outcome of the case. Each Honor Court member will be given a copy of the evidence at the onset of the proceedings. The Vice President for Academic Affairs will first call the proceedings to order. At this time, an audio tape record of the Honor Court session will begin. The Vice President for Academic Affairs will officiate over the court, and will explain the rights of the accused student, the possible sanctions if found in violation of the Honor Code, and then reconfirm the plea that has been entered by the accused.

3. If the plea has not changed, the faculty accuser will first present his/her charge(s) against the accused student. Next, the accused student will have the opportunity to respond to the charge(s) and evidence. The investigators will present all evidence and testimony before the court. No new evidence may be introduced during the proceedings by the investigators or the accused student, without the unanimous approval of the Honor Court.

4. The Honor Court members may ask questions of each witness. In addition, the accused or advocate will have the right to cross examine all witnesses as they are called by the investigators, and will retain the right to recall any witnesses.

5. The accused or advocate will then present his/her defense. The accused or advocate may call witness(es), as identified by the investigators during the inquiry phase, that he/she feels will support his/her defense. The accused or advocate may also call into question any evidence introduced in the case. After the accused or advocate has presented his/her side, the accused or advocate will rest his/her case.

6. The Honor Court members may ask questions of each witness, and the investigators will have the right to cross examine any witness(es) introduced by the accused or his/her advocate and will be allowed a rebuttal. No new evidence may be introduced during the

rebuttal phase, although responses to arguments put forth in the case by the accused or advocate are allowed.

7. The Vice President for Academic Affairs will ask for summation, which will be offered by the investigators and followed by the accused or advocate.

8. After all statements are made, the audio tape record will be stopped and the Honor Court will dismiss the investigators, the faculty accuser, and the accused student and their advocate/counsel and will retire to deliberate and render a decision. The deliberation is to be held in secret with only members of that Honor Court present.

9. The Honor Court will consider all the facts before it and will render a decision as to whether or not an Honor Code violation has occurred based on a preponderance of the evidence. A majority of the Honor Court must agree for a decision to be reached.

10. If the Honor Court finds the accused Not Guilty, the Honor Court will recall the accused to appear before the Honor Court to hear the decision. The accused may waive the right to hear the decision in person, and may elect to be notified by registered US mail with signature confirmation. If the accused does not have any objections, the faculty accuser may be present for the decision; if they are not present, the Convening Officer will inform the faculty accuser of the outcome of the case within two (2) business days. In situations when the accused is exonerated, a written record of the Honor Court process pertaining to that case will be kept in the Office of Academic Affairs. No record of the alleged violation will be placed in the student's permanent record. The accused student will be asked to sign the Meeting Outcome form (form #3) at the conclusion of the proceedings.

11. If the Honor Court reaches a verdict of Guilty, the Honor Court will recall the accused to hear the decision. The accused will be informed of the Honor Court decision and will be asked to present any information to the Court which may be considered when determining sanction(s). If the accused does not have any objections, the faculty accuser may be present for the decision; if they are not present, the Convening Officer will inform the faculty accuser of the outcome of the case within two (2) business days. The Honor Court will then briefly retire to determine the sanction appropriate to the Honor Code violation(s); sanctions should be determined as described in Article V., Sections 1 and 2.

12. The Honor Court will then reconvene and announce the sanctions against the accused. In addition to the sanctions, a letter will be sent to the student's current address, a copy will be sent to the program of study, and a copy will be placed in the student's record, as well as the student will be placed on honor probation, if a first Honor Code violation, as described in Article V., Section 1, part F. The accused student will be asked to sign the Meeting Outcome form (form #3) at the conclusion of the proceedings.

a. The Convening Officer should notify the appropriate individuals in how to implement the sanctions and inform them of any stipulations. The Office of Academic Affairs will notify the Registrar's Office if the student is to have honor probation placed on his/her transcript, if his/her first offense.

13. The findings of the Honor Court are final and the case will be considered closed. All records pertaining to the case will be sealed for a period of two (2) years after departure from the University.

14. The Convening Officer will place the audio-taped recording in an envelope with his/her signature and date over the closure. A record will be kept of any individual who accesses the audio recordings. Audio-taped recordings will be kept in the Office of Academic Affairs until the student's departure from the University, if the student is found guilty of the violation(s).

15. The Convening Officer will complete the Outcome of Honor Code Violation Proceedings form (form #4) and submit to the Office of Academic Affairs within two (2) business days after the Honor Court proceedings have concluded (after the decision and sanctions, if applicable). Information to be included on the form includes the type of violation, outcome, and sanctions, if applicable; as well as, the School, Program or Division of the student and the status of the student (undergraduate or graduate level, and year at Shenandoah University). No other student information or other identifiable information should be forwarded.

Article XI. Selection of Academic Integrity and Honor Court Officials

All faculty and students selected by peers to serve on the Honor Court will be confirmed by the President, who may remove persons for cause. Before committing to a potential role in the Honor Code proceedings, each faculty and student should understand the commitment and importance of their role in the process. If there is any hesitation or concern that the faculty or student cannot perform the potential duties for the designated time period, he or she should decline serving as a potential Honor Court member.

Section 1. Academic Integrity Representatives

A. The Academic Integrity Representatives for each School, Program or Division will be appointed by the Dean or Director each year. Each School, Program or Division will have two Academic Integrity Representatives and one alternate; if the College/School or Program has multiple fields of study, more than one set of Academic Integrity Representatives may be appointed at the discretion of the Dean or Director.

B. One of the Academic Integrity Representatives will be the Dean or Director or their designee. A designee should be a faculty member within the School, Program, or Division who has attained career contract status.

C. The other Academic Integrity Representative and alternate will be a faculty member within the School, Program, or Division.

D. All individuals serving as Academic Integrity Representatives will undergo training on the Honor Code process and their roles within the Code.

Section 2. Convening Officer

A. The potential Convening Officers over the Honor Court will be faculty appointed by the Faculty Senate. Three (3) undergraduate and three (3) graduate faculty will be appointed for three (3) year staggered terms.

B. The Convening Officer will be chosen randomly by the Office of Academic Affairs when there is a need to convene the Honor Court. An undergraduate-level faculty will be chosen to preside over cases involving an undergraduate student, and a graduate-level faculty will be selected to officiate over cases involving a graduate student. The Convening Officer will

assemble the Honor Court and assure all procedures are followed as described in Article X. The Convening Officer is a voting member of the Honor Court. The Convening Officer will be a member of the Academic Oversight Committee.

C. All faculty appointed to this role will undergo training on the Honor Code process and their roles within the Code.

Section 3. Academic Integrity Oversight Committee

A. The Academic Integrity Oversight Committee, consisting of the Convening Officers and the Vice President for Academic Affairs, will be responsible for training Honor Code individuals; monitoring Honor Code allegations, violations and sanctions; promoting academic integrity on the Shenandoah University campuses; reviewing and monitoring the Honor Code, including compliance with the Code; and any other activities involving academic integrity.

B. The Vice President for Academic Affairs will supervise the Committee. Meetings of the Committee should occur at least twice annually and additional meetings may be called by any member of the Committee as situations arise.

Section 4. Faculty members of the Honor Court

A. Two (2) faculty from each School, Program, or Division will be chosen by the Faculty Senate in consultation with the School, Program, or Division each year to serve as potential members of an Honor Court session. Undergraduate Schools, Programs, or Divisions will choose undergraduate faculty and graduate Schools, Programs, or Divisions will choose graduate faculty to serve on the respective Honor Courts.

B. Faculty will be appointed to the Honor Court prior to the conclusion of the Spring Semester to serve for the following academic year. By September 30th of the Fall Semester, chosen faculty will participate in training on the Honor Code policies and procedures by the Academic Integrity Oversight Committee.

C. Two (2) faculty will be chosen randomly by the Vice President for Academic Affairs when there is a need to convene the Honor Court. Undergraduate-level faculty will be chosen to participate in cases involving an undergraduate student, and a graduate-level faculty will be selected to participate in cases involving a graduate student. Faculty will be expected to participate in the Honor Court proceedings unless he or she feels he or she cannot be impartial in a particular case; at which point, they will be replaced by another faculty to serve for that particular case. Faculty members of the Honor Court are voting members.

Section 5. Student members of the Honor Court

A. Four (4) students from each School, Program, or Division will be chosen by the Student Government Association in consultation with the School, Program, or Division each year to serve as potential members of an Honor Court session. Undergraduate Schools, Programs, or Divisions will choose undergraduate students and graduate Schools, Programs, or Divisions will choose graduate students to serve on the respective Honor Courts. Prospective students must have a G.P.A. of 3.0 or greater, be in good academic standing and have completed at least two (2) semesters at Shenandoah University.

B. Students will be appointed to the Honor Court prior to the conclusion of the Spring Semester to serve for the following academic year. By September 30th of the Fall Semester, chosen students will participate in training on the Honor Code policies and procedures by the Academic Integrity Oversight Committee.

C. Three (3) students will be chosen randomly by the Vice President for Academic Affairs when there is a need to convene the Honor Court. Undergraduate-level students will be chosen to participate in cases involving an undergraduate student, and graduate-level students will be selected to participate in cases involving a graduate student. Students will be expected to participate in the Honor Court proceedings unless he or she feels he or she cannot be impartial in a particular case; at which point, they will be replaced by another student to serve for that particular case. Student members of the Honor Court are voting members.

Section 6. Investigators

Two (2) students to serve as investigators will be randomly chosen from the pool of students eligible to serve on the Honor Court by the Vice President for Academic Affairs when there is a need to convene the Honor Court. Undergraduate-level students will be chosen in cases involving an undergraduate student, and graduate-level students will be selected in cases involving a graduate student. Students will be expected to participate in the Honor Court proceedings unless he or she feels he or she cannot be impartial in a particular case; at which point, they will be replaced by another student to serve for that particular case. Students serving as investigators will not vote. Students will undergo training on the Honor Code policies and procedures by the Academic Integrity Oversight Committee and will be advised by the Convening Officer during an investigation.

INCLEMENT WEATHER

Shenandoah's residential population makes it imperative the campus be closed only in the most severe circumstances. Therefore, most of the time, the university will remain open and all classes will be held even when weather is inclement.

The Senior Vice President and Vice President for Academic Affairs (SVP) is responsible for decisions regarding class cancellations and is the university official designated to authorize and post notification of class cancellations.

Notice of class cancellation will be placed on area radio and television stations, the SU Web site and the university phone system.

If no cancellations are announced, it should be assumed the university is open and classes are being held.

When possible, notification of university closing or class cancellations will be made by the following times:

- Morning cancellations or closing: announcement by 6 a.m.
- Afternoon cancellation or closing: announcement out by 10 a.m.
- Evening cancellation or closing: announcement out by 2 p.m.

PRIVACY OF STUDENT RECORDS

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

Shenandoah University publishes the following policies and procedures in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

DEFINITIONS

For the purposes of this policy, Shenandoah University has used the following definitions of terms.

Student - any person who attends or has attended Shenandoah University.

Education records - any record (in handwriting, print, tapes, film or other medium) maintained by Shenandoah University or an agent of the university which is directly related to a student, except:

- I. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- II. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- III. Records maintained by Shenandoah University if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the Unit does not have access to education records maintained by the university.
- IV. Records maintained by the Wellness Center if the records are used only for treatment of a student and made available only to those persons providing the treatment.
- V. Alumni records which contain information about a student after he or she is no longer in attendance at the university and which do not relate to the person as a student.

PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate university staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate university staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

RIGHT OF UNIVERSITY TO REFUSE ACCESS

Shenandoah University reserves the right to refuse to permit a student to inspect the following records:

- I. The financial statement of the student's parents.
- II. Letters and statements of recommendation for which the student has waived his/her right of access, or which were placed on file before January 1, 1975.
- III. Records connected with an application to attend Shenandoah University or a component unit of Shenandoah University if that application was denied.
- IV. Those records which are excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

Shenandoah University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- I. The student has an unpaid financial obligation to Shenandoah University.
- II. There is an unresolved disciplinary action against the student.

TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the university maintains, their locations and their custodians.

Type Location Custodian (Type/Location/Custodian)

- Admission Records/Admissions Office/Director of Admissions
- Cumulative Academic Records/Registrar's Office/Registrar (Current students and five years after graduation or withdrawal)
- Cumulative Academic Records/Registrar's Office/Registrar (Former students; over five years after graduation or withdrawal)
- Health Records/Wellness Center/Wellness Center Director
- Financial Records/Business Office/Vice President for Administration and Finance
- Placement Records/Career Activities Center/Director of Student Activities
- Progress Records/Office of the Dean of each School/Instructor-Dean
- Disciplinary Records/Student Programs Office/Vice President for Student Affairs
- Occasional Records/The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review./The university staff person who maintains such occasional systems records. (Student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)

DISCLOSURE OF EDUCATION RECORDS

Shenandoah University will disclose information from a student's education records only with the

written consent of the student, except:

- I. To school officials who have a legitimate educational interest in the records. A school official is:
- II. A person employed by the university in an administrative, supervisory, academic or research, or support staff position.
- III. A person employed by or under contract to the university to perform a special task, such as the attorney or auditor.
- IV. A school official has a legitimate educational interest if the official is:
 1. Performing a task that is specified in his/her position description or by a contract agreement.
 2. Performing a task related to a student's education.
 3. Performing a task related to the discipline of a student.
- V. To officials of another school, upon request, in which a student seeks or intends to enroll.
- VI. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- VII. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- VIII. If required by a state law requiring disclosure that was adopted before November 19, 1974.
- IX. To organizations conducting certain studies for or on behalf of the university.

- X. To accrediting organizations to carry out their functions.
- XI. To parents of an eligible student who claim the student as a dependent for income tax purposes.
- XII. To comply with a judicial order or a lawfully issued subpoena.
- XIII. To appropriate parties in a health or safety emergency.
- XIV. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

RECORD OF REQUESTS FOR DISCLOSURE

Shenandoah University will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

DIRECTORY INFORMATION

Shenandoah University designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The university may disclose any of those items without prior written consent, unless notified in writing to the contrary.

CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- I. A student must ask Shenandoah University to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his/her privacy or other rights.
- II. Shenandoah University may comply with the request or it may decide not to comply. If it decides not to comply, the university will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- III. Upon request, Shenandoah University will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.
- IV. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals.
- V. Shenandoah University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- VI. If the university decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- VII. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the university discloses the contested portion of the record, it must also disclose the statement.

VIII. If the university decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

(Note: Adapted from a sample policy provided by the American Association of Collegiate Registrars and Admissions Officers.)

FACULTY OFFICE HOURS

Faculty office hours are posted on office doors.