



Student Handbook

2009-2010

The Student Handbook provides rules, regulations, policies, and other information to help students be successful learners. Students have a responsibility to read and make themselves aware of the information contained in this handbook. Failure to read this information does not remove students from the responsibility to adhere to this information.

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Academic and Student Services

Student Success encompasses the following offices: Academic Advising, Career Services, Multicultural and International student services, Student Leadership and Involvement, and refer students for Student Accessibility Services & Counseling.

The departments provide personalized, proactive, and comprehensive online and campus-based assistance. It is a network of professionals focused on assisting individuals with attaining their educational and professional goals.

Academic Advising

The Academic Advisors assist in developing a student outside of the classroom by ensuring students understand their rights and responsibilities, the substance behind their major/program, their professional objectives, etc. Students can also have an Academic and Career Advisor review their academic plan, critique their resume, and set student goals for developing skills necessary for the workplace.

Office Hours

An Academic and Career Advisor will be available during the following days and times:

Monday	9:00 am – 8:00 pm EST
Tuesday	9:00 am – 8:00 pm EST
Wednesday	9:00 am – 8:00 pm EST
Thursday	9:00 am – 8:00 pm EST
Friday	9:00 am – 8:00 pm EST
Saturday	10:00 am - 2:00 pm EST

Contact

Fax (216) 274-9088
Email academicadvisor@chancelloru.edu

Career Services: Student Employment

Once a student has developed their skills with an Academic and Career Advisor they can apply to enter into any of the following programs through our Student Employment Office:

- Internship Program
- Co-op Program
- Work-Study Program
- CU Mentor Connect Program

Students can also seek out the assistance of Student Employment to help with finding peer and alumni mentors, and other resources for different career opportunities.

Office Hours

Monday-Friday 9:00 am-6:00 pm EST
Other times by appointment only

Contact

Telephone (216) 432-8974
Fax (216) 274-9088

Email careerservices@chancelloru.edu

Student Leadership and Involvement

Student involvement is essential to the University experience, and Chancellor strives to foster an environment that is student led and University supported. During a student's time at Chancellor, they have numerous opportunities to make new friends and shape their collegiate experience.

The Office of Student Leadership and Involvement will oversee all student activities, events, organizations, and leadership programs for both online and campus-based students. This will provide an opportunity for all students to get involved with Chancellor University!

Posting Guidelines

Notices, announcements, and advertisements to be placed on campus boards must first be cleared through the Director of Student Support Services. Failure to obtain prior approval will result in the removal of content from the boards.

Clubs & Organizations

Student activities are an integral part of the University experience. Student organizations at Chancellor provide excellent opportunities for developing leadership and interpersonal skills needed to be successful in the business world.

Chancellor offers a variety of organizations to accommodate students' needs and interests:

- Accounting Association
- American Marketing Association (AMA)
- Delta Honor Society
- Hispanics in Action (MHIA)
- Student Government
- Model United Nations
- Students in Free Enterprise (SIFE)
- Mock Trial Society
- Paralegal Association
- Society for Human Resource Management (SHRM)

Office Hours

Monday through Friday 9:00 a.m. – 6:00 p.m.
Some Saturdays

Contact

Telephone (216) 361-2763
Fax (216) 274-9088

Student Accessibility Services (SAS)

Chancellor University is committed to providing students who have a documented medical, learning, or psychological disability, services that enable them to have an equal access to an education. It is the responsibility of each student to register and provide documentation. Our Office for Student Accessibility Services will discuss with you procedures for documenting your disability and for requesting accommodations. As accommodations are not retroactive, students are encouraged to register as early as possible each semester to ensure their documentation is in order. Chancellor University's faculty and staff act in ways to promote the success of each individual and to support student independence.

The Registration form can be found at the SAS website under Current Students. To set up an appointment with the Coordinator for SAS, please send an email to SAS@ChancellorU.edu.

Office Hours

By appointment

Contact

Telephone (216) 432-8975

Counseling Services

All registered students at Chancellor University have access to counseling services at no charge. The University has an agreement with AssistNow to provide counseling services to students, who may be having problems with such issues as: time management, stress-related difficulties, anxiety, depression, alcohol and drug problems, relationship difficulties, legal issues to name but a few. "Call an AssistNow counselor who

can help you through the rough spots all of us face from time to time." All sessions are completely confidential. **Be sure to tell them that you are a Chancellor student.**

Contact

Telephone (216) 431-4140
Toll-Free (800) 840-4654

Office of Academic Records

The Office of Academic Records establishes and maintains the integrity, accuracy, and privacy of Chancellor University academic records. The department supports the following services:

- Admissions/Acceptance
- Credit Evaluations (official & unofficial)
- Verification of Attendance
- Degree Audits
- Posting Degrees
- Mailing diplomas and transcripts

Office Hours

Monday-Friday 8:00 am –7:00 pm EST
Saturday 10:00 am – 2:00 pm EST
Telephone (216) 361-2720
(888) 316-9377

Email academicrecords@ChancellorU.edu

Jack Welch Management Institute (JWMI)

The goal of the JWMI is to instill the highest standards of academic excellence in all graduate programs taught at Chancellor. To meet these goals, the Office works closely with the Provost, VPAA, deans, chairs, and administrators to ensure consistency of the learning experience.

Technology Services

Information Services provides computing services at Chancellor. Students have high speed Internet access on computers at the main campus and at the Learning Centers.

Chancellor Email

Upon enrollment, each student is given a University email account that will remain with the student during their enrollment at Chancellor.

Communication of Policy

The assigned Chancellor email account is used for all official communication with students including, but not limited to, policy updates, notification of changes in University procedures, and general announcements. It is the student's responsibility to check this e-mail on a regular basis and be informed about published University policy.

Chancellor University Experience (CUE)

The Chancellor University Experience is Chancellor's web-based information portal for students, faculty, staff, and alumni. Through CUE, students may view grades, unofficial transcripts, account balances, account history, financial aid information, and view their schedules. For more information on accessing your CUE account, go to <http://mac.chancelloru.edu/>

System Requirements

When enrolling in an online course, the following system requirements are strongly recommended:

- A processor of 1.6 GHz or faster
- A current anti-virus application updated regularly
- 512 MB RAM or greater
- 40 GB hard drive or larger
- 56.6 kbps modem or high-speed Internet connection (high-speed broadband highly preferred)
- Monitor and video card with 1024x68 ppi or greater resolution
- Sound card with speakers
- CD ROM
- Inkjet or laser printer
- Chancellor email address (email account)
- Internet service provided (ISP) account
- *Microsoft® Internet Explorer®* version 6.0 or later
- *Adobe® Reader® 7.0 or higher*
- *Flash® Player*
- *Microsoft® Office® XP, 2003, 2004, or 2007*

Wireless Information

Wireless access is available at the MidTown campus for students with laptops.

Acceptable Use Policy

The University network and email systems are made available to staff, faculty, and students of the Institution to facilitate their ability to communicate and complete their work assignments.

The University computers, network facilities, and other information technology resources are the property of the University. Information and resources available through the University network are assumed to be the sole possession of those individuals and organizations that own or hold rights to those assets, unless the owners or holders of the rights specifically state otherwise. It is unacceptable to access information or resources using the University network unless permission to do so has been granted by the owners or holders of rights to those resources and information.

It is not appropriate to use the information and communications resources of the institution for:

- Illegal purposes;
- To transmit threatening, obscene, or harassing materials;
- To gain access to services and resources for purposes other than those intended by the University in granting access to those resources;
- For personal profit or commercial purposes, including copying or modifying University-owned or licensed for information technology resources;
- To interfere with or disrupt network users, services, or system resources;
- To download and/or display pornographic materials;
- To send messages to all or a large portion of the Global Address List. Email to the Global Address List requires prior permission of the Administration.

Violations of the Acceptable Use Policy may result in the immediate suspension of access to Chancellor University's informational and communications resources. Violations of state and federal laws will be referred to the appropriate authorities.

Technical Support

Should students have a question about their login ID, password, or should they need a password reset, please contact Technical Support for assistance.

When contacting Technical Support, students will need to provide proof of identity, such as address, phone number, or birth date. Technical Support also assists with questions regarding CUE and Angel.

Support Hours

Monday-Friday 8:00 am – 9:00 pm EST
 Saturday 8:00 am - 6:00 pm EST
Telephone (216) 361-2767
 (888) 316-9377

Email TechSupport@ChancellorU.edu

Library Resource Center

Library Services offers computers for student use, wireless access for personal computers, over 15,000 academic books and journals, and a leisure collection of books and audio books on CDs. The Library's website offers 24/7 access to thousands of e-journals and e-books. Professional staff is available to provide library and research instruction for all students in-person, by phone, and via email.

A valid Chancellor ID card is required for students to check out library materials. Late fines and replacement fees may be avoided by timely return or renewal of borrowed items. The fines and fees policy is available from the library.

Research Reference/Assistance

In Person Come into the library during regular hours and ask to speak to a reference librarian. For in-depth help, please schedule an appointment.

Email library@ChancellorU.edu
Telephone (216) 432-8990 or (216) 432-8965

Locating a Book or Other Item in the Library Online Catalog

1. Go to <http://www.ChancellorU.edu> and click on Library Resource Center from the drop down menu.
2. Click on Catalog
3. If you are off-campus login with your last name, student ID# and PIN (see How to Obtain your System ID# and PIN section).
4. Click Advanced Search and check the box marked "Items in my library"
5. Enter the Title or other Key Words

Borrowing Chancellor Materials/Checking Out Items

(Note: A valid Chancellor University ID must be presented to borrow materials.)

Books

- Locate call numbers for books from the online catalog and pull the book off the shelf
- Take books/materials to the Circulation Desk
- Present your current Chancellor University ID

AV Equipment

Ask at the Circulation Desk to borrow a camcorder, tape recorder, overhead projector, headphones, VCR or slide projector.

CPL@Chancellor Materials/Checking Out Items

CPL@Chancellor materials are located near the entrance of the Library. These materials include popular books and audio books on CD. A valid Greater Access Card must be presented to borrow materials. If you do not have a Greater Access Card you may obtain one at the Circulation Desk or at any Clevnet Library in Northeast Ohio.

- Bring books or CDs to the Circulation Desk
- Present your current Greater Access Card

How to Obtain your System ID# and PIN

System ID#s are the same as student ID#s or CUE ID#s (without preceding 0's). For example, if your Chancellor student ID# is 000001234 use 1234 as your library system ID#. Contact Library staff if you do not know your student ID#. All PINs (personal identification number) are set to "chancellor" but must be changed upon request. If you would like to have your PIN changed please contact Library staff.

Renewing Materials

Items can be renewed up to three times

In Person Come into the library during regular hours and ask to speak to a reference librarian. For in-depth help, please schedule an appointment.

Email library@ChancellorU.edu
Telephone (216) 432-8990

Overdue Items

Late fees and charges apply if items are not returned on time.

Books	28 days \$0.10/day
Periodicals	1 week \$0.10/day
CPL@Chancellor Materials	21 days \$0.00/day*

*No overdue fines are charged for CPL@Chancellor materials as long as materials are returned. If materials are lost or not returned the patron is charged a replacement fee for that item(s).

Interlibrary Loans

Loan periods and renewals are determined by the lending institution.

Replacement Fees

Overdue items are subject to replacement cost plus a \$10.00 processing fee per item. Charges will be added to the patron's Chancellor University account. Charges are in addition to daily fines as listed above.

Finding Articles on a Subject

1. Go to www.ChancellorU.edu and click on Library Resource Center from the drop down menu.
2. Click Online Resources
3. Select the database of your choice.
4. If asked to logon (off-campus), sign in using your last name, student ID# and PIN (see How to Obtain your System ID# and PIN section).
5. Enter subject or other keywords into the search field and click Search.
6. For help in searching,
 - a. Click Ask a Librarian or Help at the top of the page.
 - b. Schedule a reference/research assistance appointment.

Finding an Article from a Particular Journal

1. Go to www.ChancellorU.edu and click on Library Resource Center from the drop down menu
2. Click Magazines/Journals
3. In the Search Box, enter enough of the journal title to retrieve what you want (Example: *Journal of Adolescent and Adult Literacy*, you could enter just the words Journal of Adolescent without quotes).
4. Click Search.
5. If we have access to the full text of the journal, it will have blue highlighted links to where the journal is located and it will list the holdings. In the case of the Journal of Adolescent and Adult Literacy, it is found in Academic Search Complete.
6. Click the blue text to link to the database.

Getting Materials Not Owned by Chancellor University through Interlibrary Loan

- Please plan Interlibrary Loan use carefully; check to make sure the Chancellor Library does not own the material needed.
- Retrieve as much information about the material you want to borrow as possible, such as ISBN, author, title, and publication date.
- Contact Library staff to with this information to make the interlibrary loan request.

Using the Library Copiers

1. There is a \$.10/copy charge.
2. Payment is made with currency or coins.
3. Place original in the tray on top of the machine face up –OR– Lift up the top of the copier and place the original face down on

the glass, aligning the top corner of original with left top corner of the guide

4. Use the touch screen to choose paper size (usually this is already chosen automatically), enlarging or reducing, double sided copying, sorting or collating
5. Push the Print Button.
6. Ask for help at the Circulation Desk if needed

Using a Computer in the Library

Each computer in the Library and Computer Lab is assigned a username and password, which are displayed on the front of each computer. In order to print from these computers, you must be logged in with the username and password displayed on the computer you are using.

1. Choose an unoccupied computer login to the computer using the computer's username and password.
2. Make sure "Academic" is selected in the Domain field on the login page.
3. If you cannot successfully log on to the computer or print, please ask Library staff for assistance.
4. Please do not save documents on Library and Lab computers. Documents are routinely deleted from these computers.
5. Please shut down the computer when you are finished.
6. Click "Start" at the lower left bottom of the screen.
7. Click "Shut Down."
8. Click "Yes."

Library Hours

Monday-Friday 8:00 am - 6:00 pm
 Telephone (216) 432-8990
 (888) 316-9377

Email library@ChancellorU.edu

Library Computer Lab

Monday-Friday 8:00am-9:00pm
 Saturday 8:00am-3:00pm

Online Instruction

Whether a student enrolls in one online course or an entire degree, they must read and understand the expectations.

Performance Expectations

There are several performance expectations common among all courses in the Chancellor online learning environment. In addition to academic content assessments, students are evaluated on other criteria, including participation, and are expected to engage in learning activities, including but not limited to the following:

- Reading all announcements posted in the Announcements section of the Angel classroom to stay current of information pertaining to course content, changes in assignments or due dates, and other information or directives necessary for successful completion of the course.
- Completing and submitting assignments as directed by the due dates defined by the instructor.
- Communicating with the instructor via your Chancellor email account or the appropriate forum for questions in Angel for clarification about assignments, course content, resources, grades, or other issues pertaining to the course or the Angel learning environment.
- Being active and visible in the Angel classroom by participating and contributing in a meaningful and substantively to the class discussions and communicating openly and appropriately with fellow students and the instructor.
- Adhering to the Chancellor *Code of Conduct* housed in the Student Handbook.

Writing Expectations

Written communication is one of the ways by which Chancellor students' learning is evaluated. In addition to providing students the opportunity to express their mastery of course content and critical thinking skills, written assignments allow students to develop and demonstrate an ability to write clearly, accurately, professionally, and appropriately. All Chancellor University students are required to use the American Psychological Association (APA) format in their formal written assignments. The purpose of applying a recognized formatting and style guide to academic assignments is to ensure proper citation of sources and to develop an understanding of the importance of consistency of presentation in written work.

Although students may write in a less formal, more conversational way in the virtual classroom

discussions, they are expected to write organized, thoughtful, grammatically correct messages employing an appropriate tone. Students should proofread all written work before submitting it.

Online Participation

In the online learning environment, class attendance is calculated by posting messages or assignments to the Angel classroom each week of class. Participation is a graded activity in the learning process that may encompass the expectation that students post well-developed responses to weekly discussion questions as well as their contributing actively and substantively to class discussions in the current week's Angel classroom discussion forum. Students need to pay particular attention to the syllabus and understand the instructor's expectations to earn full participation credit, as a lack of participation according to these expectations will result in a lower grade.

Participation is *not* measured by the number of times a student posts to the classroom discussion or by the number of days each week a student logs into the classroom; rather, participation is measured by how well a student meets the expectations of the course requirements by demonstrating comprehension of the course topics. However, merely posting an initial response to each discussion question and/or weekly recap thread will never earn full credit for that week's participation, and students should maximize the personal educational benefits gained by responding to questions posted by other students and the instructor.

Substantive participation enhances the learning process for all students in the online learning environment. Substantive participation includes, but is not limited to, comments that add depth or insight to content, that add relevant personal experiences to establish key concepts, and/or that convey a different perspective of the issue to progress the discussion in a meaningful way. Substantive participation *does not* include posting comments such as "I agree" or "Tell me more" or any similar message that does not demonstrate a thoughtful response to the topic.

Support Services

Financial Aid

The focus of the Financial Aid Office is to inform students on the types of funding available to finance one's education. Funding can include grants, loans, and scholarships.

The Financial Aid Office is able to provide a variety of services, but not limited to the following:

- Assisting students with the completion of the Free Application for Federal Student Aid (FAFSA).
- Explaining the various types of funding options available.
- Educating students on the loan borrowing process.

Students can complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Please feel free to contact Financial Aid if you have any questions about completing the FAFSA form.

Office Hours

Monday-Friday 9:00 am - 9:00 pm EST
 Saturday 10:00 am – 6:00 pm EST
Telephone (216) 361-2749
 (888) 316-9377

Email financialaid@ChancellorU.edu

Business Office

The Business Office addresses all financial matters as it relates to a student's account. The office is able to provide the following services:

- Discussing payment options.
- Disbursing Financial Aid refund checks.
- Accepting and processing tuition payments.

Office Hours

Monday-Friday 8:00 am - 5:00 pm EST
Telephone (216) 361-2735
 (888) 316-9377

Email businessoffice@ChancellorU.edu

Billing Address

Chancellor University
 Attn: Business Office
 3921 Chester Avenue
 Cleveland, OH 44114

Bookstore

Chancellor has partnered with MBS Books to offer the following services to the students:

- Online ordering 24/7.
- Guarantee that all required books will be available for immediate shipment.
- Most orders filled & shipped within 24 hours.

- Payment options of Visa, MasterCard, Discover, American Express, or Student Financial Aid.

Chancellor University reserves the right to change course books and materials. As a result of our partnership with MBS Direct, Chancellor University does not endorse nor recommends that students purchase texts or other course materials from vendors other than MBS Direct.

Should textbooks or course materials change, students who have purchased from MBS will be notified and may receive a refund for books and materials, including shipping. Students who have purchased texts and or course materials from another vendor may not be refunded. Students who purchase texts or course materials through a vendor other than MBS do so at their own risk. Visit the Bookstore online at: <http://bookstore.mbsdirect.net/chancellor.htm>

Tutorial Services

Chancellor University tutors provide students academic support in mastery of course content for English, math, economics, accounting, and other study skills. Tutors work on ground and online with students to build academic confidence and skills. Online learners using the ANGEL Learning platform may contact the department to ask questions about navigating the online classroom or discuss expectations for courses. Tutorial Services provides online academic support to its students through free online tutorial links located on a student's Angel course homepage. Any posted questions will receive a response within 24 hours.

The Tutorial Services Department also serves as a liaison between the student and instructor, in an effort to identify common academic weaknesses in need of support. The department works to ensure students achieve their academic goals.

Any undergraduate University student in need of on ground tutoring assistance may contact Tutorial Services to schedule an appointment. Students should refer to the Tutorial Services Center schedules, which are posted on the University's web page and available at the MidTown campus. All University students are offered in-person and online tutorial services free of charge, as part of their student registration.

Lab Hours Call for lab hours & availability
Telephone 216-432-8942
 (886) 998-8828

Academic Integrity

Students of Chancellor University are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. Chancellor faculty strives to provide students with the knowledge, skills, and wisdom they need to participate in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the course work they submit. Following are guidelines to assist students in observing academic integrity:

Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.

Students must follow all written and/or verbal instructions given by instructors or other University representative prior to taking examinations, tests, quizzes, and evaluations. Students are responsible for adhering to course requirements as specified by the instructor.

Violations of Academic Integrity

Actions constituting violations of academic integrity include, but are not limited to, the following:

Plagiarism: the use of another's words, ideas, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Cheating: the unauthorized use of materials or information by which a student attempts to misrepresent academic skills or knowledge.

Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

Academic Misconduct: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

Penalties for failure to exhibit academic integrity are generally stipulated in course syllabi. In extreme cases, students are subject to institutional sanctions.

Harassment

Chancellor University prohibits all forms of harassment of its students based on race, gender, color, religion, age, disability, national origin, sexual orientation, or other classification protected by applicable federal, state, or local law. Any such conduct is prohibited by this policy, whether or not it also violates applicable law.

Sexual harassment is a form of sex discrimination and is an unlawful employment practice under Title VII of the 1964 Civil Rights Act. The Federal Equal Employment Opportunity Commission has issued guidelines on this subject. These guidelines state that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will constitute unlawful sexual harassment when:

- Submission to sexual conduct is an explicit or implicit term or condition of an individual's employment or enrollment;
- Submission to or rejection of sexual conduct by an individual is the basis for any employment or instructional decision affecting that individual; or
- When sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's work or classroom performance or create an intimidating, hostile, or offensive working or educational environment.

The University strongly disapproves of any form of harassment of its personnel or students by other University personnel or by non-employees of the University on or off campus. Appropriate disciplinary action will be taken promptly against any University personnel or student engaging in harassment.

COMPLAINT PROCEDURES

The University's policy is to thoroughly investigate and remedy any known incidents of harassment. In order to accomplish this, however, harassment must be brought to the attention of the Administration. Students who feel aggrieved because of harassment or are aware of incidents of harassment are encouraged to communicate his or her problems immediately, as indicated below. It is the policy of the University to investigate all complaints impartially, to protect confidentiality and individual rights insofar as possible, and to ensure that no reprisals are taken against complainants. The following steps should be followed by an employee who has a complaint of harassment:

1. If a student feels that she/he is being harassed, he/she is encouraged, whenever appropriate, to inform directly the person engaging in harassing

conduct that such conduct is offensive and must stop.

2. If such conduct does not immediately cease, the allegedly harassed student must inform the Vice President of Academic Affairs or Provost.
3. If such conduct does not immediately cease, after informing the Vice President of Academic Affairs or Provost, the harassed student must inform Human Resources and make a formal complaint against the person engaging in the harassing conduct.
4. The Human Resources Department will immediately investigate the matter.
5. If it is determined that sexual harassment or other similar improper conduct has occurred, appropriate disciplinary action will be taken. This may include: reprimand, probationary warning, suspension, or termination.

Grievance of Processes

Grievance of Disciplinary Procedures

All students, faculty members, staff, and administrators are expected to possess a high standard of conduct. Grievance procedures should be followed when there is a non-resolvable disagreement between two or more parties concerning matters of grades, harassment, academic dishonesty, or discrimination. The disciplinary procedure applies whenever the University suspects that a student has violated student conduct rules.

Academic Standard Violation

Academic appeals policy, and the process, are outlined in the University Catalog. If you have an appeal, please refer to the University catalog for more information.

Disciplinary Procedures for Non –Academic Related Incidents

The purpose of the procedure for disciplinary action is to give fairness to a student who has possibly violated the student conduct rules. Fairness means that a student is given an opportunity to present what took place at an event/activity and question the evidence that led to a belief that a conduct violation had occurred.

Conduct violations are first handled by the Director of Student Support Services who attempt resolution in the matter. Students who are in conflict with the decision of the Director have 48 hours from the time of notification to submit an appeal to the Vice President of Academic Affairs. The Director of Student Support Services will meet with the student(s) and other parties involved before rendering a decision. Students who are in conflict with the decision of the Vice President of Academic Affairs will have 48 hours from the time of notification to submit an appeal to the Provost/CAO for review. The student will receive written documentation of the alleged conduct violation before meeting with the Provost/CAO. The decision of the Provost/CAO is final and will be communicated in writing to the student, with a copy placed in their permanent student record.

During the investigation period, the student may continue to attend classes unless the student's presence on campus is considered a health or safety hazard to the student, the campus population, University property, or any other reason deemed in the best interest of the University

as determined by the Vice President of Academic Services.

Disciplinary Action for Non-Academic Related Incidents

All students are subject to the following disciplinary sanctions involving violations of campus code of conduct and policies.

Violations

The following examples of offenses are not inclusive, but are intended to give students an idea of the types of behavior that may result in disciplinary action if done on campus or at a campus related event:

- Assault or theft
- Unauthorized use or possession of alcohol
- Possession or use of illegal substances
- Possession of weapons
- Disrespect of authority
- Vandalism and/or destruction of property
- Hazing and/or initiation
- Threatening remarks or actions
- Tampering with fire equipment
- Community disturbance
- Vehicle violations
- Excessive noise
- Improper dress
- Foul language
- Excessive horseplay within any building
- Improper use of handicap equipment

All incidents of student misconduct and disciplinary action are recorded and filed in the Office of Student Services.

Range of Sanctions for Policy Violations

Students found to be in violation of various policies and behavioral expectations may be subject to disciplinary sanctions. In order to illustrate the kind of sanctions utilized the following examples are shown. These examples are not meant to represent the only sanctions that may be used by the University. The type of violation, the student's

conduct history, and the severity of the situation will determine the discipline sanctions.

Reprimand

A reprimand is a written warning to a student for a violation of University policy. The warning shall include notice that further violations of the same or other regulations will result in a more severe disciplinary sanction.

Apology

A required formal apology, given either verbally or in writing (as designated by the sanction), whether private or public, is directed toward an individual, outside agency, or the University. Evidence of the offering of the apology may be required.

Restitution

In the event of damage, destruction, or theft, a student may be required to make a full and complete reimbursement to the University or others. Restitution for University property damage or theft may take the form of financial payment, appropriate service, or other compensation. Failure to arrange to pay may result in the student being prohibited from registering for another term.

Monetary Fine

The student is required to pay a specific monetary fine to the University. Failure to pay or to arrange to pay such fines may prevent the student from registering for another term or from receiving transcripts or diplomas.

Required Assessment and/or Counseling

A student may be referred to counseling in addition to, or in place of, other sanctions. In the event a student is believed to be in immediate danger to him or herself or to others due to psychological difficulties, the student may be required to obtain a professional evaluation and treatment in order to remain enrolled as a student. Failure to comply with this requirement can result in additional action by the University, including suspension for an indefinite period or mandatory withdrawal from the University. Under certain circumstances, a student may be immediately suspended until a mental health professional has determined that the student is no longer a threat to him or herself or others and is capable of functioning in the University environment. Any decision made to suspend or withdraw a student may be made only by the Vice President of Student Affairs, Vice President of Academic Affairs (VPAA), or Provost.

Final Notice

This sanction is administered to serve as a notice to the student that his or her behavior was unacceptable and inconsistent with the University's standards of behavior more than one time. The warning will include notice that any future violations of policy could result in the imposition of more severe sanctions. This sanction may also involve specific conditions, which may

include but are not limited to the following:

1. Restriction of access to specified campus facilities.
2. Loss of privileges which include but are not limited to the following:
 - a. To be an active participant in any or all public events sponsored by the University standards.
 - b. To be in attendance at any or all public events sponsored by the University.
3. Community service requirements/ assignments.

If a student is found responsible for a violation of the University's Sexual Misconduct Policy, a disciplinary warning may also include one or more of the following sanctions:

1. Required consultation with a member of the University's counseling staff, as well as required participation in any ongoing counseling and/or educational programming prescribed by the counselor.
2. Issuance of a public apology by the student.
3. Prohibited contact between the person responsible for the violation and the victim for a specified period of time.

Disciplinary Probation

This sanction may involve specific conditions, which may include but are not limited to the following:

1. Removal from campus housing or being required to relocate in the Residence Hall system.
2. Restriction of access to specified campus facilities.
3. Loss of privileges which include, but are not limited to, the following:
 - a. To be an active participant in any or all public events sponsored by the University.
 - b. To be in attendance at any or all public events sponsored by the University.
 - c. To represent the University in specific manners.
 - d. To hold office in any or all University-approved organizations.

- e. To participate in specified extracurricular activities.

- Discovery of new evidence following the rendering of a decision.

Notification of disciplinary probation may be sent to a student's parent(s) if the student is under 21, subject to regulations governing a student's right to privacy.

All appeals must clearly identify which of the reasons is being used as a basis for the appeal.

Disciplinary Suspension

Suspension consists of a written notification of the termination of student status and exclusion from further enrollment for a period of not less than one month and no more than two years. The student may be barred from University premises.

Notification of suspension may be sent to the student's parent(s) if the student is under 21, subject to regulations governing a student's right to privacy. Notification may appear in the student's University transcript. The sanction may be administered only by the VPAA or Provost/CAO.

Time Limits for Filing Appeals

Appeals of all disciplinary decisions must be made in writing to the individual or board responsible for hearing the appeals within four (4) class days of the time the initial judicial decision is notified via their University email address.

Expulsion

Expulsion includes a written notification of the permanent termination of matriculated student status, with no possibility of reenrollment at Chancellor University. This student may be barred from University property. Notification will appear in the student's transcript. Notification of expulsion may be sent to the student's parents if the student is under 21, subject to regulations governing a student's right to privacy. The sanction may be administered only by the VPAA or Provost.

Unauthorized Alcohol Use and/or Drug Related Sanctions

These sanctions may include the following:

- Written notification may be sent to the parents or guardians of students under 21 years of age.
- A \$100 fine.
- Student may be recommended for academic suspension.

Appealing a Disciplinary Decision

All students are entitled to the opportunity to appeal judicial decisions made at every level except when made by the VPAA or Provost but only under certain circumstances. The basis for an appeal of a decision must be based on one or more of the following reasons:

- The severity of the decision.
- A violation of the prescribed judicial procedures that prevented the student from receiving a fair hearing.
- Insufficient evidence.

Rights of Privacy

Person and Property

A student shall be free from searches and seizures of possessions while on University property unless said search and seizure is conducted in accordance with state and federal laws. In cases of imminent danger or when there are reasonable grounds upon which to believe it is necessary to conduct a search immediately in order to protect life or property, searches may be conducted in the presence of a Cabinet member of the University.

Disciplinary, Counseling, and Permanent Records

- Disciplinary records and information maintained by the University are treated in a confidential manner. Students have the right to view their disciplinary records; such records and the information contained therein will not be released except with the written authorization of the student. However, the University may disclose the student's disciplinary record without the student's consent if legal compulsion or the safety of people or property is involved, or if the information is required by authorized University personnel for official use. In these circumstances, only the information pertinent to the inquiry may be revealed. The University may also act without the student's consent to have a statement of suspension or dismissal entered into the student's academic record for the time that this disciplinary sanction would prohibit the student from registering. Written notice of this statement shall be sent to the student.
- A student's medical history in the Counseling Office shall be kept confidential, except for use by University personnel, unless the student consents in writing to have it revealed to a designated person or institution. Without such release, no information will be revealed except to University personnel, or to comply with legal compulsion, except when there is a clear and imminent danger to an individual or to society, and such information will be limited to that which is directly pertinent to the reduction of that danger.

- Permanent education records of both credit and non-credit courses are maintained in the Office of Academic Records. The permanent record contains the student's name, government ID, address, telephone number, gender, date of birth, transfer credits (if applicable), grades and grade points earned, scholastic standing, and degrees and/or certificates awarded.

Student records are strictly confidential. Records are released only to individual students to whom they belong, to other Universities and to universities at the request of the student, or to legal entities under a court ordered subpoena. Student records are accessible to counselors, administrative staff, and faculty for the purpose of academic advising.

Subpoenaed Information

If presented with a subpoena to produce information about specific students and/or campus organizations, the recipient shall immediately notify the VPAA or Provost and forward to that office a copy of the subpoena. The student(s) involved will be notified by telephone or through Chancellor email.

Student Demographic and Education Data

Student demographic data and information about education, training, and employment will be organized by name. The University will routinely compile reports based on student data for use in program planning and evaluation, and will furnish required reports to the federal and state governments, all of which will be based on aggregate data.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Although some information is open to the public, students may ask the Office of Academic Records to restrict release of specific information; therefore, it is Chancellor University policy that all requests for student information be referred to and handled by the Office of Academic Records, 3921 Chester Avenue, Cleveland, OH 44114.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, the student may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or contact at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5920
Family Policy Compliance Office (FPCO) Home:
<http://www.ed.gov/policy/gen/guid/fpco/index.html>