

Student Rights and Responsibilities

Each student who enters the University is respected as an adult and is, therefore, expected to demonstrate a high level of responsibility and maturity. Personal honesty and integrity are fundamental elements of responsible citizenship and an intrinsic part of the basic character required for productive careers in aviation, aerospace, the military and in global affairs.

Embry-Riddle Aeronautical University reserves the right to consider a student's or applicant's character, academic and behavioral record, criminal record, or other pertinent information in granting or denying housing or admission, making related assignments or schedules; or imposing reasonable, appropriately-tailored requirements to protect the campus environment. Unless specifically exempted from disclosure by law or order of court, students and applicants have an affirmative duty to immediately disclose any criminal convictions or charges against them for violent offenses, offenses against minors, and/or offenses that are punishable as a felony.

The presence on campus of students or applicants who commit serious violations of University policies and procedures, or have unacceptable character, academic or behavioral record, or criminal record may be inconsistent with the safety and other compelling interests of the University. Accordingly, the University may, at the University's sole discretion, temporarily or permanently bar from all or any part of University owned or controlled property, or impose reasonable conditions upon any student or applicant who violates University policies and procedures, or whose character, academic or behavioral record, or criminal record is determined by the University to pose an unreasonable risk to the interests of the University, its students, employees, or visitors. Action based on conduct shall not normally be taken against admitted students until the student has been afforded process consistent with applicable ERAU policies and procedures. However, Embry-Riddle Aeronautical University reserves the right to take immediate reasonable action to protect the health or safety of people or property.

Applicable policies and procedures may be modified or updated from time to time. Students and applicants are bound by the terms in effect at the time of any event or occurrence. The electronic version of applicable policies and procedures shall be the official current version found at <http://www.erau.edu/pr/student-services/dean.html>

Undergraduate/ Graduate Catalog

The catalog provides detailed information and serves as the official description of academic policies, procedures, and regulations. The undergraduate/graduate catalog can be found online at <http://www.erau.edu/pr/academicorgs/catalog.html>

Included in the catalog are University policies and procedures for:

- Academic Advising
- Academic Integrity/Conduct
- Class Attendance
- Disability Support Services
- Financial Obligations
- Graduation
- Mail
- Mandatory Drug testing
- Refunds
- Student Grievance Policy
- Transcripts
- Withdrawing from classes

University Policies

Advocacy for Students

Counseling staff will work with students as an advocate to the University when needed. Advocacy will take the form of providing a safe, confidential environment to discuss options for action when students are faced with difficult situations. Staff will discuss opportunities for students to resolve issues, and will direct students to resources that can assist in resolution. If you have questions or would like to request the assistance of an advocate, please contact Counseling Services at extension 6653.

Alcohol Policy

Embry-Riddle Aeronautical University Prescott Campus recognizes that alcohol may have a negative impact on the quality of students' lives. Alcohol is not permitted on University property or at University events without the expressed written consent from the University. Alcohol is allowed in the private residences of full time employees who reside on campus. The Office of Student Activities reserves the right to approve or deny alcohol at events on campus sponsored by student organizations. Guidelines for Use of Alcoholic Beverages for Student Organizations can be obtained from the Office of Student Activities in Building 16.

Highlights of Arizona's Administrative Suspension Law

In the state of Arizona, Law Enforcement Officers are authorized to immediately take the driver's license of a motorist suspected of drinking and driving. The police have the right to take the license immediately if the driver's blood-alcohol level is 0.08 percent or above, or if the driver refuses to take a breath or blood test. The following are the highlights of Arizona's administrative suspension law:

- Implied Consent - When you apply for and accept the privilege of driving a vehicle in Arizona and you consent to testing for blood alcohol content (BAC) if you are arrested for drunk driving.
- When a Law Enforcement Officer has reason to believe you have been driving while under the influence of alcohol (DUI), the Officer will request that you submit to testing. If you refuse, the Motor Vehicle Division will suspend your license for one year. You may still be charged with driving under the influence, even without a blood alcohol content test. It is unlawful to drive a vehicle if you have a blood alcohol concentration of .08 or higher. If your test results exceed the legal limit, MVD will suspend your license for ninety days. Under the existing law, the arresting officer will take your license on the spot.

Campus Emergencies

ERAU-Prescott has a campus emergency plan that can be found online via ERNIE

<https://ernie.erau.edu/>. Go to the Safety/Risk Management link on the left → Environmental Health and Safety → Emergency Preparedness.

Code RED System

Code RED is one layer of our emergency notification system. Code RED allows the University to do mass calling, providing valuable information to all who have registered. **ERAU strongly recommends all students, faculty, and staff register for Code RED.** To register log into ERNIE <https://ernie.erau.edu/> and go under the “Admin Services” box when you first log in, or go to Safety/Risk Management → Environmental Health and Safety → Emergency Preparedness → Code RED link on the right of the screen.

Outdoor Sirens

Another layer of our emergency notification system is the outdoor sirens. These sirens are able to act as a PA system.

Campus Expression

Freedom of expression and assembly are rights of all citizens, residents, and sojourners in the United States of America. Embry-Riddle expects each member of our campus community to have an abiding interest in the University's well-being and reputation. In most instances judgment, discretion, and mutual respect are sufficient guides for action. We ask students to remember that although the United States Constitution guarantees the freedom of expression and assembly and, by judicial interpretation, campus groups have the right to official institutional recognition, these are not absolute rights. Only registered student organizations and university departments and committees are authorized to use university facilities and property for group activities and events. The University, however, reserves the right to regulate the time, place and manner in which expression and assembly may take place. In all instances, the freedom of expression and assembly on campus must be balanced with consideration for the health and safety of all members of the university community. As specified, guaranteed Constitutional rights are balanced against the importance of preserving the "general welfare". So, too, must the right of free expression and assembly on a private university campus be balanced by concern for the well-being and the sensibilities of the members of the university community.

Cancellation Policy

An applicant who provides written notice of cancellation within five days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of payment. No later than thirty (30) days of receiving the notice of cancellation, the University shall provide a 100% refund.

Directory Information

Embry-Riddle Aeronautical University designates the following items as directory information:

- Student name
- Address
- Telephone number
- E-mail address
- Date and place of birth
- Previous school attended
- Photograph
- Degrees, honors, and awards received
- Major field of study
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams

Embry-Riddle Aeronautical University may disclose any of these items without prior written consent, unless notified in writing to the contrary by the student. Written notification should go to the Dean of Students and the SGA.

The SGA publishes a Student Directory, which includes student name, ERAU box number, address and phone number. A student may inform the Dean of Students Office, Building 18A, that he or she does not want this information released.

Disability Support Services

Embry Riddle Aeronautical University Prescott Campus is committed to ensuring access and providing reasonable accommodation for students with documented disabilities who request assistance. The Director of Student Activities serves as the Director of Disability Support Services for the Prescott Campus.

Students' needs are addressed on an individual basis with regard to their specific disabilities, academic and career goals, learning styles, and objectives for personal development. Campus-specific services may include academic advisement or assistance with planning academic schedules, registration assistance and advance registration, academic intervention programs, time management training, study skills assistance, arrangements for peer tutoring, testing modifications, advocacy, and facilitation of physical access. The University does not provide diagnostic testing but will make referrals for evaluation by area specialists. Costs associated with testing referrals are the responsibility of the individual student. Because certain academic programs are FAA-certified, those programs are subject to regulation by that agency. Therefore, regulatory limitations may delay or preclude participation or licensure in those programs by persons with certain disabilities.

Students are encouraged to contact the Director of Disability Support Services in Building 18A or at (928)-777-3700, for information on eligibility and services.

Harassment Policy

Harassment is defined as any willful, intentional or persistent act, which harms or annoys another individual. It is the persistence of an act or the repetition of such which constitutes harassment. Harassment may take a variety of forms, from subtle to blatant, but any action, which is carried out on a continuous or systematic basis with the express purpose of annoying, persecuting or otherwise disturbing an individual or group may be considered harassment. Harassment is not acceptable within the University community and is subject to student conduct action. Any such action should be reported to the Dean of Students Office in Building 18A.

Counseling Services will provide support and advocacy for victims of sexual harassment. If you feel that you are being sexually harassed you can discuss options for reporting in a confidential, secure environment with a counselor. Counselors (or designees) can be requested to serve as an "advocate" for the victim throughout the process, to include accompanying the victim while making reports. To use the advocacy services described here, call Counseling Services at (928) 777-6653.

Hazing Policy

Embry-Riddle Aeronautical University prohibits any form of hazing. Hazing is defined as any action taken or situation created intentionally by an individual, club, or organization, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule and the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in an organization. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical or psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried out on or off campus, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts or buffoonery, morally degrading or humiliating games or activities, and any other activities which are not consistent with academic achievement, University policy, local, state or federal law.

Life-Threatening Illnesses

Embry-Riddle Aeronautical University recognizes that students and employees with life-threatening illnesses may want to engage in as many of their normal pursuits as their conditions allow, including work and regular class attendance. The University is sensitive to the needs of these students and employees and supports equitable treatment for all.

Each case will be handled confidentially and on an individual basis, as the University is made aware of such cases. Confidentiality and privacy of persons with serious illnesses is required by State and Federal law. The University does not discriminate against individuals with physical disabilities, or life threatening illnesses, in employment, enrollment, the administration of programs, activities, access to facilities, or any of the rights, benefits, and privileges generally afforded its students and employees.

It is the policy of the University to enroll students and employ applicants who have, or who are suspected of having such diseases as long as: 1) such persons remain physically and mentally able to meet the reasonable performance standards in class or in the residence halls, and 2) medical evidence indicates that their educational or job-related activities do not pose a threat to their own safety or that of others in the campus community. Consistent with its concern for students and employees with life-threatening illness, the University strongly encourages such students and employees to utilize the following services offered through the University:

ERAU Wellness Center – (928) 777-6653

Disability Support Services (students only) – (928) 777-3700

ERAU Human Resources (employees only) – (928) 777-3710

Mandatory Drug Testing Policy

The mandatory Student Drug Testing Program applies to all students whose catalog applicability is 1990-91 and later, and who engage in flight training at Embry-Riddle on or after January 1, 1991.

Students who have catalog applicability prior to the 1990-91 academic year and who engage in flight training at Embry-Riddle have the option of participating in the random testing program. Embry-Riddle Aeronautical University may test for drugs, alcohol, and any other substance which may compromise safety.

The University will provide the following types of drug testing:

- Random Testing of students engaged in flight training.
- Post-Accident Testing will be required for any student involved in a University aircraft accident. The student will be tested for drugs within 24 hours after an accident. An accident is an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time all such persons(s) have disembarked, and in which any person suffers death or serious injury, or in which the aircraft received substantial damage as determined by the National Transportation Safety Board.
- In conjunction with a student conduct matter, students may be required to submit to drug testing. Students will follow the guidelines established in the Student Handbook.
- Pre-employment Testing will be required for any student who applies to work in a safety sensitive student assistant position here at the University. Actions to be taken for positive test results, refusal to be tested, or failure to comply with testing procedures:
 - Students' whose test results show positive for the use of an illegal or non-prescribed drug, as verified by a Medical Review Officer, may be suspended from the University.
 - Negative-dilute test results will be grounds for an immediate retest.
 - Refusal to be tested when requested by the University may result in the student being suspended from the University.

Drug Testing Procedures

When testing is required, the student will comply with all directives of the University concerning the place of testing, the manner in which the student is to arrive at the place of testing, and any other related matter. Failure to comply will result in the student being subject to disciplinary action up to and including suspension from the University. For additional information concerning the Student Drug Testing Program, contact the Flight Department and/or the Human Resources Department. If the student is required to complete a drug test in conjunction with a student conduct matter, the student will not have to pay for the drug test.

Student Notification of Drug Testing

Students are notified of the drug-testing requirement in the application process through the Admissions Office. In addition, during their official orientation, all matriculating students are given a copy of the student handbook, which includes a section pertaining to the University's Substance Abuse and Mandatory Drug Testing policies. The drug testing policy is also included on appropriate flight course registration forms.

Use of Drug Testing Results in the Student Conduct Process

The University reserves the right to use the results of any drug tests in the Student Conduct process. The results may come from campus constituents (i.e. Athletics, ROTC, Flight Line) or off-campus parties (i.e. law enforcement agencies).

Nondiscrimination Policy

The objective of the educational program at Embry-Riddle Aeronautical University is to develop individuals capable of applying enlightened judgment in their professional, personal and social lives. In order to promote this objective it is the policy of the University to prohibit discrimination as it is defined in the federal and state statutory and decisional law, against individuals because of race, sex, religion, color, national origin, age, sexual orientation, non-disqualifying handicap or veteran status in all aspects of university life. This includes but is not limited to conversations that may or may not be overheard by a member of the ERAU community or guest. Any individual or group found responsible for a violation of the Nondiscrimination policy will be subject to Student Conduct action through the Student Conduct Process.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) grants students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a written request for access.
2. Students should submit to the registrar, deans of colleges, dean of students or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
3. The right to request the amendments of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement, unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

You have the right of access to your official records in accordance with the Family Educational Rights and Privacy Act (FERPA) also known as the Buckley Amendment. This act provides that the University may release "directory information" unless you have informed the Records and Registration Office that you do not want this information released. Other information including grades, financial, flight, and discipline records are considered confidential, and may only be released with the signed permission of the student. This means that this information will not be sent to or discussed with the parents without the student's written permission.

If the student is proven to be a dependent of the parent as defined by the IRS information may be released to the parent without the student's consent. In accordance with this statute, Embry-Riddle reserves the right to disclose to parents and legal guardians of students under the age of 21, without the student's consent, information regarding the student's violation of any federal, state, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a prescription or non-prescription drug.

Pets Policy

Pets are not permitted inside University facilities. All pets must be on a leash and attended to at all times. Pets found unattended will be impounded and the owner assessed a fine. Owners are responsible for any damage their pet may cause to University property, as well as for cleaning up after their pets. Exceptions to this are service animals assisting students or guests with documented needs.

Sexual Assault

Sexual assault is unacceptable and will not be tolerated at ERAU. The University urges an individual who has been sexually assaulted to make an official report. A report of a sexual assault will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible.

The University is committed to providing information regarding on and off-campus services and resources. Please contact any/all of the following resources in order to report a sexual assault:

- ERAU Wellness Center (928) 777-6653, Haas Commons Building 73
- ERAU Campus Safety – Press any emergency phone button or dial “0” on campus for immediate connection or call (928) 777-3728, Building 17B
- ERAU Housing and Residence Life Office (928) 777-3744, Haas Commons Building 73
- Prescott Police Department 911
222 S Marina Street
Prescott, AZ 86303
- Yavapai County Victim Witness (928) 771-3485
Advocates are available upon request. Free counseling and assistance with medical costs are provided if the victim files a police report.

- Yavapai Family Advocacy Center (928) 775-0669
- National Sexual Assault Crisis Line (800)-656-4673

All students, faculty and staff are subject to this policy. Violators will be subject to Student Conduct or Human Resources action up to and including expulsion, termination, or other appropriate institutional sanctions. Prosecution by external authorities may also occur. For a student, off-campus conduct may be subject to campus Student Conduct proceedings.

Student Conduct Action for Sexual Assault

In addition to any criminal or civil actions, which may be pending or in process, the University reserves the right to pursue separate Student Conduct action. Persons found responsible for sexual assault may expect disciplinary action up to and including dismissal from the University.

Sexual Harassment

Sexual Harassment is defined by the U.S. Equal Employment Opportunity Commission (EEOC) as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a term or condition of an individual's status (educational/employment decisions affecting such individual either implicitly or explicitly)
2. Submission to or rejection of such conduct by an individual is used as the basis for educational/employment decisions affecting such individual
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or educational environment. Report any sexual harassment immediately to the Director of the Wellness Center, counselors, or the Dean of Students office.

Solicitation Policy

Solicitation of and by Embry-Riddle Aeronautical University students, for money, goods or services is prohibited without the approval of the Office of Student Activities or Business Office. Solicitation is permitted only in the form of advertisements posted upon approved bulletin boards or by advertisements in the student newspaper for registered student organization fundraisers and approved vendors. Door-to-door solicitation will not be approved. The bulletin board advertisements must be stamped and approved by the Student Activities Office (Building 16) prior to posting. All advertisements must conform to the established bulletin board procedures. Commercial solicitations through "free" mail services are prohibited.

Student Education and Assistance

Embry-Riddle Aeronautical University promotes substance abuse awareness by sponsoring educational programs and distributing literature on the subject. The University is additionally committed to assisting students in the resolution of problems associated with substance abuse, and encourages students to seek additional help through referrals from University Wellness Center and/or Counseling, (928) 777-6653, Hass Commons Building 73.

Student Health Insurance Policy

ERAU offers a Student Injury and Sickness Insurance Plan that offers basic benefits at a reduced cost for all ERAU students. The insurance plan is underwritten by UnitedHealthcare Student Resources, and is in effect from August –August of the respective school year. This insurance provides continuous

coverage, anywhere in the United States and while traveling abroad. This plan is renewable on an annual basis.

Embry Riddle requires all students to participate in the Student Injury and Sickness Insurance Plan, unless proof of comparable insurance coverage is provided. All students will be automatically enrolled in the university's student health insurance plan. Students who have comparable coverage must complete the online waiver form to remove the premium from their student account. Students with limited insurance coverage are urged to carefully review their options before waiving the university's plan. HMO plans outside the Prescott area may not qualify as comparable health insurance.

To complete the waiver, please log on to www.SRStudentcenter.com. Please refer to the website, or ERAU's Health and Wellness Center for the deadline to waive the insurance. Failure to waive the insurance by the semester deadline will result in the non-refundable insurance fee remaining on your student account. Embry Riddle is not responsible for insurance waivers that are submitted after the deadlines.

For a full description of coverage including costs, benefits, exclusions, reductions and limitations, and the terms under which the coverage may remain in force, please go to the UnitedHealthcare Student Resources website www.uhcsr.com (click on "Find My School's Plan" and select "Embry-Riddle Aeronautical University"). Should you have any questions, please contact UnitedHealthcare Student Resources directly at 1-800-237-0903 ext. 6240. You may also call ERAU's Health and Wellness Center at (928) 777-6653, Hass Commons Building 73.

Student Participation in University Governance

The primary vehicle for student participation in University governance is the Student Government Association (SGA), which is regulated by its constitution. The Student Council, elected members of the SGA, appoints students to standing committees of the University as well as to ad hoc committees. The SGA is advised by a university official appointed by the Dean of Students, a financial advisor appointed by the Director of Business, and a faculty/staff advisor selected by the students.

University-recognized media

The University recognizes the importance of student media to be able to express itself within the bounds of moral, ethical, legal and professional media principles and community standards.

Substance Abuse Policy

Due to our cooperative relationship with the aviation and aerospace industry, the University intends to be clear in its position regarding the use, possession, and/or sale of illicit drugs, and towards those who have knowledge of violations of any federal, state and local laws.

The University prohibits the unlawful manufacture, distribution, possession, sale and use of illegal drugs, designer and synthetic drugs, prohibited drugs and drug-related paraphernalia on University property and/or while attending a business or academic activity, a student organization/athletic activity or trip, while on duty or while operating a vehicle or machine leased or owned by the University. Any person using, possessing or selling illegal drugs on or off the University premises may expect to face University Student Conduct action.

Knowledge of or being in the presence of the manufacture, use, possession or sale of illegal drugs, designer and synthetic drugs, prohibited drugs and drug-related paraphernalia constitutes equal responsibility and involvement in the incident.

The University will take serious action regarding the abuse of legal substances or the illegal sale of legal substances. The University intends to comply with the Drug Free Workplace Act of 1988, the Drug Free Schools and Communities Act amendments of 1989, the Department of Transportation regulations and all Federal Aviation Administration regulations regarding drug and alcohol abuse. Students who enroll at the University should plan to adopt a healthy (substance free) lifestyle. The purpose of these policies is to clearly communicate the concern of the University regarding:

1. Health and safety of its employees and students
2. Desire for an efficient and effective work force and educational environment; and
3. Compliance with all federal, state and local regulations regarding substance abuse in the workplace.

The University has a responsibility to educate and promote healthy, low risk choices within our student population and to support similar policies within the aviation and aerospace industry.

Tobacco Policy

ERAU recognizes that tobacco use has a negative impact on students' health and lives. Because smoking is hazardous to your health and we must protect our students, faculty and staff from second-hand smoke, smoking may only take place outside of University buildings, including Residence Halls. Smoking must occur in designated areas, which are marked by cigarette butt receptacles. Other areas on campus may be designated and marked as "smoke free zones" because of their proximity to windows or ventilation systems. Smoking shall be defined as the burning of any tobacco product whether in the form of cigarettes, cigars or pipes. Additionally, smoking is not allowed in any University vehicles including vans, trucks, buses, and automobiles, as well as University aircraft.

Receptacles are provided throughout the campus so smokers do not have to litter. If you are a smoker please watch for them. Any student who violates this policy shall be courteously reminded that smoking is allowed only in designated areas. Those who continue to violate or disregard the policy are subject to student conduct action.

Transmitting and Receiving Information via the Internet

The sharing of resources always requires conscious attention to fairness and appropriate usage. Accordingly, the University wishes all students to understand and adhere to the following four guidelines with regard to use of campus computing resources:

- Illegal use of computing resources is not permissible. All software must be legally licensed to protect the rights of others and ensure privacy.
- University resources must be accessible to all. Where we can provide technical means to enforce fairness, we will (disk quotas, for example). Where enforcement is not possible, remember to be reasonable. In the Residence Halls, each room is equipped with connectivity to the Internet. This connectivity is referred to as the Residential Network (ResNET). The ResNET bandwidth is shared by all residents. Downloading large quantities of data over extended periods of time, affects traffic on the network. Use common sense and if in doubt, ask the University Support Center at extension 6990. Do not attempt to gain access or privileges to which you are not entitled.

- Do not change or modify your University Colleague ID or Account ID. These accounts will be used throughout your tenure at Embry Riddle Aeronautical University.
- Do not use University resources for commercial purposes without prior authorization.

The campus Information Technology Helpdesk at extension 6990 will be happy to provide guidance on questions or issues not covered here. If you are not sure, ask. If, in the judgment of the University, you use our computer resources inappropriately, sanctions will be imposed.

Computer Labs and Library users must be sensitive to the public and academic nature of the facilities and take care not to display any sound, message, or image that is offensive or harassing to other users. Users must also refrain from transmitting to or from other computing sites, inappropriate sounds, messages or images that might be considered offensive or harassing. ERAU policies on harassment apply equally to the behavior of the electronic community as they do to the other campus environments.

Weapons Policy

It is the policy of the Embry-Riddle Aeronautical University to ban, at all times from University-owned or controlled property, the possession or use of all weapons, including but not limited to firearms, BB guns and air guns, devices capable of manually propelling projectile, including but not limited to bows/arrows and slingshots, knives and machetes (knives with blades less than 3 inches in length (pocket knives) or multi-tools are the exception); dangerous chemicals, incendiary devices or other explosive substances including fireworks, or other objects classified or used as weapons with the potential for danger or harm. Any weapons brought onto University property are subject to confiscation. Weapons confiscated on campus will be held by campus Safety until the end of the term.

All faculty, staff, students, and others to whom this policy applies have a duty to immediately report to the Campus Safety Office the presence of dangerous weapons on any premises owned or controlled by ERAU. Failure to comply may be grounds for Student Conduct action.

Student Responsibilities

The University is governed by policies and procedures designed to protect students' interests and provide a high quality educational experience. It is the responsibility of students to be informed of all policies and procedures required for continued attendance at the University. Furthermore, as responsible members of the Embry-Riddle community, students, faculty, and staff should adhere to all policies and help hold each other accountable as well.

Students should have access to their University ID cards at all times and must show them if/when their identification is requested from a University official.

Official contact with students is made through University e-mail and campus mailboxes. Students are expected to check these means of communication daily; failure to do so could lead to violations of the Standards of Conduct.

Standards of Conduct

1. Abuse/Threats/Harassment

- a. Verbal or physical abuse, including fighting, threats, intimidation, harassment, coercion, and/or other conduct or action that threatens the health and safety of a member of the University community, including oneself, or any other person on or off University property, or at a University-sponsored or supervised activity. Students who are deemed to be threats to themselves or others, or who are experiencing serious medical/psychological issues that cannot be sufficiently handled by ERAU personnel, are subject to involuntary withdrawal from the University.
- b. Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the University or a scheduled event sponsored by the University.

2. Alcohol/Drugs

- a. Use, possession, sale, knowledge of, or being in the presence of narcotics, marijuana, steroids, sedatives, tranquilizers, drug paraphernalia, stimulants, hallucinogens, and other similar prescribed or non-prescribed agents known to be harmful or habit-forming drugs or chemicals on or off campus. Having knowledge of the above or being present when a violation occurs constitutes equal responsibility and involvement in the incident.
- b. Illegal use or misuse of alcohol on/off campus or use or possession of alcohol on University property. Being under the influence of alcohol may be viewed as use. Having knowledge of the above or being present when a violation occurs may constitute equal responsibility and involvement in the incident.

3. Criminal Acts

- a. Any act of arson, falsely reporting a fire or other emergency; falsely setting off fire alarms; tampering with fire extinguishers or fire alarms, hoses or other emergency equipment or removing them from their proper location, except when done with proper need for such equipment.
- b. Committing an act or attempting to commit an act on/off University property or involving members of the University community (i.e., faculty, staff, students, or campus visitors) that would be in violation of the criminal code of the State of Arizona.

- c. Security violations (including attempted violations) or misuse of computing facilities, software or hardware, including the unauthorized reproduction or use of copyrighted material (i.e., illegal file sharing and illegal downloading).

4. Disorderly Conduct

- a. Obstruction or disruption of teaching, research, administration, student conduct proceedings, or other University activities on/off University premises
- b. Disorderly conduct or lewd, indecent, or obscene conduct on/off University-owned or controlled property or at University-sponsored functions
- c. Bicycling, skateboarding and roller-blading inside campus facilities or in the areas around and adjacent to any academic, administrative or housing facilities, including parking lots, is prohibited. At all other outdoor locations of University property or at University-sponsored or supervised activities, care should be taken to ensure the safety of others

5. Failure to Comply

- a. Violation of the terms of student conduct sanctions
- b. Unauthorized use or entry to University facilities or unauthorized possession, duplication or use of keys to University facilities
- c. Failure to pay promptly, after notice, all University bills, accounts, and other University financial obligations
- d. Failure or refusal to comply with a verbal or written request from a University official acting in an official capacity
- e. Violation of written University policies and regulations, as stipulated here or as promulgated and announced by authorized personnel, including Housing and Residence Life policies found at <http://www.erau.edu/pr/housing/index.html>
- f. To appear at or to be an accessory to the commission of any act in violation of other Standards of Conduct
- g. Any action off University-owned or controlled property that reflects negatively on the University community

6. Fraud

- a. Furnishing false information to the University with intent to deceive, including cheating on a test, plagiarism, and signing an advisor's name to registration Add/Drop forms
- b. Knowingly providing false information or withholding information from a University official or Student Conduct officer/board
- c. Forging, altering, falsifying, destroying, misuse, or unauthorized use of a University document, records, or identification, or using Embry-Riddle stationery, business cards, or logo, or identifying oneself in any other way as an agent of the University for personal, non-University business
- d. Fraudulent business transactions on or off campus or in the local community, including forgery and failure to meet contractual obligations

7. Property Damage

- a. Vandalism or malicious destruction of private or public property
- b. Damage or misuse of private or public property
- c. Participation of students or groups of students in activities on or adjacent to the campus which cause damage to public or private property, cause injuries to persons or interferes with the orderly functioning of the University or the normal flow of traffic

8. Theft

- a. Theft, wrongful appropriation (i.e., theft with intent to temporarily deprive the owner of possessions), unauthorized possession, or sale or damage to property on/off campus to include the University or of any organization affiliated with the University or of another member of the University community (i.e., faculty, staff, student, or campus visitor)

- b. Any form of identity theft or unauthorized acquisition or use of another's personal information or identification

9. Traffic Violations

- a. Violation of properly constituted rules and regulations governing the use of motor vehicles on University-owned or controlled property

10. Weapons

- a. Possession, while on University-owned or controlled property, or at University-sponsored or supervised activities, of any deadly weapon such as, but not limited to: handguns, rifles, shotguns, and the ammunition for these weapons, machetes or any other object classified or used as a deadly weapon. Any deadly weapons brought onto University property are subject to confiscation.
- b. Possession of any dangerous weapon while on University-owned or controlled property, or at University-sponsored or supervised activities. Examples of these weapons are, but are not limited to: paintball guns, BB guns, air guns, dangerous chemicals, incendiary devices or other explosive substances including fireworks, bows, slingshots, knives (knives with blades less than 3 inches in length (pocket knives) or multi-tools are the exception), or other objects classified or used as dangerous weapons with the potential for danger or harm. Any dangerous weapons or simulated weapons brought onto University property are subject to confiscation.
- c. Failure to report a weapons violation under the Standards of Conduct.

11. Sexual Misconduct

- a. Engaging in any illegal sexual offense, including but not limited to: sexual assault, public sexual indecency, or indecent exposure.

Student Organization Student Conduct Guidelines

All student organizations must adhere to the same policies and procedures that individual students are expected to follow. In the case of a violation by a student organization, the Director of Student Activities or designee will conduct the investigation and serve as the Student Conduct officer. If the Hazing Policy is violated, the Director of Student Activities will conduct the investigation and the Dean of Students or designee will serve as the Student Conduct officer. The student organization's president or most senior officer will serve as the primary contact for the organization. The student organization has the right to an appeal of a decision involving student conduct action. A request for an appeal must be submitted in writing to the Advisor to the Student Affairs Student Conduct Appeal Board. The Dean of Students office in Building 18A has contact information for the advisor. The student organization will then be notified of the time and location of the appeal and a pre-appeal meeting should be scheduled by the student organization.

Student Conduct Process for Hazing Violations

In case of violation of the hazing policy, the Dean of Students will initiate the investigation. The Director of Student Activities or designee will investigate student organizations, the Dean of Students or designee will investigate athletic teams, and a University Student Conduct officer will investigate other hazing incidents. The Dean of Students or designee will determine whether a violation occurred, and if so, determine the sanctions. The group responsible for hazing will have a right to appeal the decision of the Dean of Students designee. The Hazing Student Conduct Board will hear the appeal and make recommendations to the Executive Vice President and Chief Operating Officer. The board is comprised of one student justice and two faculty/staff justices recruited from the Student Affairs Student Conduct Appeal Board.

Student Conduct Process

Corrective and educational actions by the University may be required if a student violates the Standards of Conduct or if his/her actions may endanger the property or well being of individuals (including oneself or organization.) The philosophy of the University is that corrective and educational actions should be handled so as to educate and reorient students and effect a change in behavior while protecting the community and mitigating the effects of the violations of University policies and procedures.

Student Conduct proceedings in the University community are administrative rather than criminal in nature. The authority of the University to hold students accountable for violations of University policies and procedures differs from the power of civil authority to deal with violations of criminal law.

Student Conduct proceedings have a somewhat different nature and purpose. The over arching goal of the Student Conduct process is to educate students on how their behavior(s) might impact themselves, their communities and their future.

Student Rights in the Student Conduct Process

ERAU adheres to the rights of all of our students when addressing Student Conduct procedures. As a part of Student Rights and Responsibilities, students who are accused of violating the Standards of Conduct shall be entitled to a hearing by a Student Conduct officer. Student Conduct officers adjudicate violations of the Standards of Conduct. Decisions of responsible, not responsible, or not enough evidence are based on the facts of the incident and the student's meeting with the Student Conduct officer. The Student Conduct officer uses a "more likely than not" threshold for determining if a student is responsible for violating the Standards of Conduct.

The University Student Conduct process must ensure fair and impartial decisions. ERAU does this by adhering to the concept of fundamental fairness, in which students are provided the following rights throughout the Student Conduct process:

- be considered not responsible for any violation(s) until responsibility is established,
- notice of hearing, charges, time and place when the hearing will be held,
- understand the specific portion of the Standards of Conduct that the student has allegedly violated,
- be informed of evidence presented,
- be accompanied by an advocate of the student's own choosing. Advocates are not permitted to speak or participate directly in any hearing,
- present an explanation as to the alleged violation including witnesses and evidence,
- be informed of the decision of the Student Conduct officer regarding the violation and sanction,
- appeal the decision of the Student Conduct officer. Appeals must be requested within two business days of the decision letter and are available through the Advisor to the Student Affairs Student Conduct Appeal Board (the Dean of Student's office will have contact information).

Failure of a student to respond to reasonable requests for a Student Conduct hearing may result in the hearing being held without the student present. Any decision(s) made shall be based on the evidence present at the hearing; students will not be found responsible for violation(s) simply because they do not attend the hearing.

Reporting requirements for the Clery Act and the Campus Sex Crimes Prevention Act can be found on the Safety and Security page of the campus website at <http://www.erau.edu/pr/safety/index.html>.

Student Conduct Sanctions

Sanctions in the Student Conduct process are educational in nature, not punitive. The purpose of sanction(s) is to have students reflect on their past decisions and evoke behavioral changes in future decisions. It is important to note:

- more than one of the sanctions may be imposed for any single violation when deemed appropriate,
- all student conduct sanctions are noted in the student's Dean of Students office, or designated office, which is part of the student's overall educational file, and
- the level of the sanction is determined by the severity of the violation and any past Student Conduct issues.

Student Conduct sanctions, which may be imposed for violations of the Standards of Conduct policy include, but are not limited to the following:

Loss of Privileges

Denial of specific privileges for a specific period, withdrawal from class or a change in sections.

Restitution

Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

Discretionary Sanctions

Work assignments, service to the University, community restitution service, research reports, counseling, drug testing, fines, etc., as long as deemed appropriate within the educational mission of the Student Conduct system.

Level 1: Official Note to File:

A formal note is placed in the student's University educational file. This sanction level consists of minor violation(s) of the Standards of Conduct, of conduct reflecting an unintentional breach of the Standards of Conduct or inappropriate conduct that has limited impact on the community, safety, personal integrity or honor.

Level 2: Reprimand:

Sanction signifying a more serious level of conduct. This sanction level consists of minor violation(s) of the Standards of Conduct, of conduct reflecting a breach of discipline or inappropriate conduct that has a noticeable impact on the community, safety, personal integrity or honor.

Level 3: Warning:

The highest level of sanction before the student's relationship with the University is in jeopardy. This sanction level consists of violation(s) of the Standards of Conduct, of conduct reflecting an intentional breach of discipline or inappropriate conduct that has a significant impact on the community, safety, personal integrity or honor.

Level 4: University Student Conduct Probation:

Probation for a specified period of time. Students on Student Conduct probation must meet with the Dean of Students or their designee prior to registering for classes. If Probation is completed without further violations of the Standards of Conduct, the probationary status will be lifted.

Level 5: University Student Conduct Probation:

Probation is imposed for the remainder of a student's enrollment at ERAU. The student must demonstrate acceptable behavior in order to continue enrollment at ERAU. Guidelines for a student's behavior may be included as conditions of the probation. If a violation of the Standards of Conduct is committed during a probation period, action may be instituted which results in suspension or dismissal. Students on Student Conduct probation must meet with the Dean of Students or their designee prior to registering for classes.

Level 6: University Discipline Suspension:

Suspension is an involuntary separation of the student from the University for a specified period. Students who face legal proceedings may also face Student Conduct action by the University immediately or may be suspended from the University until culmination of the legal proceedings. If suspended as the result of legal proceedings, all University involvement, including academic, social and financial, may remain status quo until legal proceedings have been concluded. Students who are suspended must apply for readmission to the University. Readmission after suspension may have additional requirements that would be outlined when the student was suspended.

Level 7: University Dismissal:

Dismissal is the involuntary and permanent separation of the student from the University.

Student Affairs Student Conduct Appeal Board

Most Student Conduct actions are adjudicated by a University Student Conduct officer. The Dean of Students may request the assistance of the Student Affairs Student Conduct Appeal Board in the following cases:

- A student wishes to appeal a sanction imposed by a Student Conduct officer.
- A student feels his/her rights have been violated by persons or agencies associated with the University
- To request assistance from the impartial board in determining whether a violation of University policy and procedure has taken place.

The Student Affairs Student Conduct Appeal Board is comprised of a student chief justice, two student justices and two staff/faculty justices. Applications for hearings or appeals are available through the advisor to the Student Affairs Student Conduct Appeal Board. The Dean of Students office in Building 18A has contact information for the advisor.

Student Conduct Appeals

The opportunity to appeal the decision of a Student Conduct officer is a fundamental right of ERAU students. Applications for all appeals must be requested within two business days of the decision letter and are available through the Advisor to the Student Affairs Student Conduct Appeal Board. All rights of the accused remain intact for all appeals. The Dean of Students Office will have contact information for the advisor. The decision of the appellate review is final, unless new substantive evidence is presented.

Sanction 1-3 Appeals

Students appealing cases where a Sanction Level 1-3 was imposed will adjudicate their appeal through a University Administrator rather than the Student Affairs Student Conduct Appeal Board. A member of the Student Affairs Student Conduct Appeal Board will facilitate the appeal meeting and the supervisor of the University Student Conduct officer that made the original decision will hear the appeal.

Sanction 4-7 Appeals

Students appealing cases where a Sanction Level 4-7 was imposed have the option to adjudicate their appeal through a University Administrator or the Student Affairs Student Conduct Appeal Board who makes a recommendation to a University Administrator. The University Administrator who hears the appeal is the supervisor of the Student Conduct officer that made the original decision.

If the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board address is:
Arizona State Board for Private Postsecondary Education
1400 W. Washington St. ~ Room 260
Phoenix, AZ 85007
Phone: 602/542-5709
Website: <http://azppse.state.az.us>