

Norwich University

OFFICE OF THE PRESIDENT

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LETTER OF PROMULGATION

August 1, 2012

1. Knowledge of and compliance with these regulations is integral to the completion of the enrollment process at Norwich University. All undergraduate students and graduate architecture students will read these regulations and comply with same in order to properly complete their enrollment for the school year. Proposed changes to these regulations should be submitted in writing to the Office of the Vice President for Enrollment Management and Student Affairs for consideration.
2. Students are required to comply with these regulations as soon as they have enrolled. While a reasonable amount of time is allowed to digest the regulations, this grace period in no way excuses a student from compliance with whatever regulations are in effect at any time he or she is on the University campus, including summer sessions.
3. Institutional policy is subject to change by the promulgating authority. It is the responsibility of each student to ensure his or her copy of these regulations is kept current. Interim changes once promulgated will be posted electronically via my.norwich.edu.
4. In any interpretation of these regulations, the spirit intended will be sought. Traditions, precedents and previous customs will not be accepted in defense of any violation of these regulations.
5. The University reserves the right to exclude from enrollment those individuals who by past performance have demonstrated an inability to adapt to the lifestyle found at Norwich.
6. These regulations supersede previous publications thereof.

Richard W. Schneider, D.B.A.
Major General, Vermont State Militia
23rd President

Norwich University

OFFICE OF THE VICE PRESIDENT FOR ENROLLMENT
MANAGEMENT AND STUDENT AFFAIRS
158 HARMON DRIVE NORTHFIELD, VERMONT 05663-1035
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FOREWORD

1 August 2012

The President of Norwich University has promulgated these Rules and Regulations for one purpose—to create an environment where our university community can thrive under its guiding values and thereby achieve our vision statement.

I charge each student—regardless of lifestyle or residency—to adhere to the written word, as well as the spirit and intent of these regulations to achieve the purpose cited by the President.

Norwich is a Senior Military College, one of only six in the nation, with the distinction of having a vibrant civilian population with all of us living and learning together on an intimate, small, private college campus in central Vermont. Norwich is unique in the landscape of higher education. I want every student to be proud of their school, embrace our values, share in our rich traditions and diversity, and live the Norwich motto – I Will Try!

This edition incorporates major changes in student due process, disciplinary procedures and honor procedures. Additionally, the Student Bill of Rights, approved by the Student Government Association and President Schneider in April 2012 is published. This document safeguards the rights and responsibilities of all NU Students.

These regulations supersede previous editions and changes provided verbally, electronically or by written correspondence. Direct your questions to your residence hall or student leadership body or to the appropriate Student Life Division staff member for resolution.

Frank T. Vanecek, D.B.A.
Brigadier General, Vermont State Militia
Vice President for Enrollment Management and Student Affairs

TABLE OF CONTENTS

| | |
|---|----|
| Chapter 1, The Norwich Philosophy..... | 1 |
| SECTION I Philosophy..... | 1 |
| SECTION II Norwich Community Standards | 1 |
| SECTION III Student Disciplinary Systems..... | 2 |
| SECTION IV Vision Statement | 2 |
| SECTION V Mission Statement..... | 2 |
| SECTION VI Statement of Guiding Values | 2 |
| Chapter 2, The Norwich Honor System | 7 |
| SECTION I The Honor Code..... | 7 |
| SECTION II The Spirit of the Code | 7 |
| SECTION III Honor Definitions..... | 7 |
| SECTION IV Academic Dishonesty..... | 8 |
| SECTION V The Academic Integrity Committee (AIC)..... | 9 |
| SECTION VI Student Honor Committees | 10 |
| SECTION VII Interim Construct | 11 |
| SECTION VIII Processes and Sanctions | 11 |
| Chapter 3, General Regulations | 13 |
| SECTION I Alcohol Policy..... | 13 |
| SECTION II Norwich University Alcohol Safety Program | 17 |
| SECTION III Class Attendance..... | 17 |
| SECTION IV Conduct, Courtesy and Community Standards | 18 |
| SECTION V Detached Service (DS)..... | 20 |
| SECTION VI Dress and Grooming Standards..... | 21 |
| SECTION VII Drugs/ Controlled Substances | 23 |
| SECTION VIII Fire and Safety Standards..... | 25 |
| SECTION IX Hazing..... | 26 |
| SECTION X Information Systems | 28 |
| SECTION XI Bias, Non-Discrimination and Sexual Assault | 29 |

| | | |
|--|---|----|
| SECTION XII | Motor Vehicle Control Policy | 32 |
| SECTION XIII | Off-Limits Areas | 38 |
| SECTION XIV | Student Employees..... | 39 |
| SECTION XV | Tobacco..... | 39 |
| SECTION XVI | Toleration of Violations | 40 |
| SECTION XVII | Unauthorized Fund Raising and Payment of Fines | 40 |
| SECTION XVIII | Unauthorized Student Organizations and Secret Societies | 40 |
| SECTION XIX | University Events | 40 |
| SECTION XX | Weapons and Firearms | 41 |
| SECTION XXI | Separation from the University | 41 |
| SECTION XXII | Compliance with Federal Legislation for Search and Records Release | 43 |
| SECTION XXIII | Violation of Law/Safety Concerns | 44 |
| SECTION XXIV | Missing Students | 44 |
| SECTION XXV | Grievance Procedures..... | 45 |
| Chapter 4, Student Housing | | 47 |
| SECTION I | Residential Policies, Rules and Regulations | 47 |
| SECTION II | Assignment of Rooms | 47 |
| SECTION III | Housing Residential Requirements | 48 |
| SECTION IV | Opening and Closing of Barracks and Residence Halls..... | 49 |
| SECTION V | Keys, Room and Building Security..... | 50 |
| SECTION VI | Guests and Visitations..... | 51 |
| SECTION VII | Conduct in the Barracks and Residence Halls..... | 51 |
| SECTION VIII | Room Furnishings | 52 |
| SECTION IX | Common Areas..... | 53 |
| SECTION X | Barracks and Residence Hall Damage | 55 |
| SECTION XI | Routine Room Inspections | 55 |
| SECTION XII | Room, Vehicle and Personal Area Searches | 56 |
| SECTION XIII | Work Orders..... | 57 |
| Chapter 5, Residential Civilian Students | | 59 |
| SECTION I | Introduction..... | 59 |

| | | |
|--|--|----|
| SECTION II | Residence Life Department Mission | 59 |
| SECTION III | Principles for Residential Life..... | 60 |
| SECTION IV | Residence Hall Policies and Services..... | 60 |
| SECTION V | Lifestyle Transfer | 61 |
| SECTION VI | Ring Policy..... | 61 |
| Chapter 6, Commuter Students | | 63 |
| SECTION I | General..... | 63 |
| SECTION II | Off-Campus Housing | 63 |
| SECTION III | Campus Services for Commuter Students..... | 64 |
| SECTION IV | Parking and Car Registration | 65 |
| SECTION V | Inclement Weather Policy..... | 66 |
| SECTION VI | Ring Policy..... | 66 |
| Chapter 7, Civilian Students Disciplinary System..... | | 67 |
| SECTION I | Purpose..... | 67 |
| SECTION II | Student Actions and Dean of Students Professional Staff Authority’s Responsibility..... | 67 |
| SECTION III | Major Disciplinary Actions | 68 |
| SECTION IV | Disciplinary System Procedures..... | 70 |
| SECTION V | Due Process..... | 73 |
| SECTION VI | Standard of Proof | 75 |
| SECTION VII | Appeal | 76 |
| SECTION VIII | Refusal to Comply with Sanctions | 78 |
| SECTION IX | Effects of an Error to Norwich University Student Rules and Regulations..... | 78 |
| SECTION X | Disciplinary Probation | 78 |
| SECTION XI | Separation from the University | 78 |
| SECTION XII | Dean of Students Professional Staff and Residence Life Student Leaders Administrative Discipline Authority | 80 |
| SECTION XIII | Penalty Assessment Chart for Major Disciplinary (Class 1) Offenses..... | 81 |
| SECTION XIV | Index of Delinquencies..... | 81 |
| Chapter 8, Corps of Cadets Rules and Regulations | | 85 |
| SECTION I | Membership in the Corps of Cadets | 85 |

| | | |
|--|--|-----|
| SECTION II | MCV Diploma and Uniformed Graduation Requirements..... | 86 |
| SECTION III | Standards of Conduct | 87 |
| SECTION IV | Uniform Requirements..... | 87 |
| SECTION V | Military Courtesy and Saluting | 88 |
| SECTION VI | Mandatory Formations | 88 |
| SECTION VII | Leaves and Local Liberty | 89 |
| SECTION VIII | Sickness and Special Status (SS) | 91 |
| SECTION IX | Sleep-through Policy | 93 |
| SECTION X | Rook / First Year Cadet Training | 93 |
| SECTION XI | Upper Class Training | 93 |
| SECTION XII | NU Physical Fitness Program (NUPFP) and Standards | 94 |
| SECTION XIII | Unauthorized Initiation and Training | 94 |
| SECTION XIV | Cadet Rank and Promotion System..... | 95 |
| SECTION XV | Personal Relationships | 96 |
| SECTION XVI | Married Cadets | 98 |
| SECTION XVII | Barracks | 99 |
| SECTION XVIII | Health and Welfare Inspections | 99 |
| SECTION XIX | M-14 and Other University Issued Rifles..... | 100 |
| SECTION XX | Student Employment | 101 |
| SECTION XXI | Transfer | 102 |
| SECTION XXII | The Norwich Cadet Ring Policy | 102 |
| Chapter 9, Corps of Cadets Disciplinary System | | 109 |
| SECTION I | Purpose..... | 109 |
| SECTION II | Cadet Actions and Commanding Officer's Responsibility | 109 |
| SECTION III | Ordinary Disciplinary Actions | 110 |
| SECTION IV | Major Disciplinary Actions | 111 |
| SECTION V | Disciplinary System Procedures..... | 115 |
| SECTION VI | Due Process..... | 118 |
| SECTION VII | Standard of Proof | 120 |
| SECTION VIII | Appeal | 121 |

| | | |
|---------------|---|-----|
| SECTION IX | Refusal to Comply with Sanctions | 122 |
| SECTION X | Effects of an Error to Norwich University Student Rules and Regulations..... | 122 |
| SECTION XI | Suspension of Punishment | 122 |
| SECTION XII | Disciplinary Tours..... | 122 |
| SECTION XIII | Campus Confinement (CC)..... | 125 |
| SECTION XIV | Close Military Confinement (CMC) | 126 |
| SECTION XV | Disciplinary Probation | 127 |
| SECTION XVI | Separation from the University | 127 |
| SECTION XVII | Commanding Officer's Authority..... | 129 |
| SECTION XVIII | Penalty Assessment Chart for Class I Offenses | 130 |
| SECTION XIX | Index of Delinquencies | 130 |
| Chapter 10, | Class Privileges Authorized by Years Served in the Corps | 135 |
| Chapter 11, | Glossary of Terms | 137 |
| Appendix A, | Student Services Directory | 145 |

Chapter 1

The Norwich Philosophy

SECTION I Philosophy

Norwich University is first and foremost a unique academic community where students, faculty and staff, administrators and guests interact in the pursuit of personal and professional educational goals as stated in the Vision, Mission and Guiding Values of the institution. The Norwich University Student Rules and Regulations (NUSRR) support an environment where all Norwich students, commuter, residential civilian and Corps of Cadets, can live and learn safely, lawfully and with mutual respect, on and off campus.

All Norwich students are developing to become 21st century citizen-soldiers in the Partridge model - engaged in their community. Norwich students are expected to reflect the positive values and traditions of excellence fostered by the community. They are expected to strive to achieve the standards of self-discipline, personal integrity and responsibility that are the principles upon which this University was founded.

We expect Norwich students to live by the Honor Code, our Guiding Values, the NUSRR, Commuter Student, Residential Life and Corps of Cadets policies and the community standards described in this document.

Norwich University promotes opportunities for all and supports diversity in all of its programs. The University non-discrimination policy protects and preserves the dignity and integrity of all of its members.

Norwich University. Expect Challenge. Achieve Distinction.

SECTION II Norwich Community Standards

We expect Norwich students to fully embrace the standards that define Norwich as a unique living and learning community. Norwich community standards are based on respect - for the rights of the individual, for the University community at large, for the law and for property.

Courtesy and mutual respect are important attributes for members of the Norwich community. When interacting with others, all Norwich students are expected to demonstrate mutual respect, courtesy and consideration. Whether on or off campus, Norwich students should always conduct themselves in a manner that brings honor and pride to the individual and to the University.

Norwich's proud military college heritage provides students with many opportunities to participate in or observe special ceremonies. (See Chapter 3, Section IV)

SECTION III Student Disciplinary Systems

At Norwich University the student disciplinary systems are designed to be instructional and corrective in nature. The purpose of the disciplinary systems is to develop self-discipline and ethical behavior in students in support of community standards and the principals of good citizenship both on and off campus.

SECTION IV Vision Statement

Norwich University will be a learning community, American in character yet global in perspective, engaged in personal and intellectual transformation and dedicated to knowledge, mutual respect, creativity and service.

SECTION V Mission Statement

1843 Catalogue

To give our youth an education that shall be American in its character - to enable them to act as well as to think - to execute as well as to conceive - "to tolerate all opinions when reason is left free to combat them" - to make moral, patriotic, efficient, and useful citizens, and to qualify them for all those high responsibilities resting upon a citizen of this free republic.

Note: Material in quotes is attributed to Thomas Jefferson.

SECTION VI Statement of Guiding Values

Norwich University was founded in 1819 by Captain Alden Partridge, U.S. Army, and is the oldest private military college in the country. Norwich University is a diversified academic institution that educates traditional age students in a Corps of Cadets or as civilians and adult students. Norwich identifies the following as our guiding values.

1. We are men and women of honor and integrity. We shall not tolerate those who lie, cheat, or steal.
2. We are dedicated to learning, emphasizing teamwork, leadership, creativity, and critical thinking.
3. We respect the right to diverse points of view as a cornerstone of our democracy.
4. We encourage service to nation and others before self.
5. We stress being physically fit and drug-free.
6. To live the Norwich motto, "I will try!" which means to persevere in the face of adversity.
7. We stress self-discipline, personal responsibility, and respect for law.
8. We hold in highest esteem our people and our reputation.

SECTION VII Student Support

Norwich University provides support to students in many ways and through numerous offices to aid in achieving your academic and co-curricular goals. These are outlined in the Appendix of this document. Assistance and routing to the appropriate University office may be obtained during normal duty hours via the Office of the Dean of Students, Jackman Hall, Room 227, and the Office of the Vice President for Enrollment Management and Student Affairs and the Office of the Commandant of Cadets, Jackman Hall, Room 233, or in any student affairs office throughout campus. After hours the Cadet Guard Room, x2589, the Residence Life team member on duty, the Student Affairs Duty officer, the Night Residence Hall and Barracks Supervisor, and NU Security, x2525, can assist you.

SECTION VIII Loyalty

Loyalty is an important value, but not the most important. Each student should be loyal to our institution, our guiding values, and to each other, but never at the expense of personal honor and integrity.

The use of phrases such as “loyalty above all” and/or “my loyalty is my honor” potentially place loyalty above personal honor and integrity. Norwich students should not accept, condone, approve, tolerate, support or defend the use of phrases such as these. Misplaced loyalty has no place at Norwich University.

SECTION IX Student Bill of Rights

In the Spring of 2011 the NU Student Government Association (SGA) proposed a Student Bill of Rights. Over the course of 2011-2012 many offices and individuals reviewed the Draft Bill of Rights. In the Spring of 2012 a final version of the Student Bill of Rights was reviewed and approved by the SGA. On the 30th of April 2012 President Schneider approved a Student Bill of Rights for all Norwich students, regardless of lifestyle, class year, or other distinguishing characteristic. The Student Bill of Rights is printed here. This document sets the tone of mutual respect, personal responsibility, and the rights of all to enjoy and prosper in this unique educational setting.

The Student Bill of Rights

The First Ten Amendments of the US Constitution (1787) are known by most Americans as the Bill of Rights. The Bill of Rights, enacted by the Congress with the required support of the individual states in 1791, preserves for all of us a series of rights with the concurrent responsibilities of the same. The Bill of Rights shapes the core of the freedoms we have as Americans. Countless millions have fought to preserve these rights for us and provide similar rights for others. Countless thousands have made the supreme sacrifice for these ideals.

At Norwich University all students have the rights and responsibilities of citizenship in our community of learners. The rights and responsibilities of all students to create and maintain a learning environment suitable for everyone to thrive as a community of scholars, distinctively American in character and global in perspective, demands nothing less.

At Norwich, the total community of students will endeavor to create and maintain a learning community that provides for these rights and responsibilities, with adequate protections and limits, for the betterment of everyone in our community. These are the rights and responsibilities of:

1. Providing for a respectful university community where our shared beliefs are centered around our unique NU Mission, Vision and Guiding Values;
2. Providing for free speech, including academic freedom and freedom from censorship;
3. Providing for free press, including academic freedom and freedom from censorship;
4. Providing for free peaceful assembly, including the right to request to meet, as an individual or as a group, with the administration, and the right to have one's questions answered by the faculty, the staff and the administration so long as these questions do not infringe on the rights of others in our community;
5. Providing for privacy, including the right against harassment, and unauthorized search and seizure of property or bodily fluids;
6. Providing for privacy as defined by Federal Law in the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, as amended; medical / health issue privacy as defined by the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*, as amended; and good practice;
7. Providing for the free exercise of religion, including the right to practice one's faith beliefs with those wish to engage or learn about those beliefs and the right not to practice or be present at any university required event which includes prayer or other religious beliefs;
8. Providing for due process as defined by the NUSR for any suspected disciplinary or honor violation, or other alleged violation of university policy or regulations;
9. Providing for access to and responsible use of the various means of communications including the NU computer network and other communications media provided by the university for student use, so long as one's use does not violate the laws of the State of Vermont or the regulations of the University;

10. Providing the right to seek redress of any issue where the student believes these rights and responsibilities have been withheld, violated or taken advantage of;
11. Providing the right of all full time students to access all University provided support services.

For specific implementation see the *Norwich University Student Rules and Regulations (current edition) (NUSRR)* and other policy documents. In no case shall a student right established by this NU Student Bill of Rights or the NUSRR infringe on Federal Law or Regulation, or Vermont State Law or Regulation.

Signed by the President of the Student Government Association and the President of Norwich University on 30 April 2012.

Chapter 2 The Norwich Honor System

SECTION I The Honor Code

"A student will not lie, cheat, steal or tolerate those that do."

The traditional Cadet Honor Code describes the minimum standard of ethical behavior by which all Norwich students have chosen to live. Initiated in the fall of 1951, its underlying principle is "truth". The Honor Code provides a foundation for a way of life at Norwich and in the community. It is the cornerstone for the development of self-respect, integrity, personal courage and responsibility, justice and generosity. The Honor Code requires that every student conduct himself or herself in a completely honest and forthright manner at all times, whether at the University or in the community. As a Norwich student, one accepts the responsibility to live by the Honor Code. It is the responsibility of every student to live by and uphold the Honor Code, and thus uphold the good name of Norwich University.

SECTION II The Spirit of the Code

The ideal standard for members of the Norwich community is the "*Spirit of the Code*." This is an affirmation of a way of life that marks true leaders. The Spirit of the Code goes beyond mere external adherence to rules. Rather, it is an expression of integrity from within and is manifested in the actions of honorable men and women. Persons who accept the Spirit of the Code embrace the Honor Code as a set of broad and fundamental principles, not as a list of prohibitions. It is the "*Spirit of the Code*" that gives rise to the specific tenets of the Honor Code itself:

- The Spirit of the Code embraces truthfulness in all its aspects. The Honor Code prohibits lying.
- The Spirit of the Code calls for complete fairness in human relations. The Honor Code prohibits cheating.
- The Spirit of the Code requires respect for the person and property of others. The Honor Code prohibits stealing.
- The Spirit of the Code demands a personal commitment to uphold ethical standards that are the foundation of the American way of life. The Honor Code prohibits toleration of honor violations.

SECTION III Honor Definitions

Lying is defined as "*deliberately deceiving another by stating an untruth or by any direct form of communication, oral or written, including the telling of partial truths, the use of vague or ambiguous language, or use of information with the intent to deceive or mislead.*" The use of false identification or false signature constitutes an honor violation. NOTE: Possession of and not just use

of a “Fake ID” is deemed to be an Honor Code violation. A student in possession of a fake ID should dispose of or destroy it immediately or risk its discovery and anticipate facing serious consequences for this honor violation.

Cheating is defined as “*stealing one’s ideas or words*”. Acts of academic dishonesty, including intentional plagiarism, are offenses against established standards of the academic community and the University's Honor Code.

Stealing is defined as “*taking, obtaining or withholding, by any means, personal monies, property, articles, or service of value of any kind from an establishment or another person without the explicit permission of the person or establishment who owns the item.*” The act of “borrowing” without receiving specific permission may be considered wrongful appropriation or stealing. The actual or intrinsic value of the object or service is of no consequence.

Toleration is defined as “*failing to act on and to report potential violations of the Honor Code*”. Any time a student fails to report an unresolved incident with honor implications about which he or she has first-hand knowledge (e.g. personally observed) to the proper authority within 48 hours (business days) he or she may be in violation of the Honor Code. Withholding information is also considered toleration, subject to violation of the Honor Code.

Altering or Forging is defined as a violation of the Honor Code. Altering any University form, record, or document, or forging the signature of any University instructor or official is a violation of the Honor Code. Altering or forging a document may be lying, cheating or stealing depending on the circumstances. These actions may be seen as academic dishonesty or a general violation of the Honor Code.

SECTION IV Academic Dishonesty

Any behavior intended to promote or enhance a student's academic standing within the University by dishonest means constitutes an act of academic dishonesty. Acts of academic dishonesty include, but are not limited to, the following:

- Intentionally using plagiarized material.
- Submitting work done by another as your own.
- Submitting one’s own academic work for credit more than once, whether in whole or in part, in the same course or different courses, without the approval of the instructor who is responsible for assigning credit to the work.
- Giving or receiving unauthorized aid on any assignment or examination.
- Interfering with, or attempting to interfere with, the access of others to the University computer system, or any part thereof, copying computer files, diskettes, programs, software, or manuals without proper

authority, or tampering in any way with the integrity of the University computer system.

- Interfering with, or attempting to interfere with, the fair and equal access of others to the use of the University libraries or other academic resources.

Plagiarism: The use of words, ideas, concepts, or work of another without proper acknowledgment, constitutes plagiarism. The direct quotation of the words of another must be set off in quotation marks and acknowledged in a footnote or other acceptable form of citation. The use of paraphrased material, or the ideas, concepts, or work of another must also be acknowledged in a footnote or other acceptable form of citation. Acknowledging sources used in the preparation of an assignment solely in a bibliography does not constitute an acceptable acknowledgment of the words, ideas, concepts, or work of another used in the assignment. Students should be careful as they prepare assignments to take adequate and accurate notes so that all work which is not their own can be properly acknowledged. In any case where a student is found to have used plagiarized material, an academic penalty will be assessed, since even the unintentional use of plagiarized material violates the standards of acceptable academic performance. **Seek out your faculty member or the Academic Achievement Center with questions, concerns, or for guidance.** NOTE: In addition to a matter of academic integrity, plagiarism may be considered a general honor violation.

SECTION V The Academic Integrity Committee (AIC)

The Academic Integrity Committee is comprised of faculty or staff representatives from each of the University's academic schools and non-voting representatives from the student Honor Committee(s). The Academic Integrity Committee is chaired by the Associate Vice President for Academic Affairs or his designee and is responsible for implementing University regulations involving violations of academic integrity. All suspected acts of academic dishonesty, including intentional plagiarism, must be referred promptly to the Academic Integrity Committee. In cases where there is sufficient evidence to support an allegation of academic misconduct, the Committee will review all available facts and authorize an appropriate academic penalty if its review confirms that an act of academic dishonesty or intentional plagiarism occurred. Students found guilty of academic dishonesty by the AIC are eligible to appeal the decision to the Senior Academic Affairs Officer of the University in accordance with due process. If the decision of the AIC is upheld by the Senior Academic Affairs Officer, the Committee will forward a record of its findings through the Honor Committee Advisor to the student Honor Committee for appropriate action.

SECTION VI Student Honor Committees

(Note: The Corps of Cadets and Civilian Student Committees are transitioning during Academic Year 2012-2013 to one joint committee representing all students, regardless of lifestyle or other affiliation.)

A. *GENERAL.* The student Honor Committees supervise and administer the Honor Code and Honor System within the student body assisting all students to develop the high sense of integrity essential to their understanding of professional ethics. Staff and / or Faculty members serve as advisors to both the Civilian and Corps Honor Committees.

Honor Committee members maintain the spirit and tradition of the Honor Code, indoctrinate new students and administer the Code. Nomination for, election or appointment to and service on any Honor Committee is a major responsibility and requires that members be in good academic standing.

B. CADET HONOR COMMITTEES.

The Corps Honor Committees (Sophomore, Junior and Corps [Senior] Honor Committees) provide an educational program and promote an environment that will support the Honor Code. The members of the Corps Honor Committee are elected from and by the senior class. Members of the Junior and Sophomore Honor Committees are elected by their classmates to assist the Corps Honor Committee. The criteria for nomination and election to the Honor Committees include having no previous honor violation, no more than one serious Class I disciplinary action and have a cumulative GPA of 2.20 or higher. The minimum cumulative GPA for the Chair or Vice Chair is 2.5.

C. CIVILIAN HONOR COMMITTEE.

The Civilian Honor Committee includes students selected to provide education, promote an honorable environment and, when called upon, to hear cases of alleged Honor Code violations. Student appointment to this committee is based on:

- Academic standing - minimum GPA 2.20
- Disciplinary record - must be in good standing
- Leadership potential as evidenced by the desire to participate in these endeavors
- Involvement in campus activities
- Approval by a selection committee composed of the Co-Chair, three Honor Committee members, and the Advisor to the Honor Committee.
- The Honor Committee Chair or Co-Chairs are recommended by the members and approved by the Dean of Students. Chairs typically serve two-year terms. Note: The minimum GPA for Chairs is 2.5.

Civilian students may apply to be Civilian Honor Committee members. Students who are Resident Advisors may act as advisors for accused students. Any student interested in applying should see a committee co-chairperson, the advisor, or the Dean of Students.

SECTION VII Interim Construct

During Academic Year 2012- 2013 all honor committees (both civilian and corps), will operate under an interim construct. The purpose of the interim construct is to provide guidance and direction to the honor committees regarding their functioning together over the year. It will establish an alignment of honor procedures with University due process, board proceedings, and standard of proof. This construct will serve to facilitate a smooth transition of the committees to a single honor committee by August 2013. This transition period is also designed to promote mutual respect and develop trust in the new working relationships and procedures. In the spring of 2013 nomination / selection / election and approval of members for the Joint Student Honor Committee will be revised in keeping with the new responsibilities and procedures. During AY2012-2013 both corps and civilian members will work together to teach the student body about the honor code, the interim construct procedures, and the joint procedures to begin in August 2013. As procedures change during the interim construct year the Student Honor Committees will keep the Norwich University community informed.

SECTION VIII Processes and Sanctions

A. *PROCESSES*. The processes for resolution of alleged honor violations are described in the Corps Honor Committee Manual (a separate publication) and a supplemental publication containing the requirements of the interim construct described above.

B. *SANCTIONS*. Sanctions for violations of the Honor Code may range from an official letter of reprimand to dismissal depending on the nature of the offense and the student's previous violations. A student found guilty of a first or second violation of the Honor Code may be suspended or dismissed. In Corps processes, the Corps Honor Committee recommends a sanction to the Commandant of Cadets. In Civilian processes, the board recommends a sanction to the Dean of Students. The Dean of Students or Commandant of Cadets may concur with the sanction as recommended or may modify, increase or decrease the sanction.

C. *SPECIAL CASES*. A special session honor board may hear cases during final exam periods and during times when the University is not in traditional session, if it is determined that prompt hearing of the case is appropriate. This determination will be made by the Honor Advisor and the Dean of Students or

Commandant. Members of the staff and faculty, including ROTC staff, may be substituted for unavailable student members in these cases. In all cases, students will be afforded due process.

D. *DOCUMENTATION*. Honor Case documentation for those accused and found guilty of honor violations will be forwarded to the NU Student Records Office for filing.

Chapter 3 General Regulations

SECTION I Alcohol Policy

A. *VERMONT STATE LAW.* The legal age of consumption is 21 years of age in the State of Vermont. It is therefore against the law to possess or consume alcohol, under the age of 21, on or off campus, anywhere in Vermont. The State of Vermont prohibits minors (those under 21) from misrepresenting their age for the purpose of procuring, possessing or consuming alcoholic beverages. The State of Vermont also prohibits a person of any age from selling, giving or causing to be sold or given alcoholic beverages to a person less than 21 years old.

B. *GENERAL.* Norwich University requires that students conduct themselves in a lawful, responsible manner at all times whether on or off campus. We expect our students to obey all Federal and State Laws and behave in accordance with the law and Norwich University regulations that pertain to alcohol. A student who decides to consume alcohol assumes full responsibility and consequences from its use or abuse, and his or her subsequent actions, both on and off campus. The consumption, possession, enabling, or trafficking of alcoholic beverages anywhere on Norwich University grounds are strictly prohibited. Restrictions include:

1. Unlawful consumption (e.g. underage consumption, Driving Under the Influence -DUI), disorderly conduct under the influence of alcohol, possession, enabling or trafficking of alcoholic beverages on or off campus is unlawful and therefore prohibited. Refusal to submit to sobriety testing is evidence of consumption.
2. Misrepresentation of age or the actual or attempted use of false identification to obtain alcoholic beverages is considered evidence of a violation of the Honor Code and will be referred to the appropriate Honor Committee.
3. Operating a motor vehicle, on or off campus, while under the influence of alcohol is unlawful, and, therefore, clearly a violation of state laws and University policy.
4. The presence of empty beverage containers (e.g. beer cans/bottles, wine bottles, flasks, or any container used to store or consume alcohol anywhere on campus (room, vehicle, etc.) is prima facie evidence of consumption/possession.
5. Disorderly conduct under the influence of alcohol anywhere on campus (regardless of age) is a violation of the Norwich University alcohol

policy. No student will be intoxicated and endanger the safety of another person or property, or cause a disturbance.

6. Underage possession or consumption is a violation of the alcohol policy.

C. EXCEPTIONS. Upon approval of the Vice President for Enrollment Management and Student Affairs, an approved licensed vendor (i.e., Sodexo) may provide alcohol for consumption at select campus events or locations (e.g. Wise Campus Center Partridge Pub, Regimental Ball, NU “Late Nite” Party, Goal Post Party, etc.). In such cases, students must be of legal age to consume alcohol and those who are of legal age are expected to drink responsibly.

1. Commemorative items bearing Norwich University logo are permitted (e.g., wine glass, beer mug, etc) provided these items are clean and free of alcohol or beverage residue.
2. Possession of a poster or unauthorized trophy, or possessing or wearing an item of clothing that depicts or advertises alcoholic beverages is a violation of community standards and not a violation of the alcohol policy. See Section IX of this chapter.

D. CONSEQUENCES.

1. All students found guilty of violating the alcohol policy will be subject to disciplinary action. (See the tables in Chapters 7 and 9.)
2. All students found guilty of a first offense: Violation of the Alcohol Policy, will be required to successfully complete the Norwich Alcohol Awareness Program – Assessment (NAAP-A) or a comparable program off campus, within the time frame prescribed by the sanctions (see clause 5).
3. Cadets found guilty of a first offense, Violation of the Alcohol Policy, will receive appropriate sanctions as determined by the adjudicating official. In addition the cadet will receive the standard sanctions of: Loss of Leadership Position for a minimum of 30 days; no co-curricular representation [NCCR] for the period of CMC, NAAP-Assessment and must complete court or diversion ordered sanctions.

Cadet athletes that are not excused from Saturday tour formation on a Detached Service Form or fail to attend mid-week or Sunday mandatory tour formations will not be permitted to attend or participate in intercollegiate athletic competitions until they have a completed Authorization for Release from Confinement Form (NUCC Form 12.11) and their tour balance is zero.

4. Civilian students found guilty of a first violation of the alcohol policy will receive the sanctions of: 30 Disciplinary Work Hours, Loss of

Leadership Position for a minimum of 30 days, NAAP-Assessment, non-representation for a period of 10 days and must complete court or diversion ordered sanctions.

5. Students charged with violating civil or State laws must complete court ordered sanctions. Students who are sanctioned by the court to substance related assessment, training or counseling may seek out providers of their choice who meet the requirements of the court. A student who receives NAAP / Assessment as an element of their NU imposed VAP sanction may also choose to complete their specified NAAP / Assessment requirements on campus or off campus. NU provides this on campus service to students as a convenience. If a particular student utilizes on campus NU services to meet court stipulations or NU required stipulations then NU will charge the student \$125.00 as a fine.
6. Students may be required to complete some form of restorative justice to make amends to the residential community where they live or cause damages.
7. All students will lose their privilege of representing Norwich University (on or off campus) in events such as athletic competitions, drill competitions, club events and optional academic events for a specified period of time (a minimum of 10 days). (See above and Chapters 7 & 9)
8. Students found guilty of a first aggravated alcohol violation (e.g., providing to minors) are subject to suspension; all second alcohol-related violation are subject to suspension or dismissal.
9. Students who are suspended as a result of a repeat alcohol violation will be required to submit verification of participation in an accredited alcohol abuse treatment program as a condition of readmission. Such programs must be approved by the NU Substance Educator. Students may also be required to coordinate any aftercare program with the Substance Abuse Counselor. See Section II of this chapter.
10. The Commandant or Dean of Students will notify the parents or legal guardians if their son or daughter violates any Federal, State, local law or any rule or policy of the University governing the use of alcohol. Parental notification will take place when a student, who is under the age of 21, is found guilty of any offense that violates the published alcohol policy. Students over the age of 21 and in dependent status are encouraged to notify their parents of these violations.

E. *ADMINISTRATIVE ACTIONS AND PROCEDURES.*

1. Diversion ticket information received from anywhere off campus (e.g. a local police department or posted in the newspaper) will be noted in the student's file but not acted upon from a NU Student Rules and Regulations (NUSRR) perspective. All higher level alcohol violations (for example Provision to Minors, DUI, or a Criminal PMB) reported to Norwich or discovered by Norwich will be fully adjudicated by Norwich University under the NUSRR.
2. Underage consumption or consumption on campus by NU students (for example in the barracks or residence halls) will not result in the police being called unless the situation is aggravated by belligerent behavior, assault, etc. We will act on the Violation to the Alcohol Policy (VAP) internally within NU in accordance with the NUSRR. If the police are called because of aggravated behavior by our student(s), NU will continue to act in accordance with the NUSRR. The decision to call the police is reserved for the senior NU professional staff member on the scene or in consultation on the telephone.

F. *DESIGNATED DRIVERS.* Norwich University supports the concept of designated drivers as a safe, responsible option for students. Operating a vehicle while under the influence of alcohol either on or off campus is a violation of Vermont law and the University alcohol policy. Sober designated drivers will not be sanctioned for providing assistance to any Norwich student.

G. *SAFE RIDES.* Norwich will endeavor to provide a Safe Rides Program whereby any NU student within a twenty minute driving radius of the University may request a ride back to campus by calling the Safe Rides Office (485-2905) on Thursday, Friday, and Saturday nights, during the published hours of operation. Note: This is a service provided free of charge to NU students by student volunteers, work study and non work study students, a University Community volunteers. Norwich is not under any published or implied obligation to provide this service, which is designed to promote the safety of all students, provide for good decision making, and to aid in preventing a student from driving in an impaired state.

H. *MEDICAL AMNESTY.* Norwich University supports students who come to the aid of others who are impaired or intoxicated. Students who come to the aid of another or request assistance due to the needs of the intoxicated or impaired individual will not be sanctioned for providing assistance to the individual in need. This amnesty does not prevent the University from taking action against the student coming to the aid of another if that student's behavior or actions so warrant.

I. *DEFINITIONS.* Definitions pertaining to the Alcohol Policy are located in the glossary.

SECTION II Norwich University Alcohol Safety Program

A. *GENERAL.* Norwich University acknowledges that a comprehensive alcohol program includes Prevention/Education, Assessment and Referral, Intervention and Counseling, and Aftercare. Norwich is first and foremost an educational institution and not a treatment center. In that light, our priority effort is to educate our students as to the legal, medical, and social implications of alcohol consumption and abuse.

1. **Prevention/Education:** All new students will receive an initial orientation to include an alcohol and substance abuse class designed by a licensed substance abuse counselor to provide a forum through which students can better understand the NU Alcohol Policy and discuss issues related to alcohol use.
2. **Assessment and Referral:** Any student found guilty of a Violation of the Alcohol Policy (VAP) will be referred to the Norwich Alcohol Awareness Program (NAAP) - for assessment. This program provides the student an opportunity to examine their thinking and behavior around alcohol consumption. Student participation will be assessed and the information gathered will be used to make a determination and recommendation as to the appropriate remedial education/treatment and/or intervention.
3. **Intervention and Counseling:** If the licensed substance abuse counselor determines that formal intervention and counseling is recommended/required, the student will complete a community treatment program (at student expense) and be required to sign a release form authorizing the provider to share progress with the licensed substance abuse counselor. In the event of a second VAP this might include suspension from the University. Should a student apply for readmission, Norwich requires the respective community treatment program to share information with the Office of Substance Abuse Education/Prevention so that we can coordinate aftercare plans for the respective student.
4. **Aftercare:** The Office of Substance Abuse Education/Prevention will assess the prescribed aftercare program and make a recommendation as to whether or not Norwich can support the demands of the program. If readmitted, the Norwich Office of Substance Abuse Education and Prevention will monitor the aftercare program and periodically assess student progress. A student may be separated for failure to comply with conditions of an aftercare program.

SECTION III Class Attendance

See Academic Regulations

SECTION IV Conduct, Courtesy and Community Standards

A. *GENERAL.* Norwich University requires all of its students to adhere to certain policies, high standards of conduct and community standards both on and off campus.

B. *INAPPROPRIATE BEHAVIOR.* **A complete list of the definitions of offenses is contained in the Glossary.** The following are examples of inappropriate behavior which may result in disciplinary action:

1. Disrespect or exhibiting a lack of respect or courteous regard towards students or official duty staff/faculty members e.g. CQs, RAs, campus security staff, Student Affairs Duty Officers (SADOs).
2. Disrespect to any member of the University community.
3. Misuse of University property, the campus, its dormitories, institutional facilities, other buildings, furnishings, utilities and supplies provided for the general and continuing use of the community.
4. Unauthorized entry into closed or restricted areas of the University, including roofs of buildings, rooms or areas without proper invitation or permission.
5. Infringement on the rights or privacy of others (including harassment)
6. The use of profanity or vulgar language.
7. Lewd and or lascivious behavior. (*Behavior that is considered as indecent, lustful, or obscene.*) See Glossary.
8. Any behavior which is undertaken with reckless disregard for the harm the behavior could cause.
9. Littering or unsanitary acts.
10. Glamorizing the use of alcohol or illegal drugs e.g. posters or tee shirts.
11. Requiring or directing inappropriate behavior including harassment towards a group or lifestyle.

C. COURTESY

Addressing Faculty and Staff: As a form of respect, faculty or staff members should be addressed by their rank, title, professor, or Sir/Ma'am; first names are not appropriate.

Military Courtesies: Military formations, including reveille and retreat formations, parades, and special ceremonies, are formal occasions with a great deal of tradition and meaning that should not be interrupted in any way. Formations begin at first musical note that is sounded on the bugle. After first call no student should walk between members and groups in formation.

Courtesy rendered to the American flag, the playing of the American National Anthem, and cannon salutes to honor a person are signs of respect. As students

at Norwich University, you may observe many military ceremonies that are common on campus.

During Reveille (when the flag is raised) and Retreat (when the flag is lowered) if you hear the music you should stop and face the flag.

In civilian attire, it is a courtesy to face the flag, remove your hat, and place your right hand over your heart during Reveille, Retreat, and the playing of the National Anthem. When the National Anthem is played indoors, remove your hat, and place your right hand over the heart.

When a color guard carrying the American flag is passing, remove your hat and place your right hand over your heart. Hold this position until the color guard has passed six paces (marching steps).

When a cannon salute is rendered as honor to a person, at the first note of the music or first round of the cannon fire, face the ceremonial party, remove your hat and hold this position until the last note of music or last round of cannon fire.

NOTE: You do not have to render courtesies when Taps are played at 2200 or 2300.

The Upper Parade Ground (U.P.) has long been a ceremonial area. Please refrain from cutting across the grass, sitting on the walls, leaning on statues, playing games, or riding bikes or skateboards on or around the UP; it destroys the atmosphere. Disney Field and the area between the campus center and the math/science/engineering complex may be used for recreation. The Upper Parade Ground should be used respectfully. When special ceremonies are being held on the Upper Parade Ground, seats will be provided for guests in front of Jackman Hall or Chaplin Hall. Please view parades only from authorized seats or areas; observers should dress appropriately.

Military Time: Morning times range from 0001 hours (one minute past midnight) to 1200 hours (noon) and afternoon times range from 1201 hours (one minute past noon) to 2400 (midnight) hours.

| <u>Military Time</u> | <u>Translation</u> |
|----------------------|--------------------|
| 0800 Hours | 8:00 am |
| 1200 Hours | 12 Noon |
| 1435 Hours | 2:35 pm |
| 1815 Hours | 6:15 pm |

Students On Official Duty: Student leaders in the performance of their official duties and students assigned to special duties such as crowd control, parking and guides at university functions are considered university officials and should be regarded as such. (For example, an RA controlling a residence

hall issue or a cadet leader marching a platoon or controlling a barracks issue)

Failure to follow their instructions will result in disciplinary action.

First Year Cadets/Rooks: First year cadets undergo a strict orientation and training period during their first few months. The Rook System is an important part of the Corps training, tradition and heritage. Its purpose is to develop qualities necessary for military life. Rooks who have white nametags, are not allowed to speak outdoors unless addressed by a cadet leader or faculty or staff member. The Rooks may answer brief questions and give directions; however, it is against regulations for Rooks to have casual conversations with other students outside academic buildings. If you identify a Rook who appears to be having trouble adjusting to the military lifestyle or is having problems, it is important to notify someone in the Office of the Commandant, Cadet Chain of Command, or Dean of Students' Office.

Civilian students are not allowed to visit Rooks in their rooms; and Rooks are not allowed to visit civilian students in their rooms. After Rooks are recognized, they have more liberty and greater freedom to socialize.

Cadet Guard Room: The Cadet Guard Room, located on the second floor of Jackman Hall, Room 214, is staffed from 4:30 pm to 7:00 am Monday-Friday and 24 hours on Saturday and Sunday during the regular academic semesters. It is staffed from the Sunday night following return from a break through reading day of the exam period. The cadets on duty provide information and assistance as needed by all University faculty, staff & students. The Guard Room can be reached at ext. 2589.

SECTION V Detached Service (DS)

A. *GENERAL.* Detached Service (DS) is an excused absence that may be granted to students who miss classes due to a contractual agreement. Students granted DS status must be in good academic and disciplinary standing. Cadets will not be granted detached service status, except for scheduled athletic events, during Monday Reveille formation, Tuesday Afternoon Training, or any published University events such as Convocation, the Colby Symposium or Friday Afternoon Training. All special exceptions will be approved by the Vice President of Student Affairs. There is no DS authorized during reading day or the final exam period. A DS authorization terminates upon return to the campus or upon completion of the activity on campus. All students on Detached Service (DS) will wear the appropriate attire or uniform prescribed by the sponsoring official.

B. *ACADEMIC DS.* Students may be granted DS for participation in an academic field trip required for successful completion of a course if the field trip has been approved in advance by the Department Chairman. The sponsoring department or professor will attempt to schedule such trips so that

the class absences will be minimized. The sponsoring professor will submit a DS request with the name, Student ID# (A #), cadet company (if a cadet), and class year of each student participating through the Registrar to the Office of the Vice President for Enrollment Management and Student Affairs at least 72 hours (3 academic days) prior to the scheduled date / time of departure. Absences from class, formations or duty for field trips NOT required for completion of a course must be cleared by each student with each professor, for absence from class. In addition, a cadet must obtain clearance from his/her Company Commander for absence from any cadet corps duties, formations or activities.

C. *EXTRACURRICULAR DS.* A student may be granted DS to participate in an intercollegiate or extracurricular activity if the activity is conducted under a contractual agreement by the University (for example, selected volunteer programs, varsity sports competitions, Drill Team competition, Regimental Band performances, and official Color Guard responsibilities). The sponsoring University official will submit a DS request with the name, student ID number, cadet company (if a cadet) and class year of each student participating through the Registrar to the Office of the Vice President for Enrollment Management and Student Affairs at least 72 hours (3 duty days) prior to the scheduled date/time of departure. A student must inform each of his or her instructors of the planned class absence prior to departure. NOTE: A student on Academic Probation or confined to campus for disciplinary reasons is not eligible for this type of absence. Many questions arise about class attendance. Refer to the academic year 2010-2011 Academic catalog (available on line), Section VII, paragraph 4. It is an individual students' responsibility to comply with class attendance policies.

D. *FRESHMAN CADETS OFF CAMPUS WITHOUT PROPER AUTHORIZATION.* No student, regardless of class year, will take a Corps Freshman Recruit (Rook) or Cadet Freshman Private off campus without a pass, leave, or detached service request signed by a member of the Office of the Commandant. This includes rides to the airport, medical appointments, or any other purpose. Taking a Corps Freshman Recruit or Cadet Private off campus for any reason without one of the above signed forms from the Commandant's Office will result in Class I Sanctions under the NUSRR Chapter 9 – "Disobedience of orders" or if a civilian Student, NUSRR, Chapter 7, Section X, "Failure to Comply with a University Official."

SECTION VI Dress and Grooming Standards

A. *GENERAL.* The dress code at Norwich University is established to promote the values and traditions upon which the University is founded. Dress and grooming standards promote the professionalism expected of Norwich

students (irrespective of lifestyle) as they prepare to enter their profession, graduate school or the workforce upon graduation.

B. APPROPRIATE DRESS.

1. All students, when in uniform, are expected to be in a complete, properly fitting, well maintained uniform appropriate to the occasion or activity.
2. All students, when in civilian attire, are expected to wear proper attire, appropriate to the occasion. All students will wear appropriate attire (e.g. slacks and a shirt, jeans and a tee shirt, jeans and a sweater) and shoes at all times in all academic and administrative buildings, classrooms, and in the dining hall. All students will wear business casual or business attire for special occasions when so announced.

Examples of business casual attire include slacks and a shirt with collar, a casual skirt and top.

Examples of business attire include a jacket and tie for men and a dress or pant suit for women.

Students with questions regarding appropriate attire should contact the Dean of Students, Residence Life Staff, or an Assistant Commandant.

3. **Hats (including visors, bandanas, skull caps, hoods or any head gear not authorized by a medical physician) are not allowed in administrative and academic buildings or the dining hall at any time. Students will be asked to leave a facility until hats are removed.**
4. Wearing of any garment that display alcohol or drug related logos or symbols, other logos, slogans or sayings that contain profane or vulgar language or are not in support of NU Guiding Values are prohibited on the Norwich campus.
5. Bare feet are not allowed in any academic or administrative building, classrooms, dining hall or The Mill. The wear of an undergarment shirt (athletic shirt, or white tee shirt), swimwear, sleepwear, pajamas, and PT clothing is not appropriate for wear in the dining hall or classrooms and is prohibited.
6. The consequence for being inappropriately attired for meals is that the student will be asked to leave the dining hall and may return after changing into appropriate attire. An exception is authorized for PT attire for breakfast prior to 0745 for students who have just returned from physical training. (e.g. ROTC PT or Corps PT). An exception is

also authorized for PT attire for supper for students who have just returned (1900 hours or later) from athletic team practice or competition.

7. Chapter 8 and the NUCC SOP Manual define when cadets should be in uniform and the complete requirements for the wear and maintenance of the uniform.

SECTION VII Drugs/ Controlled Substances

A. *GENERAL*. Norwich University condemns the use of illegal drugs, the misuse of legal drugs and dietary supplements, and the use of performance-enhancing substances. The possession, use, or consumption of any controlled or illegal substances not prescribed by a physician is prohibited both on and off campus. The controlled or illegal substances are listed or to be listed in the US Drug Enforcement Agency's Drug Schedules I, II, III, IV, and V are included by whatever official, common, usual, chemical, or trade name designated. A current reference for these schedules can be viewed at: <http://www.justice.gov/dea/pubs/scheduling.html>. The selling, giving, enabling, providing or trafficking of controlled or illegal substances is prohibited.

B. *DRUG PARAPHERNALIA*. Drug paraphernalia is also prohibited. The term "drug paraphernalia" means all equipment, products, devices and materials of any kind which are used, or promoted for use or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, inhaling a regulated drug or otherwise introducing a regulated drug into the human body.

C. *PROHIBITED SUBSTANCES*. Norwich University prohibits the actual or attempted possession, use, sale, distribution or manufacture of *Salvia Divinorum* or products containing synthetic cannabinoid compounds (e.g. Spice), as well as any derivative, analogue or variant of them. Norwich University also prohibits the actual or attempted possession, use, sale, distribution or manufacture of bath salts, as well as any derivative, analogue or variant of them not already listed in the US Drug Enforcement Agency's Drug Schedules I, II, III, IV, and V as a controlled or illegal substance. Cadets who violate the prohibitions listed above will be disciplined under these regulations for Disobedience of Orders as appropriate. Civilian Students who violate the prohibitions listed above will be disciplined under these regulations for Possession or Use of Prohibited Substances.

D. DRUG TESTING.

1. The University has the authority to conduct random drug testing for students participating in varsity or club athletics. In addition, any student may be subject to directed testing at any time the Vice

President for Enrollment Management and Student Affairs determines there is reasonable suspicion the individual is using or has used a controlled substance or a prohibited drug. Such reasonable suspicion shall be based on objective information deemed reliable by the Dean of Students, or the Commandant of Cadets.

2. Enrollment at Norwich University is a privilege not a right. As a condition of being permitted to enroll or continue enrollment at Norwich, all students must comply with this policy. Failure to consent to and/or comply with the requirements of this policy and its procedures will not be tolerated. Refusing to provide a urine sample for testing may be treated as *prima facie* evidence of guilt and may result in immediate suspension. Urine samples will be collected at the infirmary by the medical staff. Urine samples will be sent to a lab for analysis. If the laboratory reports a specimen as diluted, substituted, manipulated, or adulterated, the student will be deemed to have refused to submit to testing and this action may be treated as *prima facie* evidence of guilt. A student who is readmitted to the University following a drug related separation may be required to submit to directed drug testing (at the student's expense) as a condition of continued enrollment. (A complete copy of the Drug Testing Policy is available on my.norwich.edu)

E. **SANCTIONS.** Students are cautioned that they are subject to Vermont state laws pertaining to possession, sale and consumption of controlled substances and related paraphernalia. Violators of the University Drug/Controlled Substances Policy are subject to suspension or dismissal. Students found guilty of selling or distributing controlled substances will be dismissed. Violation of the law will result in the student being turned over or reported to the proper authorities. In addition to University imposed sanctions, a student found guilty of violating any drug or controlled substance regulation on campus will be reported to local law enforcement authorities.

F. **PREVENTION.** Norwich University supports programs for the prevention of substance abuse. If you are having a problem with alcohol and/or another substance, contact the Substance Abuse Education Program Coordinator, Counseling Center, the Office of the Dean of Students or the Office of the Commandant.

G. **PARENTAL NOTIFICATION.** The Commandant of Cadets or Dean of Students will notify the parents or legal guardians if their son or daughter violates and federal, state, local law or any rule or policy of the University governing the use of a controlled substance. Parental notification will take place when a student, who is under the age of 21, is found guilty of any offense that violates the published alcohol and drug policy. Students over the age of 21 and in dependent status are encouraged to notify their parents of these violations.

SECTION VIII Fire and Safety Standards

A. *FIRE REGULATIONS.* University fire policy requires all students to vacate the building each time a fire alarm sounds. Students who fail to quickly leave a building during a fire alarm may receive disciplinary action and a \$50.00 fine.

Fire equipment is located in designated areas on each floor in University buildings.

1. **Any student found tampering with, removing, disconnecting, covering, inhibiting, damaging, or falsely setting off fire equipment, alarms, sensors, or igniting a fire on University grounds will be subject to dismissal or suspension along with a fine of up to \$1000 and restitution of the cost of damages. In addition, the police may be notified and the student may be disciplined in accordance with these regulations.**
2. Smoke or heat sensors may not be covered or tampered with at any time. Problems with smoke detectors must be reported to Security or Facilities Operations as soon as possible.
3. Fireworks, explosives, Meal Ready to Eat (MRE) heaters, or fabricated explosive devices, are prohibited in all University buildings and on University property.
4. Students found with fireworks or explosives are subject to suspension or dismissal from the University. NOTE: MRE bombs are considered a form of explosives that can cause injury.
5. Flammable liquids, gases or solids such as gasoline or oil and heat tabs may not be stored in University buildings.
6. Halogen lamps or lights are not authorized for use barracks or residence hall rooms or University buildings.
7. All surge suppressors, power strips and extension cords used in University buildings must be the 3 prong, grounded, UL approved type.
8. Natural cut Christmas trees, boughs or wreaths are prohibited from University buildings.
9. Students are prohibited from cutting down, digging up or in any way damaging trees and shrubs on campus.
10. Unauthorized fires are prohibited on campus. No student, organization, person, or function is authorized to have a fire, including any type of fire for the purpose of conducting a cookout, without advance, written permission from the Vice President for Enrollment Management and Student Affairs. The only exception to this is in the vicinity of locations where the university has installed barbeque grills (e.g., Disney Field near the volleyball courts).

B. *BARRACKS AND RESIDENCE HALLS*

1. Room decorations may not hang from the ceiling or windowpanes and may not cover more than 50% of any given wall space in any room. Other decorations may be prohibited if a fire hazard is created.
2. Ceilings may not be covered with tapestries or draped, or have decorations hanging from them. Nothing may be hung from the sprinkler apparatus.
3. Bed curtains or drapes are not allowed.
4. The room entry and exit must be clear.
5. All furnishings must be a minimum of 6 inches from the room radiator.
6. Nothing may be built or placed over or around a room radiator that will interfere with the free flow of air around the radiator or with easy access to service it. Nothing will be placed over or around a safety sensor.
7. Candles and incense may not be burned in the barracks or residence halls.
8. No student is allowed to remove outlet covers or permanently attach anything to the outlets provided in the room.
9. String lights and “fire lights” are not authorized in the barracks and residence halls.

C. **EMERGENCY BLUE LIGHT CALL BOXES.** Emergency Blue Light Call Boxes are located throughout the campus in the event of an emergency. Any student found tampering with, damaging, or falsely setting off a call box will be subject to a Class 1 disciplinary action and a fine up to \$500 and restitution for the cost of any damages.

SECTION IX Hazing

A. **GENERAL.** Norwich University’s hazing policy reflects both State of Vermont hazing statutes, U.S. Military regulations that pertain to hazing, and the Norwich University guiding values. Hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization (program like the Corps of Cadets) which is affiliated with Norwich University; and which is intended to have the effect of, or should reasonably be expected to have the effect of humiliating, intimidating, or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. In the interpretation of this definition, each student is charged with the responsibility of applying good judgment, common sense, and the principles of leadership. Hazing may occur on or off campus. Hazing is not limited to superior-subordinate relationships. It may occur between peers or even, under certain circumstances, may involve actions directed towards senior personnel by those junior to them (for example a cadet private (senior class) hazing a cadet sergeant (junior class) or a sports team captain (junior class) hazing a team member

(senior class). Expressed or implied consent to hazing is not a defense to violation of this provision. Hazing shall not include any activity or conduct that furthers legitimate curricular, extracurricular, or military training program goals, provided that

1. The training goals are approved by the Commandant of Cadets, Dean of Students, Athletic Director, Director of Operations and Training, an Assistant Commandant, the Director of Residence Life or the Director of Commuter Life / Assistant Dean of Students.
2. The activity or conduct furthers the goals in a manner that is appropriate, and contemplated by University officials and expressed in University policies and regulations.

B. **BULLYING.** Bullying, like hazing, will not be tolerated. Bullying is defined as an intentional act of aggression that is meant to harm a victim either physically or psychologically. Bullies may operate alone or in small groups and choose to victimize individuals who they perceive as vulnerable. Bullying usually involves acts of aggression directed against a student by another student and may be repeated over time with the intent to ridicule, humiliate, or intimidate the student. Bullying may involve the use of communications of varying types e.g. telephone, email, texting, facebook, twitter, etc. Bullying may occur on or off campus and in relationships that are considered cooperative in nature e.g. athletic teammates, members of the same Rook Platoon/Company, and roommates in a barracks or residence halls etc. Bullying is strictly prohibited in our community and should be reported immediately to a University Official.

C. **PROHIBITED ACTIVITIES.** Prohibited activities include, but are not limited to:

1. Requiring the use of alcohol in any process or activity.
2. Requiring nudity or lewd and lascivious conduct at any time.
3. Throwing or propelling substances or objects at individuals or groups with intent to harm.
4. Verbal abuse or threatening physical harm.
5. Forcing a person to eat or drink something against his or her will.
6. Requiring or directing excessive exercise for punishment or with intent to cause harm.
7. Requiring a person to do something potentially harmful, or against their will, to themselves or other individuals.

D. **EXCEPTIONS.** When authorized by the Commandant of Cadets, Dean of Students, Athletic Director, Director of Operations and Training, an Assistant Commandant, or Director of Residence Life, and when not unnecessarily cruel, abusive, oppressive, or harmful, the following activities do not constitute hazing:

1. The normal physical and mental (e.g., stress) hardships associated with rigorous military training.
2. Administrative corrective measures, including verbal reprimands, Close Military Confinement (CMC), Campus Confinement (CC), working tours and marching tours.
3. Reasonable motivational exercise, physical training, or remedial physical training.
4. Military instruction, NUCC instruction, and instruction provided by authorized outside sources which may be physical and mentally trying in nature.

E. *ENFORCEMENT*. Enforcement of this policy is a responsibility of commanders and student leader teams in all organizations and at all levels. Commanders and student leader teams will devote particular attention to graduation or advancement ceremonies as well as other occasions or settings that might put students at risk for voluntary or involuntary hazing. In addition to the risk of suspension or dismissal, a student charged with or suspected of hazing may be reported to law enforcement officials for possible prosecution under the laws of the State of Vermont.

F. *MANDATORY REPORTING*. University officials who become aware of conduct that could be a violation of the policy on hazing or bullying have an obligation to report that information to the Office of the Vice President for Enrollment Management and Student Affairs, the Commandant of Cadets, or Dean of Students immediately. "University officials" include members of the staff or faculty, ROTC staff members and instructors, Residence Life staff (including student staff), NU Security Officers, student leaders, and the Regimental Duty Officer/Duty NCO.

SECTION X Information Systems

A. *GENERAL*. Information Technology has provided some degree of security against unauthorized use. However, it is impractical to provide a computer system that can resist a determined violator. It should not be assumed that if something is unprotected, it is available for public inspection.

B. *ACCEPTABLE USE POLICY*. The University has published acceptable use policies on my.norwich.edu.

C. *HARDWARE AND SOFTWARE POLICY*. The University has published hardware and software policies on my.norwich.edu.

D. *INFORMATION ASSURANCE SECURITY POLICY*. The University has published this policy on my.norwich.edu

E. *USER'S RESPONSIBILITIES.* Users are expected to behave in a responsible and ethical manner. Irresponsible use will affect the service provided to others, while unethical behavior may be a violation of the rules governing academic honesty as well as federal and state laws concerning computer crime and privacy of information. Some examples of computer abuse are practices-such as:

1. Inspecting, modifying or copying programs or data without authorization.
2. Using facilities without proper authorization, or for the purpose other than those for which authorization is given.
3. Tampering with the operation of Norwich University's computer resources.
4. Sending offensive mail, text or pictures through University property. **Upon receipt of a computer account, the owner assumes the responsibility to ensure that all users of this account abide by this policy. If there is any doubt whether a particular action constitutes computer abuse, please contact Information Technology or your instructor.**

SECTION XI Bias, Non-Discrimination and Sexual Assault

A. *GENERAL.* Norwich University and federal or state law prohibit discrimination or harassment on the basis of gender, gender identity, race, ethnicity, national origin, color, religion, disability, sexual orientation, age, genetic information, or veteran's status ("protected characteristics"). This means that no individual may be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination in any NU program or activity on the basis of a protected characteristic.

B. The University seeks to protect and preserve the dignity and integrity of all of its members; therefore, discriminatory behavior in such forms as epithets, crude gestures, threats or offensive pictures, is unacceptable under any circumstances and will not be tolerated. An individual who engages in behavior that is determined to be a violation of this policy shall be subject to appropriate disciplinary action.

C. *BIAS.* Bias, defined in the glossary, protects university community members from speech, acts, or harassment that target or threaten or attack an individual or group because of their actual or perceived "protected characteristics." Protection against bias is the right of every student and community member. Suspected incidents of bias will be adjudicated by the Office of the Commandant or the Office of the Dean of Students. When appropriate, cases will be referred to the University Official responsible for Title IX compliance.

D. *DISCRIMINATION*. Discrimination generally may take either of two forms:

1. Differential treatment of an individual that is based on a protected characteristic and that interferes with or limits the ability of that individual to participate in or benefit from a University program or activity.
2. Harassment of an individual based on a protected characteristic, which has the purpose or effect of substantially interfering with a student's or employee's educational or work performance or creating an intimidating, hostile, or offensive environment. Conduct will be examined to determine whether it was persistent, pervasive, or severe, based on a "reasonable person" standard.

E. *SEXUAL HARASSMENT* is a form of discrimination on the basis of gender or sexual orientation. Both men and women may be victims of sexual harassment by persons of the same or opposite gender. Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature toward any student, faculty member or other employee when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a person's employment or academic advancement;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting the person;
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

F. *DEFINITION*. Sexual harassment may range from sexual innuendo, even in the guise of humor, to coerced sexual relations. Harassment is judged on the basis of conduct and its effects on the recipient, not the intentions of the harasser. Conduct is examined to determine whether the victim "welcomed" the behavior or activity, not whether the victim "consented" to the acts.

To view the Norwich University Non-Discrimination Policy and Complaint Resolution Process in full, please refer to the Norwich University web site: <http://www.norwich.edu/policy/discrimination/>

G. *SEXUAL ASSAULT & SEXUAL MISCONDUCT*

Sexual assault and/or sexual misconduct committed by a student, faculty, staff member or independent contractor and others who have a business relationship

with the University is prohibited. Incidents will be reviewed in accordance with Norwich University policy.

H. NORWICH UNIVERSITY DEFINITION OF SEXUAL ASSAULT

Any sexual act forced on another person without his or her consent is considered sexual assault. Sexual assault may include a sexual act carried out under coercion, with the threat of force, or by using or employing a weapon, through a position of authority, or when the victim/survivor is mentally handicapped or physically helpless including by reason of drug or alcohol consumption, sleep, or unconsciousness.

I. NORWICH UNIVERSITY DEFINITION OF SEXUAL MISCONDUCT

Sexual Misconduct includes ANY uninvited or unwelcome sexual touching or sexual contact that is not included in Norwich University's definition of sexual assault. This includes physical contact with a person's genital area, other bodily orifices or with a person's buttocks or breasts *if the sexual contact or sexual touching is done without the person's consent*. Sexual misconduct may include sexual contact carried out under coercion, with the threat of force, or by using or employing a weapon, through a position of authority, or when the victim/survivor is mentally handicapped or physically helpless including by reason of drug or alcohol consumption, sleep, or unconsciousness.

J. IMMEDIATE ACTION. A victim of sexual assault should seek immediate medical and emotional support. Assistance is available by calling:

| | |
|---|----------|
| Emergency | 911 |
| Central Vermont Medical Center, Emergency Dept | 371-4263 |
| Sexual Assault Crisis Team of Washington County | 479-5577 |
| Norwich Campus Security | x2525 |
| Northfield Police | 485-9181 |
| Norwich Student Infirmary | x2552 |

Campus Security will assist victims with initiating police contact and can assist in arranging transportation to medical and counseling assistance.

The University recognizes that any decision to report a sexual assault to the police is the right of the victim. When the Equal Opportunity Officer is informed about an incident of sexual assault or misconduct, he or she will inform the victim of the options of criminal prosecution, medical assistance and the University's complaint resolution process. Confidential counseling, support services, and academic assistance are available to employees and students and can be coordinated through the Equal Opportunity Office.

An individual who believes that he or she has been sexually assaulted is encouraged to pursue criminal charges in addition to filing a complaint with the University.

You can view the Norwich University Policy on Sexual Assault & Sexual Misconduct and Complaint Resolution Process at:

<http://www.norwich.edu/policy/sexualassault/>

K. *POLICY IMPLEMENTATION.* The successful implementation of the Non-Discrimination and Sexual Assault/Misconduct policies is the responsibility of every member of the University community. Discriminatory harassment of any form undermines this important commitment and is not appropriate or acceptable within the University community and will not be tolerated. It is therefore important to report information regarding incidences of discrimination, harassment, or sexual assault/misconduct that you personally experience or hear of second-hand. All reports will be handled promptly, equitably, and as confidentially as possible.

L. *NOTIFICATION TO VICTIM.* Any student who is the victim of a crime of violence or any non-forcible sexual offense, may, if requested in writing, receive the University administered outcome (sanction administered against the perpetrator). (Higher Education Act)

M. *QUESTIONS* or concerns about these policies or about discrimination, harassment, sexual assault or sexual misconduct should be directed to the Equal Opportunity Officer at 802-485-2144).

SECTION XII Motor Vehicle Control Policy

A. *GENERAL.* The possession and operation of motor vehicles by students at Norwich University is a privilege. Students are expected to park in accordance with the Motor Vehicle Control Rules and Regulations. These rules and regulations are in effect year round. The person whose name the motor vehicle is registered to is responsible for all on-campus violations. The University reserves the right to deny students this privilege. In addition, tow vehicles without notice at the expense/risk of the owner/operator and order motor vehicles to be removed from the University grounds. The University assumes no responsibility for motor vehicles operated or parked on the University property. However, the University does provide mobile, radio-dispatched security personnel, who patrol the campus 24 hours a day, seven days per week. Norwich University has pedestrian traffic on all roads accessible by vehicles. Cadet formations, students, and joggers, to list but a few, joggers, are everywhere. Be a safe and courteous driver. **Need Help with parking or your car? → Call Norwich University Security, 485-2525. The posted campus-wide speed limit is 15 miles per hour.**

B. VEHICLE REGISTRATION. Senior, junior and sophomore students (to include student teachers) are authorized to maintain and operate motor vehicles at the University provided they properly register their vehicle and obtain an NU Student Parking Decal, with Norwich University Security. Students must provide a valid driver's license, vehicle registration and proof of insurance to obtain a parking pass. Commuter students are asked to fill out additional address and contact information on the rear of the registration card. The registration charge is \$85.00 and is billed directly to the student accounts.

NOTE: Registrations are issued on a first come – first served basis. The number of student registrations issued may be subject to change, dependent on the availability of student parking.

Freshman students will not be permitted to register a vehicle or obtain a temporary parking pass, unless authorized in advance by the Office of Student Affairs.

Students registering motor vehicles, at any time during the first semester, will be charged the required annual fee and must display a Norwich University registration decal on the left rear window. If a student registers his/her vehicle, at any time during the second semester, a prorated fee will be charged. Any student, registering a vehicle during the second semester and ticketed while unregistered during the first semester, will pay the \$85.00 annual fee. Registration fees are outlined in detail in Paragraph R of this document.

C. Students are prohibited from registering a motor vehicle that is state registered to another Norwich University student. Failure to register within the first two weeks of the academic semester will result in tickets, towing at the owner's expense, and possible forfeiture of vehicle privileges. A vehicle registered, under false pretenses, is considered a disciplinary or honor violation, depending on the circumstances. The Chief of Security will report such incidents to the Dean of Students or Commandant as appropriate.

Unregistered vehicles will be ticketed and towed at the owner's expense and without notice.

D. TEMPORARY REGISTRATION. Enrolled student temporary registration is defined as two weeks or less. There is no charge for a temporary registration. Vehicles on campus longer than two weeks will be registered as delineated in paragraph B. Students who apply for temporary registration must satisfy the requirements for regular registration and are required to display a temporary registration card in their motor vehicle at all times when on University grounds.

E. VEHICLE CONDITION/WINTER CONDITIONS. Central Vermont is susceptible to weather extremes, particularly in the winter months. Students are expected to maintain their cars in good working order. Be

prepared for difficult, and at times dangerous, weather conditions. Norwich University strongly recommends that ALL vehicles (including front wheel and all wheel drive vehicles) be equipped with snow tires from October 15 through April 15. It is also recommended that all vehicles be equipped with flares and collapsible snow shovels.

F. *SNOW REMOVAL*. Norwich University clears snow in a strict order as follows:

1. Campus safety roads to permit access for maintenance and emergency vehicles.
2. Pedestrian routes and stairs.
3. Campus roads.
4. Faculty/Staff parking lots.
5. Commuter parking lots.
6. Resident student parking lots.

Clearing snow from the resident student parking lots requires communication and coordination. Car owners are expected to read and heed ALL notices and instructions. Clearing snow from the resident lots require students, when instructed, to move their cars to temporary parking. Facilities Operations will plow the lot and Security will announce when the parking lot is open for parking. This process will repeat itself until all the student lots are cleared of snow.

G. *TRANSFER OF OWNERSHIP OR SALE OF VEHICLES BETWEEN STUDENTS*.

Prior to transfer of ownership or sale of a vehicle from one student to another, the original owner will:

1. Remove the student registration decal.
2. Inform Norwich University Security of the transfer of ownership.

The new owner will:

1. Register the vehicle with Norwich University Security.
2. Affix the new student registration decal.

H. *PARENT'S OR RELATIVE'S MOTOR VEHICLE*. Students of the upper three classes operating motor vehicles belonging to their parents or relatives while the latter are visiting Norwich University are responsible for ensuring these vehicles are operated and parked in accordance with the Motor Vehicle Control Policy.

I. *STUDENT PARKING AREAS*. Authorized parking areas for residential students are Lots B, C and D. Commuter students may park in the: B, C, D, E, Plumley Armory, and Kreitzberg Arena lots. **Commuter students may park in "Visitor Parking" at Jackman Hall only for the purpose**

of conducting business at Jackman Hall. Parking lines, painted into the pavement, outline designated parking spots. It is the responsibility of the owner/operator to properly park in designated parking. Students requiring assistance for parking in other than authorized parking areas must first request and receive permission from the security officer on duty. A detailed list of parking lots and who may park in the lots is detailed in Paragraph N, (DESIGNATED PARKING).

J. *WEEKEND PARKING.* Friday afternoon at 6:00 pm until Sunday afternoon at 6:00 pm, students and visitors may park in the faculty/staff lots. Any student vehicle, in these lots after 6:00 pm on Sundays, will be ticketed by Security and towed at the student's expense without notice. The Jackman Parking Lot (Above by Gerard Hall and below behind Jackman Hall) will be available for student parking from 1800 hours on Friday through 1800 on Sunday. These hours are consistent with hours in other F/S parking lots. The Jackman Parking Lots will remain off limits during Open Houses, Homecoming Weekend, and Parents and Family Weekend. Additionally, if due to forecasted inclement weather, the lots may be made off limits to facilitate snow removal. This will be communicated as soon as practical and as widely as possible through e-mail, the student leadership and my.norwich.edu. Cars parked in the Jackman Parking lots outside of these hours will be ticketed and may be towed without warning. Cars parked in a handicap spot without a proper handicap sticker will be ticketed and towed. “

K. *VEHICLE SEARCHES.* The University Administration reserves the right to search student vehicles whenever reasonable suspicion exists that University policies or state laws are in violation. For more detailed information, reference the *NUSRR*, Chapter 4, Section XII: Room, Vehicle and Personal Area Searches.

L. *RESTRICTED AREAS.* Vehicular traffic is restricted to established roads and drives. Driving or parking of vehicles on grassed areas or walkways is prohibited. Student owned or operated vehicles are not permitted on the Upper Parade Ground (UP), except at times announced by the Vice President for Enrollment Management and Student Affairs or designee and NU Security. When UP access is granted, it will be for the express purpose of loading or unloading baggage, provided the vehicle does not block the roadway. Vehicles will depart the UP immediately following loading/unloading. Overnight parking on the UP is prohibited. For the purposes of clarification of the Motor Vehicle Section, the UP is designated as all University property inside the Goodyear and Jackman Gates. During normal working hours, **residential students are not permitted to park in the Jackman Lot without permission from the duty Security officer.**

M. *VISITORS*. Students are responsible for ensuring their visitors/guests park in student lots or as permitted by this section and have a temporary registration (free of charge). Visitor/guest vehicles, parked in unauthorized areas will be ticketed and/or towed without notification. Students may be held responsible for any fines incurred by their visitors/guests.

N. *ACCIDENTS*. A student involved in an on campus motor vehicle accident will immediately notify Campus Security.

O. *DISCIPLINARY ACTION*. Disciplinary action for motor vehicle violations may be imposed as follows:

1. A student who is arrested and convicted by the civil authorities for a motor vehicle violation may be denied the privilege of operating or maintaining a motor vehicle at the University for a period to be determined by the Dean of Students or Commandant.
2. A student who operates a motor vehicle on campus in a careless, reckless or negligent manner may, in addition to any disciplinary action assessed by the Dean of Students or Commandant, be denied the privilege to operate or maintain a motor vehicle at the University for a period to be determined by the Chief of Security.
3. Any student, who constantly violates motor vehicle regulations or receives more than three fines for violations of vehicle regulations, may have his/her vehicle operating privileges denied by the Chief of Security.
4. Appeals to parking/traffic violations are made to the Chief of Security. Appeals must be submitted on the appeal form available in the Security Office. Forms must be submitted within 15 days after the violation has occurred. Copies of appeals, denied by the Chief of Security, are forwarded to the Director of Facilities/Operations and the appropriate Student Affairs Official. The Director of Facilities/Operations is the final authority on all disputed appeals.

P. *MISCELLANEOUS INFORMATION*. Security reserves the right to block off any parking area at any time as deemed necessary by the Norwich University Administration. The Norwich University campus is a busy community. **Students must be aware that parking schemes may change due to construction, weather or University events. All changes, in campus parking schemes, winter parking rules, or any other motor vehicle notices as posted on the current campus portal. Students are expected to read and comply with these notices.** The University routinely uses video surveillance in and around campus parking lots to provide additional security for residents and to protect

property. Loitering in any parking areas owned by Norwich University is not allowed.

Q. *ABANDONED VEHICLES.* A vehicle left unattended on campus for more than fourteen (14) days will be considered abandoned and will be removed from University property.

R. *DESIGNATED PARKING.* Listed below are the University parking lots and who may park in these lots. All members of the University are expected to park in accordance with the Norwich University Motor Vehicle Rules and Regulations and signage as posted about the entrances to these parking lots.

| <u>Parking Lot</u> | <u>Faculty Staff</u> | <u>Commuter Student</u> | <u>Resident Student</u> |
|--|----------------------|-------------------------|-------------------------|
| Jackman Hill | X | | |
| Jackman North | X | | |
| Jackman West | X | | |
| Sabine | X | | |
| Webb | X | | |
| Wise Campus Center | X | | |
| Roberts | X | | |
| Plumley | X | X | |
| Hayden | X | | |
| Communications | X | | |
| Alumni House | X | | |
| Library | X | | |
| Lot E | | X | |
| Route 12 (Lot A) | X | | |
| Army Supply | X | | |
| Upper Student (Lot C) | X | X | |
| Lower Student (Lot D) | X | X | |
| Kreitzberg Arena | | X | X |
| Upper Disney (South Hall- Lot B) | X | X | |

Parking Area Notes:

1. Between October 15 and April 15, Commuter students, parking overnight, shall park in Lots B, C, or D. This will expedite snow plowing. Commuter vehicles parked elsewhere and encumbering parking will be ticketed/towed at the owner's expense.

2. Areas designated, as Public Parking are not for student parking. Students parked in these areas will be ticketed and /or towed at the owner's expense.
3. The area due north of the old North Gate, adjacent to Central Street and Garrison House, is not a parking area. Students parked in this area will be ticketed and /or towed at the owner's expense.

S. *FEES.* No money is required at the time of registration. Fees are charged to the student accounts. The following fee structure is in effect for vehicle registration and tickets:

| | |
|---|------------------------------|
| Vehicle registration for the academic year | \$85.00 |
| Vehicle registration for spring | \$37.50 |
| Temporary registration (two weeks or less) | NO FEE |
| Visitor/Guest temporary registration | NO FEE |
| Parking/Traffic violation ticket | \$30.00 |
| On-campus parking ticket plus tow (registered vehicle) | \$30.00 + cost of tow |

Any student, registering a vehicle during the second semester and ticketed while unregistered during the first semester, will pay the \$70.00 annual fee.

T. *TRANSPORTATION.* All students should be aware that when they elect to use their own vehicles for transportation to or from University sponsored events, or to supplement University provided vehicles at those events, they do so on their own and remain wholly responsible for their actions. Norwich University does not agree to indemnify nor hold harmless the student driver in those circumstances where the student elects to drive his or her vehicle to the University sponsored event and an accident occurs.

SECTION XIII Off-Limits Areas

A. *GENERAL.* The Upper Parade Ground is a ceremonial area and its use will be strictly limited to scheduled training events or special ceremonies as directed by the Vice President for Enrollment Management and Student Affairs or the office of the Commandant. The access roads immediately behind all barracks and residence halls will be used in lieu of the Upper Parade Ground for all other appropriate student activities.

B. **OFF LIMITS AREAS.** The following areas are off-limits to all students except as required in the conduct of official business:

1. Rooms of cadets on CMC
2. All University maintenance areas
3. All University storage and supply areas
4. All janitorial rooms (except to properly utilize the cleaning equipment)
5. Dole Auditorium projection room, stage and dressing rooms
6. Heating plant
7. The roof of any building
8. Railroad right of way (20 yards on each side of tracks) to include the train trestle, except for crossing to/from for duty authorized activities at the wood crossing part near the north end of the soccer field.
9. Rappel Tower
10. Obstacle Course except as approved by the Office of the Commandant
11. The Band Room
12. Athletic Facilities
13. Classrooms or laboratories
14. Rook Rooms and Rook floors
15. No fundraising is authorized in the barracks, residence halls or any living quarters
16. Barracks and Residence Halls closed during University break/vacation periods
17. Any other area of the University as announced by the Vice President for Enrollment Management and Student Affairs, the Commandant, the Commandant, Dean of Students, Athletic Director, or Director of Facilities Operations

SECTION XIV Student Employees

Students employed by Norwich University including work-study students and concession operators must abide by all University regulations while working. Of special concern is all student employees including work study employees must comply with privacy policies e.g. FERPA. Failure to comply with University regulations will result in disciplinary action along with work-study termination.

SECTION XV Tobacco

At Norwich University, smoking and the use of smokeless tobacco products (dip, snuff, etc.), including electronic cigarettes, is prohibited except in designated smoking areas. Residence halls, including individual rooms, hallways and stairwells, campus buildings, the Upper Parade Ground, and the front of Crawford Hall (Route 12 side) are

tobacco free areas. State law prohibits the use of tobacco products in any public areas.

Students may smoke in the area 50 feet to the rear of barracks or residence halls in the fire lanes in designated areas. All students are expected to dispose of butts and related debris in appropriate containers. Crawford residents and guests are not allowed to use the Crawford Bridge to the 2nd floor, or the breezeway on the 1st floor as a public smoking area.

SECTION XVI Toleration of Violations

Any time a student fails to act on or report an incident(s) that may be defined as a violation of University Policy, he or she may be subject to the same disciplinary action as the student(s) committing the violation.

SECTION XVII Unauthorized Fund Raising and Payment of Fines

All students are advised that student imposition, collection and participation in any form of fining or assessing of monies for any reason be prohibited. Individuals directing, authorizing, permitting or participating in unauthorized fund-raising activities are subject to disciplinary action. This will be adjudicated as "Conduct Unbecoming."

SECTION XVIII Unauthorized Student Organizations and Secret Societies

A student's membership in or association with any public or private organization which acts in any manner contrary to the good order and discipline of the institution is in violation of University policy. A secret society is any organization, however loosely knit, whose membership and/or activities on- or off-campus, are not open to scrutiny by the University.

As a private institution, Norwich University reserves the right to approve or deny sanctioning to any organization operating on its premises. No organization may operate on University premises without the express written consent of the University Chief Administrative Officer. Any organization seeking approval to establish itself or operate on University premises is required to submit in writing their charter and a list of principle officers for review by the University Chief Administrative Officer or his designee.

SECTION XIX University Events

Norwich University encourages all its students, faculty and staff to attend athletic, cultural and social events both on and off campus. These events provide a social forum and opportunities for spectators to enjoy special events in a positive and supportive manner. Inappropriate

behavior creates a disruptive atmosphere that is detrimental. Spectators are expected to conduct themselves in a professional manner that is in accordance with the Community Standards Policy.

SECTION XX Weapons and Firearms

Students are prohibited from possessing or using weapons (fighting tools) on University grounds. Prohibited items include, but are not limited to, the following:

1. Firearms and ammunition (real or facsimile) or components thereof.
2. Edged weapons with blades longer than 3 inches.
3. Bows, crossbows, slingshots, and similar devices that deliver a projectile.
4. Hatchets, axes, and similar sharpened tools that possess a honed edge.

The only exceptions to this policy are:

1. Weapons temporarily issued to students under the authority of the VPMSA, Commandant, or Commanding Officers of the ROTC units for the purpose of conducting scheduled training.
2. Paintball equipment in authorized areas for sanctioned events as defined by the Director of Student Activities. Paintball equipment is never authorized in student housing areas.

SECTION XXI Separation from the University

A. *ADMINISTRATIVE SEPARATION.* Any student who consistently fails to maintain acceptable standards, who displays an inability to adjust to the Norwich lifestyle, or who requires an inordinate amount of supervision may be administratively separated from the University by the authority of the Commandant or Dean of Students. The Vice President for Enrollment Management and Student Affairs will act as the appellate authority for administrative separation actions under this provision.

B. *MEDICAL/MENTAL HEALTH REMOVAL.* Upon the recommendation of the University Physician or the University Psychologist, a student may be either Administratively Separated or removed from the University if his/her medical and/or mental condition makes him or her not otherwise qualified for participation in University programs.

C. *EXTENDED ABSENCE WITHOUT NOTICE.* A student may be separated from the University for failure to enroll or for being absent without leave / notice from the University for more than five class days.

D. *VOLUNTARY RESIGNATION. (Pending Disciplinary or Honor Action)* At the discretion of the Vice President for Enrollment Management and Student Affairs, a student may be permitted to resign rather than face disciplinary action. A student who wishes to resign must submit a

written request to the Commandant or Dean of Students for consideration. The Commandant or Dean of Students then recommends approval or disapproval of the request to the Vice President for Enrollment Management and Student Affairs. A student requesting to resign with disciplinary action or an honor violation pending must do so prior to the disciplinary action board or hearing and will be required to sign a document releasing the University from any liability. **The student's department file will be permanently annotated to reflect that the resignation was with disciplinary or honor action pending. A student who resigns with disciplinary or honor action pending will not be eligible for future readmission nor may he or she appeal the decision.**

E. *UNIVERSITY LEAVE*. University Leave is a status, not to exceed three years, which permits a student to withdraw voluntarily from the University and return to degree candidacy for the semester of the student's choice. A student in good academic, disciplinary and honor standing desiring to take such leave will submit a written request through the Registrar to the Committee on Academic Standing and Degrees. The requesting letter must include a justification with an endorsement of the academic advisor, the Commandant or Dean of Students and the Bursar.

F. *UNIVERSITY CLEARANCE*. All students who are suspended, dismissed, removed or who resign from the University for any reason will obtain proper clearance prior to departure as follows:

1. University Departure Clearance Forms must be obtained from the Student Housing Office. All forms must be completed and final approval obtained prior to departure. Departing students will retain one copy of their University Clearance Form as a "Quit Claim". Students who fail to properly clear will be subject to future billing to clear accounts, may not receive transcripts and may be denied re-admission.
2. Students resigning or being suspended, dismissed or removed from the University are responsible for removing all personal property prior to departure. The University assumes no responsibility for abandoned personal property.
3. Students who voluntarily withdraw or leave the university have 48 hours to remove all their property and belongings within their rooms and trunk rooms. Failure to remove all belongings after the 48 hour time period, will be considered abandon property and will be disposed of at the discretion of the Housing Officer, Director or Residence Life, or Office of the Commandant.
4. Students who depart from the University without executing a University Departure Clearance Form will be cleared in absentia

by their Company Commander (Co CDR) or Resident Advisor. The Co CDR or RA, after establishing that the student has departed, will take steps to secure all property. The Co CDR or RA will report to the Housing and Administrative Office and secure a University Departure Clearance Form and complete the clearance process. All property will be inventoried and segregated by the following categories: personal, university and ROTC/reserve duty. Personal items will be packaged and delivered to the location designated by the Assistant Commandant or Director of Residence Life. The University Departure Clearance Form will be marked by the Housing and Administrative Office - "Cleared in Absentia." A Co CDR or RA may delegate, in writing, the actions required above to a member of his or her command.

SECTION XXII Compliance with Federal Legislation for Search and Records Release

A. *GENERAL.* Norwich University will comply with The Uniting and Strengthening America by Providing Appropriate Tools to Intercept and Obstruct Terrorism Act (Patriot Act), the Foreign Intelligence and Surveillance Act (FISA), the Family Educational Rights and Privacy Act (FERPA), and all other federal legislation that pertains to the rights of students in the education setting.

Recent changes (October 2001) in federal legislation allow:

1. The U.S. Attorney General or specified designees to obtain a court order or search warrant to collect educational records in possession of the educational institution (for example, student disciplinary or commendatory records maintained in our housing and administration office) that are "relevant to an authorized investigation or prosecution of an act of domestic or international terrorism."
2. Designated officials of the FBI "may apply for a court order or search warrant requiring production of tangible things (including books, records, papers, documents or other items) for an investigation to protect against international terrorism or clandestine intelligence activities".

B. *PROCEDURES.* Before Norwich University will release the requested records or allow a search, designated officials (the Vice President for Enrollment Management and Student Affairs, the Commandant, the Dean of Students, the Director of Residence Life, or the Housing and Administrative Officer), acting on behalf of the University will endeavor to view the official identification of the individual requesting information, records, or a search and will endeavor

to ascertain, by timely conversation with the University Counsel, that the request for information, records or search meets the requirements of federal statute and therefore should be complied with.

SECTION XXIII Violation of Law/Safety Concerns

A. A student who suspects that the law has been violated should call Norwich Security, x2525, as soon as possible. Security will respond to the scene and after initial assessment, determine the appropriate response which may include calling for police assistance.

B. A student who suspects the theft of property (e.g., jewelry, a camera, a computer, money, a bicycle) should call Security, x2525. Security will respond to the scene, conduct a preliminary assessment, gather statements, and offer the student the opportunity to have the police contacted and brought to campus.

C. A student who has safety concerns of any type should call Norwich Security, x2525, as soon as possible. Security will conduct a preliminary assessment and determine the appropriate response which may include calling for police assistance.

D. Any student who is the victim of a crime of violence or a non-forcible sexual offense, may, if requested in writing, receive the University administered outcome (sanction administered against the perpetrator). (Higher Education Act).

SECTION XXIV Missing Students

A. *GENERAL.* Institutions providing on-campus housing must establish a missing student notification policy and procedures for those who reside on campus. Among other things, the student must be given the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing. This will be accomplished each year at in-processing.

B. *ADMINISTRATIVE ACTIONS.* If Campus Security / Residence Life / Office of the Commandant officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours they must:

1. Notify the individual identified by the student to be contacted in this circumstance;
2. If the student is under 18 years old, notify a parent or legal guardian; and

3. In cases where the student is over 18 years old and has not identified a person to be contacted, appropriate law enforcement officials will be notified.

C. *STUDENT ACTIONS.* The student population has the responsibility to notify Residence Life or Corps Leadership of any suspected missing person. This information will immediately be passed up to the Dean of Students or Commandant as appropriate for verification.

D. *PROCESS.* Any missing person report must be verified internally and then the Dean of Students or Commandant of Cadets (as appropriate) will make the phone calls notifying the appropriate contact people/law enforcement, etc.

SECTION XXV Grievance Procedures

This policy does not address grievances or appeals where existing policies apply. As an example, student disciplinary and honor processes already have appeal processes established in writing in the NU Student Rules and Regulations. Students should inquire as to the procedure for an appeal or grievance for that particular policy with the office originating the policy. Students should then follow the published procedure.

If there is not a published grievance / appeal procedure then the statute of limitations to raise a grievance or appeal of a decision to the Director of the office of concern is within ten business days from the date of the original decision received by the student at the staff level.

If a student has a grievance or an appeal that is not covered by a specific policy then that student should take their grievance / appeal to the Director of the office that generated the decision or action and ask for reconsideration by presenting their case in writing. The Director level review process should be completed within five business days of the Director receiving the written appeal from the student. The Director level decision is provided to the student in writing. As an example if the issue is Human Resources oriented, the student should explain their circumstances to the Director of Human Resources and provide written documentation. The Director of Human Resources then rules on the grievance or appeal in writing.

If review by the Director of the originating office does not alleviate the grievance then the student should consult with the Dean of Students

within five business days of receipt of the Director level decision. The Dean of Students may advocate with the student with the VP of the office concerned, may advocate on behalf of the student with the VP of the office concerned, or advise the student that in Dean's professional opinion the ruling is fair. Irrespective of the Dean of Student's advice, if the student feels that the decision is unfair or unjust, the student may request an appointment with the VP responsible for this area. The appointment must be requested within five business days of meeting with the DOS. The VP reviews the written documentation, the student is allowed to present any new written information, and the VP provides her/his decision within five business days of meeting with the student. The VP level decision is final for the university.

After exhausting internal mechanisms, students can contact the Vermont Office of the Attorney General, Consumer Protection. If the complaint involves teaching credentials or program quality (essentially accreditation issues), New England Association of Schools and Colleges (NEASC), our accrediting agency, is the appropriate venue for filing complaints. The office of the VPAA can assist the student with contacting NEASC for complaints. The Office of the VPMSA can assist the student with contacting other applicable state agencies.

Chapter 4 Student Housing

SECTION I Residential Policies, Rules and Regulations

A. *GENERAL.* In order to receive on-campus housing, students must be considered full time status. Full time status as defined by the Registrar's Office is twelve (12) or more credits per semester. On-campus housing will not be granted to any student who is below 12 credits at the time of the start of the semester. Any student below 12 credits when add/drop period ends may forfeit their right to on-campus housing depending on the needs of the university.

Norwich University has 10 residence halls and additional temporary facilities where students are housed according to lifestyle. Every student residence hall is equipped with coin operated laundry facilities and vending machines. The majority of student rooms are doubles; however, some larger rooms are furnished as triples and quads. For AY 11-12, about 35% of resident students live in triples or quads or higher capacity facilities.

It is the University's right to deny a housing assignment and to reassign rooms based on the needs of the University. All University Regulations apply in the barracks and residence halls. Students must be familiar with Chapter 3, the University Regulations section of the *Norwich University Student Rules and Regulations*.

If a student repeatedly violates (three or more violations in writing) the community's standards of behavior, an Assistant Commandant or the Director of Residence Life may determine that the student's continued presence in the barracks or residence hall constitutes an unacceptable hardship for other residents of the hall or floor. If so, the Assistant Commandant or Director of Residence Life will so inform the student in writing and provide a minimum of 24 hours to vacate the barracks or residence hall. The student may appeal this decision to the Commandant or Dean of Students.

Members of the Corps of Cadets who violate the community's standards of behavior or any policy herein will be subject to the provisions contained in *Norwich University Student Rules and Regulations* Chapter 9 and civilian students will be subject to the provisions contained in *Norwich University Student Rules and Regulations* Chapter 7.

SECTION II Assignment of Rooms

A. *GENERAL.* Students will be assigned a room in the barracks or residence halls by the University Housing Office, the Director of

Residence Life and/or the Commandant as appropriate. Efforts to accommodate the individual desires of each student will be made. However, the needs of the University, including the requirements of the Corps of Cadets may take precedence over individual desires.

B. *ACADEMIC SINGLE ROOMS*. Academic single rooms will be assigned according to documented need and availability. Students must work with the Academic Achievement Center to verify and document a qualifying disability. The Academic Achievement Center will notify the Housing Office of a student's eligibility and priority for an academic single, but will not share information regarding a student's disability.

C. *ROOM CHANGES*. Students are not permitted to change rooms without permission and proper authorization by the Housing Officer. Students wishing to change rooms must follow the procedures outlined by the Commandant for cadets or Director of Residence Life for civilian students. Corps of Cadets room changes will only occur during the first 2 weeks of each semester. Changes after the first 2 weeks will be at the discretion of the Housing Officer and only granted within reason. The University is not responsible for expenses incurred as the result of room changes. **Any student who changes rooms without proper authorization or any student leader who directs a room change without proper authorization may be assessed a \$100 fine.**

D. *RESIDENTIAL HOUSING SURVEYS*. The University Housing Office provides surveys to all resident students in November and March to determine a student's housing needs for the next semester. Students must complete and return the form promptly, pay the required deposit, and register for the next semester by the published deadline to guarantee their housing. Also, students are reminded to submit their FAFSA (financial aid) paperwork by 1 March annually for priority support. Failure to complete the survey by the specified date may be sanctioned under these regulations and or may result in the loss of housing privileges.

SECTION III Housing Residential Requirements

Policy: Housing policy will be published annually by the VPMSA to include significant changes over the next school year. All exceptions to these policies are granted by the VPMSA and communicated to the university community via appropriate methods. The current housing policy for civilian residential students is available on-line at:

<http://www.norwich.edu/about/policy/housing-civilian-12-13.pdf>. The current housing policy for residential Corps students is available on-line at <http://www.norwich.edu/about/policy/housing-corps-12-13.pdf>

SECTION IV **Opening and Closing of Barracks and Residence Halls**

A. *OPENING.* The dates for residence hall opening and closing are announced in the annual University calendar. When moving into a room, all students must complete a **Room Condition Report Form** to record the contents and condition of the room. It is important for the occupant to review the report for accuracy and note any discrepancies. Ask your Resident Advisor or Cadet Chain of Command if you have any questions about the Room Condition Report Form.

B. *VACATION/BREAK CLOSING.* Residence halls and barracks will close for all scheduled breaks according to the University calendar. The University does not provide housing or accommodations for students when the residence halls and barracks are closed. Students should make travel arrangements according to announced closing time. Students found “squatting” in residence halls will be subject to disciplinary action for unauthorized entry and subject to a fine of up to \$100 per day.

C. *SEMESTER CLOSING.* Residence halls and barracks closing dates are announced in the annual University calendar. **At the end of each semester, all students are expected to vacate their rooms no later than 24 hours after their last final exam with the exception of graduating seniors in May.** Students are not permitted to remain in the residence halls after their last examination simply to attend Commissioning and or Commencement. Graduating seniors are required to vacate their room by 1200 noon on the day following graduation. Students may be fined \$50.00 per day for failing to vacate their rooms and should make travel plans accordingly.

D. *ROOM CHECK OUT.* The responsibility to properly check-out of his or her room rests with each student. Room check-out procedures are distributed by the Housing Officer and implemented by the Residence Life or Commandant's Staff. Each room will be inspected for damages and compared against the Room Condition Report Form that was signed when the student moved in. **Any student who does not check-out with a designated official will be assessed a fine, as well as charges for any room damages.**

E. *ABANDONED PROPERTY.* Student property or belongings left behind in rooms and trunk rooms after room clearance on the day after graduation day will be disposed of at the discretion of the Housing Officer, Director of Residence Life or Office of the Commandant. Any student who withdrawals or leaves the university throughout the semester has 48 hours to remove their belongings from campus. Anything left after the 48 hour period will be considered abandoned property and disposed of. The University will not store or hold onto

anyone's personal belongings. It is the student's responsibility to arrange to have their belongings go with them.

SECTION V Keys, Room and Building Security

A. *KEYS*. All students are issued a key to their room and a key to their barracks or residence hall. All students are responsible for the security of their room and for assisting in the security of their residence hall. It is essential that students lock their rooms for personal safety. Lost keys should be reported at once to the Housing Office or the Director of Residential Life. Students will turn in their keys when they check out of their room. There is a \$35.00 fee for each replacement key and for keys that are not returned at check out. To maintain campus security, students are prohibited from duplicating keys. All rooms must be locked when no occupants are present.

B. *ENTRY DOORS*. All barracks or residence hall entry doors will be locked at 2300 hours (11:00 pm). Civilian residence halls will be unlocked at 0700 (7:00 am); Corps barracks will be unlocked at 0530. Entry doors should never be propped open after they have been locked.

C. *ROOM LOCK OUT POLICY*. Students locked out of their room during business hours, Monday - Friday, 0800-1630, should report to the Housing Office for a temporary key. On weekends and after business hours, students may contact NU Security, x2525. NU Security officers will only give students access to their own room and require that students provide ID to verify occupancy. Security officers will not give access to any room except the one to which the student is assigned. **NOTE:** The student Residence Life Staff are not allowed to provide entry to rooms under any circumstances.

D. *UNAUTHORIZED ENTRY*. No student will forcibly enter any room or building on University property. No student may enter a barracks or residence hall room except the one they have been assigned unless the occupant is present and has given permission to enter. If a student is asked to leave a room by the assigned occupant, he or she is obligated to depart immediately.

E. *FIRE ALARMS AND DRILLS*. All students must vacate the building each time a fire alarm sounds. All students should follow the instructions of the Cadet Chain of Command or Residence Hall Staff concerning where to assemble and when re-entry to building is authorized. Fire equipment is in designated areas on each floor. **NOTE: Tampering with or unauthorized removal of fire equipment, alarms, or detectors is a federal offense. Igniting fires on University grounds is not permitted and may result in immediate suspension or**

dismissal from the University, a fine of \$1000, and will involve the police.

F. *STUDENT PROPERTY INSURANCE.* Norwich University is not responsible for missing, stolen, or damaged goods in the barracks and residence halls. Students are encouraged to secure private personal property insurance.

SECTION VI Guests and Visitations

A. *GENERAL.* Students are permitted to have guests and visitors in the residence halls and barracks provided there is no interference of the daily routine or study atmosphere in the barracks and residence halls. Guests are defined as any person or persons not officially assigned as a resident of the room. Guests are expected to adhere to all University policies and regulations. Students are responsible for the actions of their guests. The University reserves the right to remove any guest whose behavior intrudes on others or is not cooperative.

B. *LIMITATIONS.*

1. All hosts must register their guests. Civilian students must register their guests with the Residence Life Staff. Cadets must register their guests with their Battalion Executive Officer.
2. No guest is allowed to stay on the Norwich University campus for more than two days within a seven day period without permission from the Dean of Students or Commandant.
3. Guests under the age of 18 (including relatives) are not allowed in the barracks and residence halls without prior permission from the Director of Residential Life if a civilian student; Commandant or Assistant Commandant if a cadet. These guests must be accompanied by a responsible adult (e.g. parent) or have a notarized permission form from their parents or guardian.
4. Visits may take place only with the consent of all roommates.
5. There must be no interference with the rights and privileges of other students.
6. Students may not have more than 6 people in the room at a time.

C. *SOLICITATION.* Solicitation in the barracks and residence halls for any purpose by persons outside the University community is prohibited.

SECTION VII Conduct in the Barracks and Residence Halls

GENERAL. All students are expected to show respect and consideration for the needs of other students; specifically the need to live in an environment with a minimum of disturbances. Running, loud talking, hall sports, boisterous behavior and misconduct are strictly prohibited.

A. **COURTESY AND QUIET HOURS.** To insure that all students are able to achieve study or sleep undisturbed, the University has established both Courtesy and Quiet Hours as follows:

Quiet Hours:

Monday - Thursday 1930 (7:30pm) to 0700 (7:00am)

Friday - Saturday 2400 (midnight) to 1200 (noon)

Sunday - Quiet Hours in effect all day.

Courtesy Hours are in place 24 hours a day. Students must be conscious of noise levels at all times, in order to maintain a positive environment for academic achievement and personal development. Additional quiet hours may be established in conjunction with Reading Day and final exams.

B. **MILITARY CEREMONIES.** During all military ceremonies and functions on the Upper Parade Ground, students are expected to respect the traditions of the Corps of Cadets and refrain from playing their radios or making excessive noise. At these times, the barracks and residence halls need to be free from extraneous noise that can be heard beyond the confines of the room. See Chapter 3, Section IV.

C. **STEREO/SOUND EQUIPMENT.** Personal sound equipment must be operated so that the sound stays within the room and does not intrude on or interrupt others. The Resident Life or Commandant's Staff will confiscate stereo equipment from students who operate that equipment at a volume that is bothersome to others.

D. **HALL SPORTS.** Hall sports are not allowed in the barracks or residence halls for safety reasons. The halls are narrow and someone may be injured, the noise may infringe on someone, and damage may occur to the building. Hall Sports including but not limited to running, playing hackey sac, water sports, using water guns, using roller blades. Throwing or dropping objects from the windows is also prohibited. Students may use the grassy area behind Dodge Hall or the athletic areas for games.

E. **PETS & ANIMALS.** Pets and other animals, with the exception of service animals (as defined by Title 9 Vermont Statutes as Amended, Section 4502) which are registered with the Dean of Students, are not allowed in Norwich residence halls, barracks or on campus.

SECTION VIII Room Furnishings

A. **GENERAL.** Room furnishings must be used only for the intended purposes. Beds may not be flipped or lofted. Wall shelving may not be removed from the wall. Propping up beds with wood, cinder blocks, etc.

is NOT ALLOWED for safety reasons. Students may be charged the cost of restoring the furniture to its original state if it is rearranged in any fashion. **All furniture provided must remain in the room regardless of the number of occupants.**

B. *APPLIANCES.* The only appliances permitted in student rooms are: hot pots, coffee makers, hot air popcorn popper, clothes irons, hair dryers, curling irons, electric shavers, microwave ovens and small refrigerators (max. size 2.0 cu. ft.). Toasters, toaster ovens and hot plates are specifically prohibited. All appliances and cords used in the residence halls must have 3-prong UL approved plugs. Only surge protectors are allowed as multiple outlet extension cords.

Cadets are authorized to have appliances in accordance with the NUCC class privilege system. See Chapter 9.

C. *ROOM DECORATIONS.* Students may not use nails, tape of any type, or screws on any residence hall door, wall, ceiling, floor, or furniture. Rooms may not be repainted and construction of any type (except that done by the University) is prohibited.

D. *TELEPHONE SERVICE.* All barracks and residence hall rooms are equipped with a live phone port, providing greater access to University resources and enhanced security. However, telephones are not provided; all students must bring their own phone and have an answering machine or voice mail. Students may dial on-campus and the Northfield 485 exchange at no charge.

The University contracts with an outside service provider for long-distance and other services for students. The Student Telephone Service (STS) bills students directly for their service. Students are responsible for all charges made to their telephone account and should guard their authorization code.

E. *INTERNET SERVICE.* All student barracks and residence hall rooms are equipped with a network line and wireless connectivity which will allow students access to the Internet, including web access to e-mail and the library.

SECTION IX Common Areas

A. *GENERAL.* Students are responsible for maintaining the cleanliness of common areas (lounges, hallways, stairwells, bathrooms, and entry ways) as a matter of courtesy and appearance. Facilities Operations cleaning personnel are not expected to clean up intentional messes or disorder caused by students. Damages to common areas or adjacent hallways will be billed to the residents of the entire residence hall or

floor unless the individual(s) responsible can be identified. Personal items left in common areas may be confiscated and discarded.

B. **BATHROOM POLICY.** Barracks and residence hall bathrooms are gender specific, not co-ed. Other designation of a bathroom, such as “Cadre Only,” is prohibited. Students are required to respect the privacy of others. All students, regardless of lifestyle or gender, must be properly covered when moving from their room to the bathroom. A robe or tee shirt and towel are appropriate. Simply wrapping in a towel is not appropriate.

C. **LAUNDRY ROOMS.** Personal clothing and cleaning supplies should be removed immediately after use to accommodate other occupants. Personal items left unattended in the laundry room for more than 12 hours may be confiscated and discarded. **The University assumes no responsibility for missing, stolen or damaged stored goods in laundry areas.**

D. **LOUNGE FURNITURE.** Lounge furniture is for residence hall use and may not be removed from the lounges.

E. **STORAGE POLICY.** All barracks and residence halls have storage space available in the Trunk Rooms. Space is limited, however, and cannot be guaranteed. Items stored in the Trunk Rooms should be labeled with the student's name and room number. Storage of tires, automobile parts or flammable products is prohibited.

The University will not make provisions for storage over the summer or extended periods of time. Items left in the Trunk Room when the residence halls and barracks close for the spring semester will be discarded. *The University takes no responsibility for missing, stolen or damaged stored goods in trunk and storage rooms.*

F. **BICYCLE STORAGE.** For safety reasons, bicycles **may not** be kept in residence hall or barracks corridors or stairways, and must be stored in the area designated for this purpose. Bicycles locked in stairwells, hallways, adjacent to buildings, and/or lounges will be removed by Security. Students wishing to store a bicycle should contact the staff at South Hall. South Hall bicycle storage priority is for South Hall residents, then all other residential students on a first come first served basis.

G. **RECYCLING.** Norwich University encourages recycling. Use recycling bins as they were designed, and contact Housekeeping at ext 2149 if your hall's bins become full.

SECTION X Barracks and Residence Hall Damage

A. *GENERAL*. All students are responsible for the proper care and maintenance of their room. Students responsible for damage to University property will be held accountable for the cost of repair or replacement of the property as well as any disciplinary action.

B. *CLEANLINESS*. Students must maintain clean and sanitary conditions in their barracks or residence hall rooms and must clear common areas after personal use. Cadets should refer to *NUCC SOP Manual* for room standards.

C. *DAMAGE CHARGES*. If damage occurs in the barracks or residence hall and the individual responsible cannot be determined, all residents of the floor or dorm will share the cost of the damages. The Director of Facilities or his designated representative determines charges and it is the responsibility of the Housing Office to levy the charges.

SECTION XI Routine Room Inspections

A. *GENERAL*. The university conducts routine room inspections/routine community service entry throughout the academic year in the residence halls and barracks. Specific examples include:

1. *Health and Safety Inspections* –Health and safety inspections are necessary to monitor the general welfare of the occupants of residence hall rooms. These inspections will be conducted a minimum of twice a semester. These inspections are announced by the Residence Life Staff or the Commandant’s Staff and will not be considered room searches. However, occupants will be held responsible for violations of University rules and regulations. These inspections do authorize a floor or a building to be inspected, as an entity, for compliance with NU policies. Additionally, for Cadets see Chapter 8, Section XVIII.
2. *Inspections to verify compliance with general housing policies of this chapter and housing visitation policies* – If the university believes that a student has been violating the general housing policies of Chapter Four, NUSRR, or by having a guest staying in a room beyond the authorized time period, or having a minor, without permission, in the room, then student leaders or professional staff are authorized to enter the room specifically for this purpose. The leader who suspects the infraction must obtain verbal permission from the first available professional staff member in their student life chain of command. Two leaders shall conduct the inspection. Such entry shall be post provided to the occupants in writing, if at least one occupant is not present, and logged into the security log.

3. Inspections when the residence halls and barracks close down for Thanksgiving, End of Semester and Spring Break to verify safety and security issues such as windows locked, refrigerators unplugged and open, and all electrical equipment unplugged. There is a \$25.00 fine for failure to lock dorm room windows. Students can also be assessed disciplinary sanctions and other fines related to failure to prepare their room to standard prior to departure for a break.
4. Community Service Entry – if there is an immediate threat or need (e.g., fire, call for help, threat to life or property, or a wailing alarm clock that will not turn off) professional staff or student leaders may enter a room immediately to render aid or check for a safety issue. In each case when this occurs written notice will be provided to the occupants if at least one is not present, and logged into the security log.

In all inspections and courtesy visits the obvious presence of contraband item(s) will result in appropriate disciplinary action. None of the above are searches. Searches are specified below.

SECTION XII Room, Vehicle and Personal Area Searches

A. *GENERAL.* The University reserves the right to search student rooms, vehicles or personal areas (e.g. locker or storage area) whenever a reasonable suspicion exists that University policies or Vermont State Law are not being adhered to. Any student who fails to comply with instructions regarding an authorized room search may be subject to disciplinary action.

B. *AUTHORIZATION.* In the event that a student leader (e.g. an RA or Cadet Company Commander) or NU employee has reasonable suspicion that warrants searching a student's room, vehicle or other personal area, he or she must first contact NU Security in order to gain authorization, during the duty day, from the Vice President for Enrollment Management and Student Affairs, Commandant of Cadets,, the Dean of Students, or the Assistant Dean of Students. If after normal duty hours the student leaders must contact NU Security who will gain authorization from the Student Affairs Duty Officer (SADO). In the unlikely event that Security cannot reach the SADO, then the following individuals will be called in order until one is reached – the Director of Judicial Affairs and Ethics, the Director of Residence Life, the Assistant Dean of Students, the Commandant, the Dean of Students, and the Vice President for Enrollment Management and Student Affairs. All searches must be authorized and annotated in the official report specifying who authorized the search and the limits of the search. Persons requesting authorization for a search must communicate justification for reasonable suspicion and

ensure that the search authorization form is completed as soon as practical to document the authorizations given and results of the action. The official granting authorization for a search will then contact the appropriate Assistant Commandant, Residence Life staff member, Student Affairs Duty Officer, or Security officer (after hours), to conduct the physical search. At least one University professional staff member must be present during a room search. Authorization to conduct the search is for the common areas of the room/vehicle and for the personal areas of the person or persons for whom the search is authorized. As a courtesy, an attempt will be made to locate all room occupants and afford them the opportunity to be present during the actual search. In the absence of the room occupants, normally a student leader will observe the search and act in the interest of the occupants. In exigent circumstances, as determined by the authorizing official, a University professional staff member is authorized to conduct the search alone. The person conducting the search may open all wardrobes, lockers, boxes, containers or luggage and search the contents appropriate to the search. As an example, if searching for a laptop, those searching cannot unroll socks as a laptop cannot reasonably fit in a rolled up sock. As University officials, persons designated to conduct a room search may confiscate illegal and/or unauthorized items such as alcohol, firearms, pyrotechnics and fireworks, and weapons. Should a search reveal controlled substances or drugs or evidence of unlawful activity, the searcher will leave the suspected drugs where found and contact the appropriate law enforcement agency. Persons conducting a room search should not tamper with any potential evidence and allow the law enforcement agency to remove suspected controlled substances or drugs.

C. *CONFISCATED PROPERTY.* Student property that is legal for possession but is confiscated because it is not authorized in the residence halls and barracks will be held until the end of the semester. Students may petition the Commandant or Director of Residence Life with a justification for the return of their property. Items that are not claimed at the end of the semester will be disposed of by the University.

D. *SEIZED PROPERTY.* Property that is seized during the conduct of a disciplinary investigation will be considered evidence and held until the conclusion of the case or turned over to law enforcement as appropriate.

SECTION XIII Work Orders

Work orders may be placed for routine maintenance issues in the barracks and residence halls by calling x2149 and following the menu. In addition, my.norwich.edu provides for electronic work order submission.

Emergency work orders requiring immediate assistance may be placed by calling NU Security 24/7/365 at x2525. Notify residential life staff and cadet staff of work orders submitted.

Chapter 5 Residential Civilian Students

SECTION I Introduction

The following rules and regulations are in addition to those listed in Chapters 3 and 4 and are lifestyle specific to civilian students at Norwich University.

SECTION II Residence Life Department Mission

A. *GENERAL.* The Residence Life Department at Norwich University is dedicated to the positive development of community for the entire student body. The Residence Life Department extends services to students and creates a safe atmosphere in which all students take ownership for their living environment, themselves, and others. Safety, comfort, and practical necessities, along with social and academic opportunities outside the classroom are primary objectives. The Residence Life Department strives to teach and create opportunities in which all students learn life skills from experience and leadership.

B. *RESPONSIBILITIES AND STAFFING.* The Residence Life Staff works to provide a positive living environment conducive to academic achievement and personal development. The Residential Life Staff is composed of a Director of Residential Life, the Area Coordinator, additional other professional Residence Life staff member(s) as authorized, and student staff consisting of a Resident Coordinators (RCs), Assistant Resident Coordinators (ARCs) and Resident Advisors (RAs).

There is a Resident Coordinator (RC)/ Assistant Resident Coordinator (ARC) assigned to each residence hall; Resident Advisors (RA) are assigned to each floor. The RC, with assistance from the ARC, supervises the team of RAs. The RC, ARC, and RAs are chosen based on their academic record (a GPA of 2.2 for RAs and 2.5 for ARC/RCs is required), leadership qualities and related experience. The RCs and RAs responsibilities include:

1. Being available to listen to and help all students
2. Acting as a resource for students; answering questions about the University or referring students
3. Planning educational, social and community service programs for their floors, buildings, or campus-wide
4. Assisting with room check-in and check-out procedures before and after breaks
5. Enforcing University policies and reporting infractions of policies

6. Reporting maintenance concerns
7. Assisting in crisis situations.

Student members of the Residence Life Staff (RCs, ARCs, and RAs) are considered University officials.

Student members of the Residence Life staff (RCs, ARCs, and RAs) are assigned to their rooms based upon their responsibilities. When possible these students are given preference for single rooms in order to facilitate the performance of their duties.

SECTION III Principles for Residential Life

Students at Norwich University are part of a community of learners. Residential Life supports and complements the academic programs and educational mission of the University. Residential Life sponsors cultural and social activities that support and complement the educational mission of the University. Residential Life:

1. Encourages open mindedness, understanding, mutual respect, and lasting friendships.
2. Gives students substantial control over their own lives.
3. Encourages first-year students to become active and contributing members of the University.
4. Facilitates student participation in the larger community beyond the University.
5. Creates opportunities for significant faculty, staff, and community participation in the life of the University.

SECTION IV Residence Hall Policies and Services

A. *GENERAL*. The following policies are in addition to the Student Housing Policies and University Policies described in Chapters 3 and 4 and are lifestyle specific to civilian students at Norwich University. Questions about keys, room furnishings, room alterations or other housing issues should be brought to the attention of your Resident Advisor.

B. *RESIDENCE LIFE ASSISTANCE*. There is an RA "On Duty" for each residence hall during weekends and weekdays from 7:00 pm to 7:00 am and an Executive Staff member on campus "On Call" for emergencies beyond the RA capability every day from 7:00 pm to 7:00 am.

In addition to the Residence Life Staff, Freshmen and Transfer students are encouraged to contact their Orientation Leader (OL) for assistance. The Residence Life staff and the Orientation staff have defined training roles with their respective students.

C. **ROOM ACCESS.** Only Executive Staff members of the Residential Life Staff are authorized to give access to a room to an occupant for any reason. The occupant must provide a student ID and occupancy must be verified.

D. **HEALTH AND SAFETY INSPECTIONS.** Health and safety inspections are necessary to monitor the general welfare of the occupants of residence hall rooms. These inspections will be conducted a minimum of twice a semester. These inspections are announced by the Residence Life Staff and will not be considered room searches. However, occupants will be held responsible for violations of University rules and regulations. These inspections do authorize a floor to be inspected, as an entity, for compliance with NU policies.

E. **ROOM CHANGES.** All room changes must have final approval from the Director of Residential Life. A room change freeze is in effect until October 1 for the fall semester.

SECTION V Lifestyle Transfer

Civilian students may request to enroll in the Corps of Cadets as a Rook at the end of each school year. Civilian students transferring to the Corps of Cadets must follow the process outlined by the Office of the Commandant. For AY2012-2013, lifestyle transfers will be very limited due to anticipated housing demand.

Upperclassmen in the Corps of Cadets who wish to change lifestyles to civilian residential may only petition to transfer between semesters. Upperclassmen in the Corps of Cadets will not be allowed to transfer lifestyles within a semester. Any requests for an exception to policy must be submitted in writing to the Housing Officer and the Commandant of Cadets.

SECTION VI Ring Policy

A. **GENERAL.** It is a privilege and an honor to wear the Norwich Ring. Only candidates for graduation will be allowed to wear the NU Ring and then only from Junior Weekend through the senior year. Receiving the Norwich ring is not an entitlement based on time at Norwich, but must be earned. All civilian junior and senior students of Norwich University, resident and commuter, who meet the criteria below are eligible to purchase a civilian student class ring. Additionally, all civilian alumni of Norwich University are eligible to purchase a civilian student class ring. Rings are distributed each year at a Civilian Ring Ceremony held during Junior Weekend. Contact the Dean of Students Office for additional information.

B. *ELIGIBILITY CRITERIA.* Students must be academically classified by the Registrar as being at least an academic junior at the time of the ring ceremony. The junior receiving his or her ring must have completed 72 academic credits and be in disciplinary or honor good standing. Additionally, transfer students must have completed 60 credit hours at Norwich University to receive their rings*. A student will sign a contract with Norwich University prior to ordering his or her ring. That contract will specify the requirements and stipulations to retain their ring prior to graduation. *Exception is made for nursing students in the RN to BSN program.

C. *REPEAL.* Students who are academically dismissed or dismissed for disciplinary reasons prior to graduation must turn over their ring to the NU Alumni Office.

D. *RING COMMITTEE.* The Norwich University Civilian Ring Committee shall consist of no more than ten members, including a chair. The members must be junior or senior students currently attending Norwich University as civilian students. The Ring Committee is responsible for publicizing events, and planning the ring ceremony.

Each spring, the sitting Ring Committee, with the approval of the Dean of Students and the Ring Committee Advisor, will select the committee for the following school year. The selection process will include an application. Students must have a minimum 2.2 GPA to serve on this committee. Ring Committee Chairs must have a minimum GPA of 2.5 to serve in their leadership role.

RESPONSIBILITIES OF THE COMMITTEE.

1. Serving as governing body for issues concerning the ring.
2. Determining a suitable design for the class side of the ring.
3. Planning, organizing, and operation of the Junior Ring Ceremony.
4. Reporting all matters concerning the ring to their advisor.
5. Provide representation and support to Junior Weekend Planning Committee.
6. Other duties as prescribed.

Chapter 6 Commuter Students

SECTION I General

Commuter Students constitute a vital part of the Norwich University Community and are eligible to participate in campus services and activities. The Assistant Dean of Students' Office, located in the Wise Campus Center (WCC), Room 227, is available to assist commuter students with concerns and to provide information about campus services. Commuter students are subject to all University Policies and Rules and Regulations. A complete copy of the NU Student Rules and Regulations is available from the Assistant Dean of Students, at the library, and on my.norwich.edu at the Campus Life tab.

SECTION II Off-Campus Housing

The Assistant Dean of Students serves as an advocate for all civilian commuter students. However, it is important that all commuter students are aware of local ordinances—we expect you to live off campus as responsible, lawful citizens of the community.

A. *REGISTRATION OF LOCAL ADDRESS AND PHONE.* It is often necessary for someone at the University to contact a commuter student. As part of your registration process, or returning student in-processing, all commuters are required to register your local address and local phone number in Banner Web or with the Registrar's Office in Jackman Hall, 3rd Floor. If changes occur in your local address, you must inform the Registrar's Office. Also during your student in-processing you will be required to provide a cell phone number and/or email address for the Rave Emergency Alert System. This system will notify you by either text or email should there be an emergency on campus. It is the University's priority to keep its student safe and the Rave Alert System is one of the quickest and most effective means of getting information to students during an emergency situation.

B. *COMMUTER CADETS.* Cadets enrolled in their 5th or 6th year who are authorized to live off-campus are considered commuter cadets and are subject to compliance with the Norwich University (NU) Student Rules and Regulations. Disciplinary issues with commuter cadets are administered by a member of the Commandant's Staff as directed by the Commandant. For more information on Fifth year + cadets see Chapter 8, Section I, paragraph D.

SECTION III **Campus Services for Commuter Students**

All University services are available to commuter students. Norwich University encourages our commuter students to take full advantage of their opportunity to actively engage the campus community and partake in the different events, services, and experiences the campus offers. The University provides volunteer opportunities through the Center for Civic Engagement (WCC, Room 230), professional development opportunities and information through the Career Development Center (WCC, room 232), tutoring services through the Academic Achievement Center (Kreitzberg Library, Room 408), social activities/events to attend which are planned by the student run Campus Activity Board (CAB) (WCC, Room 231), Fitness Center & cardio work outs (Plumley Armory), computer labs, athletic events, and more. Some services that offer some convenience and support that maybe of special interest to the commuter population are the following:

1. **All NU Health Services /Infirmar**y—All full time commuter students pay for and have the same use of the Infirmar
2. **Lockers**—There are lockers available to commuter students in the Wise Campus Center (WCC) and are located near the NU mailroom on the ground floor of the Wise Campus Center. Students who wish to reserve a locker should visit the information desk in the Wise Campus Center to receive a lock. There is no fee for using a locker but you must have your Norwich ID and a contact phone number in order to sign out a key for a locker. Keys

must be returned at the end of the year. Keys that are lost or are not turned in will result in a \$35.00 replacement fee.

3. **Commuter Information Board** — Campus information and announcements are posted on the bulletin board located in the WCC “Sky Box” lounge located on the top floor of the building.
4. **Commuter Advisory Council**—The advisory council is made of a variety of commuter students and is advised by the Assistant Dean of Students. The purpose of this group to provide an outlet for commuter student concerns and to provide opportunities for the commuter students at Norwich University to network and support one another.
5. **Lounge**— Lounges for all students are located in the Wise Campus Center.
6. **NU Mailroom**—Mailboxes are available for each full-time commuter student and for part-time commuter students on a space-available basis. **The University will continue its policy of mailing critical documents directly to off campus mailing addresses for commuter students.** The NU Mailroom provides outgoing mail service for both the United State Postal Services (USPS) and UPS. You can purchase stamps, envelopes, and ship packages from this conveniently located office. It is located on the ground floor of the WCC.
7. **Meal Plan** — Different partial meal plans are available for commuter students through Sodexho Food Services. They include a number of all you can eat meals in the WCC Dining Hall and declining account dollars that can be used at the The Mill Snack Bar in the WCC. Many commuter students use The Mill Snack Bar as a “hang out” between classes. Contact Sodexho x2298 or visit the food service office in the Wise Campus Center, room 108 for further information.
8. **Print Services**—Printing services are available in the WCC on the ground floor across from the NU Mailroom window. Printing Services provides both black & white and color copying at competitive rates (B&W = \$0.04/page). They also offer faxing services for a fee. Fees are subject to change based upon contract rates.
9. **Check Cashing**—In addition to providing apparel, textbooks, & convenience store items, the Campus Bookstore (WCC, ground floor) offers free check cashing up to \$100 with a photo ID.

SECTION IV Parking and Car Registration

All student vehicles must be registered with NU Security. Students must provide a valid driver’s license, vehicle registration and proof of insurance in order to receive a parking pass. The cost of registering your vehicle is \$85/academic year or \$42.50/semester. Tickets are at a minimum of

\$30 each. Parking lot E is specifically designated for commuter students with registered vehicles. Since this lot does not provide sufficient parking for all commuters, registered commuters vehicles can also park in the following lots: Plumley, Kreitzberg Arena, and Lots B, C, & D. **Commuter students may park in “Visitor Parking” at Jackman Hall only for the purpose of conducting business at Jackman Hall.** Commuter students are highly encouraged to park in designated University parking lots and not on the streets of Northfield. NU Security will provide additional information about parking when you register your vehicle. In an effort to keep drivers and pedestrians safe, please note that the campus has a 15 miles/hour maximum speed limit. For further information, please see the Student Motor Vehicle Rules and Regulations or Ch 3, Section XII of this document for the vehicle control policy.

SECTION V Inclement Weather Policy

The University policy on inclement weather is that classes will meet unless the President issues a cancellation notice. Students should be prepared to come to class; excused absences are not available except in extreme cases. It is advisable to contact the professors of classes missed due to inclement weather via e-mail or phone. Should classes be canceled or delayed for the entire campus due to severe weather, you would be informed through the Rave Emergency Alert System.

SECTION VI Ring Policy

The commuter student policy is the same as the policy for Residential Civilian Students. Please see Chapter 5, Section VI.

Chapter 7

Civilian Students Disciplinary System

SECTION I Purpose

A. *GENERAL.* The purpose of the disciplinary system is to create a positive learning environment, modify student behavior and develop self-discipline and personal responsibility in students in support of established community living standards and the principles of good citizenship on and off campus.

B. *APPLICABILITY.* These Rules and Regulations as well as the Norwich University Honor Code apply to all civilian students, including resident, commuter and architecture program (including Masters of Architecture), during the regular academic year and summer academic sessions, university breaks, holidays and vacations while on Detached Service (DS) and while serving a suspension. The Dean of Students reserves the right to withhold a student's registration and housing if there are any outstanding disciplinary sanctions or there is disciplinary action pending.

If a student's actions or behaviors become questionable, the matter will be referred to the disciplinary system for resolution. The Dean of Students supervisory chain and Residence Life student leadership is responsible for upholding University regulations and policies and must report infractions as soon as possible after the event (within 24 hours). The Residence Life student leadership is responsible for recommending disciplinary action to the Dean of Students and his/her staff for administering appropriate disciplinary measures in accordance with due process.

SECTION II Student Actions and Dean of Students Professional Staff Authority's Responsibility

A. *GENERAL.* Each student must read the *Norwich University Student Rules and Regulations* and is subject to all regulations therein. The Dean of Students, Assistant Dean of Students, Director of Residence Life, Area Coordinator(s), and Student Resident Coordinators have the responsibility and authority to administer disciplinary actions for students under their supervisory authority. All leaders are encouraged to recognize those individuals who consistently meet and surpass community living standards with positive recognition. It is also necessary to assess disciplinary action against those students who fail to meet the standards and/or fail to adhere to the rules and regulations or any University policy. Dean of Students professional staff supervisors and Residence Life student leaders, in accordance with their level of authority, have the following administrative actions at their disposal:

1. Commendatory Actions
 - a. Complementary verbal recognition
 - b. Letter of Commendation or Recommendation
2. Corrective Measures
 - a. Verbal counseling/warning
 - b. Written counseling/warning
 - c. Restriction from a room, residence hall(s), or other buildings
3. Major Disciplinary (Class 1) Offense:
 - a. Disciplinary work hours
 - b. Restriction from co-curricular or extra-curricular representation/activities
 - c. Residential probation
 - d. Denial of residential housing
4. Referral to the Dean of Students to convene an Administrative Disciplinary Hearing Board which may recommend sanctions upon a finding of guilty:
 - a. A letter of reprimand/admonishment
 - b. Disciplinary work hours, restriction from co-curricular or extra-curricular representation/ activities, residential probation, and/or denial of residential housing
 - c. Disciplinary probation
 - d. Suspension
 - e. Dismissal

B. DISCIPLINARY WORK HOURS. Students who are assessed Disciplinary Work Hours (DWH) will be assigned a completion date and are responsible for coordinating completion of their work hours with the sanctioning official. **Students who fail to complete their disciplinary sanctions by the assigned date will receive one reminder.** The Dean of Students has the authority to prevent any student from registering and selecting housing for the following semester until disciplinary sanctions have been completed.

SECTION III Major Disciplinary Actions

A. GENERAL. Students may be suspended or dismissed from Norwich University as provided for by these Regulations. The Dean of Students has final approval /disapproval authority for all discharges, suspensions or dismissals. All boards or hearings listed in this section are held in closed session as defined by Section V, Due Process.

B. MAJOR DISCIPLINARY (CLASS 1) OFFENSES. Students found guilty of committing major disciplinary (Class 1) offenses may be assessed disciplinary action by designated Dean of Students professional staff authority and Residence Life student leaders (Resident Coordinators), or an administrative disciplinary hearing board convened by the Dean of Students depending on the severity of the offense. Class 1 offenses and sanctions for specific offenses are listed in Chapter 7, Section XIV, Index of Delinquencies. Class 1 offenses are defined as those violations

of the University Rules and Regulations which, by the nature of severity of the offense, warrant a review or and possible disciplinary action assessment beyond the constraints of non-punitive action. In addition, any violation of University rules and regulations that is or is perceived to be in violation of Vermont State law may be referred to civil authorities.

C. TOLERATION OF VIOLATIONS. A student who has direct personal (first hand) knowledge of an unresolved violation of Norwich University Student Rules and Regulations and fails to report the violation to the appropriate authorities as soon as is practical, is presumed to be in toleration of that violation. In addition, anytime a student is in the proximity or presence of another student or other individuals who by their actions or circumstances are in direct violation of Norwich University Student Rules and Regulations, it is presumed that the student has knowledge of such actions or circumstances and is, therefore, tolerating those violations. Proximity/presence is prima facie evidence of toleration.

D. MAJOR DISCIPLINARY (CLASS 1) SUMMARY SESSION. Designated Dean of Students professional staff and Residence Life student leaders in authority will exercise their administrative discipline punishment authority by conducting a Class 1 Summary Session to adjudicate cases that involve violations of the rules and regulations that are not deemed to have the level of severity for which the potential sanction includes suspension or dismissal from the University. The Class 1 Summary Session will include the designated Dean of Students professional staff or student leader with administrative discipline authority and the respondent. It is strongly encouraged to have members of the respondent's Dean of Students supervisory chain to provide information on the student's record and provide recommendations as requested. A Dean of Students staff witness is recommended if members of the supervisory chain are not available. The designated Dean of Students professional staff or Residence Life student leader with administrative discipline authority will administer the Class 1 Summary Session using the procedures outlined in this document. The administrative discipline punishment authority will ensure the respondent is provided a fair and impartial hearing in which due process is provided as described below. It is very important to note the difference between the conduct of a Class 1 Summary Session and the conduct of an Administrative Discipline Hearing Board convened by the Dean of Students (Full Hearing Board or Summary Session), or Norwich University Honor Board. Designated Dean of Students professional staff or Residence Life student leaders with administrative discipline authority exercising their level of authority may have significant involvement in organizational investigations and subsequently fulfill their administrative discipline authority responsibilities to adjudicate Class 1 Summary Sessions within their organization.

E. ADMINISTRATIVE DISCIPLINE HEARING BOARD. An Administrative Discipline Hearing Board may be convened by the Dean of Students to hear major disciplinary (Class 1) offenses that require members of the faculty, staff or civil authorities as witnesses or which could result in suspension or dismissal from the University. It will also hear such other cases as deemed appropriate by the Dean of Students. An Administrative Discipline Hearing Board is formed by one of two panels, a Full Hearing Board or a Summary Session.

Students who are charged with a violation of the rules and regulations will be given the opportunity to enter a plea to the charges. If a student enters a plea of "guilty" the student will be scheduled for a Summary Session Hearing with the Dean of Students who will determine the appropriate sanction.

If a student enters a plea of "not guilty" to an offense for which the potential sanction includes suspension or dismissal, (e.g. a second violation of the alcohol policy), the case will be referred to a Full Hearing Board. The board will hear evidence, determine guilt or innocence and make a recommendation for sanctions to the Dean of Students.

1. Full Hearing Board. A full hearing board is comprised of individuals appointed by the Dean of Students from the staff, faculty and the civilian student population and consists of three, five or seven members only. The Dean of Students will appoint a President of the Board, who will not be a voting member but will preside to ensure due process is followed. Two observers from the class of the respondent will be present, unless the respondent specifically waives this right. At no time will a student appear before a Full Hearing Board on which there are members subordinate in academic class to the respondent. Regardless of the composition of the Board, due process will be followed.
2. Summary Session. A summary session consists of the Dean of Students and a Dean of Students staff witness. The Dean of Students will review the facts presented, listen to the individual statements and decide if disciplinary sanctions should be assessed.

SECTION IV Disciplinary System Procedures

A. *GENERAL.* The Dean of Students professional staff and Residence Life student leaders are responsible for upholding University regulations and policies and must report infractions to their assigned supervisor as soon as possible after the incident (within 24 hours). Suspected violations of regulations should be reported by Dean of Students

professional staff members, Residence Life student leaders, other students or members of the community. Reports of potential violations and/or information relating to the incident should be recorded on a sworn statement form, incident statement form, Regimental Duty Office (RDO) Incident Report/Statement Form, NU Security incident report, or other forms of memorandum with the date/time written and an identifying signature affixed. Reports should be forwarded to the designated Dean of Students discipline authority or Residence Life student leader in the supervisory chain. The Dean of Students supervisory chain has the responsibility to inform the Office of the Dean of Students as soon as possible (within 24 hours) after they are aware of the incident.

B. ADMINISTRATIVE DISCIPLINE AUTHORITY'S RESPONSIBILITIES AND ACTIONS. This series of steps provides a general outline of those actions taken by appropriate authorities. All of these steps should be applied with a full understanding and application of due process as described in Section V, below.

1. Conduct an investigation to determine if there is evidence to supports a Charge(s). Inform the accused of his/her due process rights as they relate to the investigation using the Due Process Checklist (NU Form 12.2).
2. Evaluate all the evidence to determine if reasonable grounds exist to believe the accused committed the offense(s) alleged.
3. Complete a Disciplinary Charge Sheet (NU Form 12.3) at the appropriate level of authority based on the severity of the alleged violation(s).
4. Summon the student and begin the charging action by informing the student of their due process rights using the Due Process Checklist (NU Form 12.2) (use the same form if the student was previously informed of these rights during the investigation and repeat the notification).
5. Inform the student of the alleged violations as indicated in the specific Class 1 charge(s) and read verbatim paragraph 3 of the Disciplinary Charge Sheet (NU Form 12.3). Provide the respondent with a brief summary of the information upon which the allegations are based.
6. Allow the respondent to plead to the charge(s).
7. Inform the respondent if you intend to adjudicate the case or intend to refer the case to a higher administrative discipline authority. This decision is based on the discretion of the charging authority and the severity of the alleged violations as specified in the index of delinquencies (Chapter 7, Section XIV).

8. Provide the respondent with a copy of the Disciplinary Charge Sheet (NU Form 12.3) and all applicable statements/evidence. Provide a 48 hour period (2 business days) prior to conducting the adjudication of the case, unless waived by the respondent.
9. Adjudicate the case using a Class 1 Summary Session or Administrative Discipline Hearing Board (full hearing board or summary session) as appropriate. Consider all relevant matters presented.
10. Render a decision: as a result of a Class 1 Summary Session or Administrative Discipline Hearing Board – Summary Session. Complete the Disciplinary Case Disposition Form (NU Form 12.4). Provide the result to the respondent.
 - a) Conclude that the student did not commit the offence(s) alleged if there are not sufficient grounds for a finding of guilty. Inform the student and terminate the proceeding.
 - b) Conclude that the student committed one or more of the offences alleged.
 - 1) Inform the student of the conclusion and the punishment imposed recorded on the Disciplinary Case Disposition Form (NU Form 12.4).
 - 2) Inform the student of their right to appeal and annotate the Disciplinary Case Disposition Form (NU Form 12.4). Provide the student a copy of the form.
 - 3) Provide student with formal letter detailing sanctions, provisions for appeal, and conditions for return as appropriate (Administrative Discipline Hearing Board – Summary Session).
11. Render a decision: as a result of an Administrative Discipline Hearing Board – Full Hearing Board.
 - a) Conclude that the student did not commit the offence(s) alleged if there are not sufficient grounds for a finding of guilty. Inform the student and terminate the proceeding.
 - b) Conclude that the student committed one or more of the offences alleged.
 - 1) Inform the student of conclusion and consider matters of extenuation and mitigation.
 - 2) Hearing Board will inform the student of the sanction recommendation to be forwarded to the convening authority.
 - 3) Convening authority consider findings and recommendations from the board.
 - 4) Convening authority will provide student with formal letter detailing sanctions, provisions for appeal, and conditions for return as appropriate.

12. Forward all case materials to the appropriate authorities.
13. Appellate authority will consider the appeal and provide a formal letter to the respondent regarding his/her final decision.

C. **FAILURE TO APPEAR.** If a student fails to report to any Administrative Discipline Hearing Board (full hearing board or summary session) the case may be heard without the student present based on evidence and witnesses provided. If a student cannot appear due to a cogent reason, the student should immediately notify the Office of the Dean of Students.

D. **SPECIAL CASES.**

1. Violations of the Rules and Regulations that occur during the last two weeks of scheduled classes during a semester, during the final exam period or during the summer that require an investigation and warrant a disciplinary charge may be adjudicated by the Dean of Students in Summary Session after the end of the academic semester.
2. A senior who is a candidate for graduation who has been charged with an honor or disciplinary violation during the last four weeks of classes will not have his/her degree conferred or be issued a diploma until the case is resolved.
3. A senior who is a candidate for graduation and who has been found guilty of a Class I offense, with a penalty assessment of between 4 and 1, or an honor violation during the last four weeks of classes will not participate in Commencement exercises, have his/her degree conferred or be issued a diploma until all sanctions are completed.
4. Request for a waiver of the walking stipulation of paragraph 3 must be presented in writing, in person, to the Vice President for Enrollment Management and Student Affairs for timely action.

NOTE: If the Dean of Students is not available to adjudicate a case or hear an appeal or decides to recuse himself or herself from the case the VPEMSA will appoint a qualified interim official to exercise those functions and authorities. The VPEMSA may elect to adjudicate these cases and in that circumstance the appellate authority will be assumed by the President or his designee.

SECTION V Due Process

A. **DISCLAIMER—PRIVATE INSTITUTION.** While Norwich University as a private institution is under no legal obligation to provide students with procedural due process which includes, but is not limited to, legal

representation; a public hearing; confrontation and cross-examination of witnesses; warnings about privileges and self-incrimination; application of principles of former or double jeopardy; compulsory production of witnesses; or any of the remaining features of state or federal criminal jurisprudence, the fundamental concept of fairness requires the provision of several of these tenets in our University due process. See Section B, below. In a particular case, the Dean of Students has the authority to add additional due process steps or processes to the above if he or she believes that it is central to fairness.

NOTE: The due process provided below is identical to those provided cadets participating in the Corps of Cadets. The Corps of Cadets due process is contained in Chapter 9, Corps of Cadets Disciplinary System, of this regulation.

B. DUE PROCESS FOR THE ACCUSED. Due process is the term applied to the procedures that must be followed to bring a violator of administrative regulations or civil law to justice. While all infractions and the ensuing corrective measures of the Regulations of the University are purely administrative in nature (rather than judicial), due process will nevertheless be followed in all cases involving board action at Norwich. The steps in due process are as follows, and do not necessarily have to be followed in sequential order:

1. Conducting an impartial expeditious investigation to determine if the evidence supports the imposition of charge(s). A person who investigates an alleged violation may not subsequently function as a member of the board, reviewer, approver or appellate authority for that incident.
2. Notifying the accused of the potential charge(s) against him or her as soon as possible. He or she must be told at this time of his or her right to remain silent on matters that may be self incriminating, that anything he or she says may be held against him or her, and that silence on these matters will not be taken as an indication of guilt.
3. Informing the respondent (charging session) if the investigation indicates that an infraction has occurred, and providing him or her with all the evidence that the investigation has disclosed. Informing the respondent that he or she may choose any student he or she desires to advise him or her in the presentation to a Class 1 Summary Session or Honor Board. Only in the case of an Administrative Discipline Hearing Board (Full Hearing Board or Summary Session), may he or she request the assistance of a member of the staff or faculty who does not possess legal qualifications. For all boards, either the accused or their representative will be the sole communicator to the board and will be permitted to make presentations, present witnesses, and

cross examine witnesses. Failure by the advising student or advising member of the staff or faculty to comply with these instructions will result in their dismissal from the proceedings. Recording devices other than that used by the appointed Recorder are not permitted.

4. Providing the respondent with a minimum of forty-eight hours during business days [weekdays (Mon-Fri)] to prepare his or her presentation.
5. During the hearing, providing the respondent the right to be present at all open segments of the hearing.
6. Allowing the accused to challenge any member of the Board for cause. The President of a Hearing Board may not be challenged.
7. Providing the respondent with the right to present any material witnesses on his or her behalf, as to the facts in the case. And after the findings of the Board have been announced, allowing the respondent to introduce any mitigation or extenuation he or she feels relevant to the case, to include character witness statements. Allowing the respondent to have at a maximum one faculty member, one staff member, and three members of the student population attend the hearing to speak on his or her behalf.
8. Informing the respondent of his or her right to appeal should a finding of guilty be adjudged or if the student feels the sanction assessed is not in keeping with the NUSRR.
9. If an accused student fails to report for a scheduled hearing board the case will be heard with the accused student "in absentia" based on the evidence and witnesses provided.

NOTE: All Administrative Discipline Hearing Boards (Full Hearing Boards) will be conducted in accordance with NUSRR Supplemental Instructions for Administrative Discipline Hearing Board Procedures. These are procedures for internal use and will be maintained and reviewed and updated annually by the Director of Judicial Affairs and Ethics to ensure best practices.

SECTION VI Standard of Proof

A. *GENERAL.* The standard of proof for all administrative disciplinary actions conducted at Norwich University to include Class 1 Summary Sessions, Administrative Discipline Hearing Board (Full Hearing Board and Summary Session) and Honor Boards will be decided based on a *preponderance of the evidence.*

B. PREPONDERANCE OF THE EVIDENCE. Adjudicating officials, administrative discipline hearing boards and honor boards must decide whether a case against the accused has been made under the Norwich University Student Rules and Regulations by a fair balance of the evidence, or as it is usually called-- by a *preponderance of the evidence*. To understand the term-- *preponderance of the evidence*--it is best if you conceive that you are weighing the evidence of the respective parties as in a balance. On one side you are weighing the case *against* the accused; on the other side you are weighing the evidence *on behalf* of the accused. If the evidence against the accused makes the down weight, your decision should be against the accused. However, if the accused's evidence makes the down weight or if the scales hang even in your mind, then your decision should be for the accused. The *preponderance of the evidence* does not consist merely in having the greater number of witnesses. For it has been truly said that witnesses are to be *weighed* and not *counted*. Thus, one clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with murky testimony. In the last analysis, it is a question of credibility, and each individual adjudicating official or board member is the sole judge of that credibility. Another way to state *preponderance of the evidence* in a percentage form is that a *preponderance of the evidence* is over 50%, that by a *preponderance of the evidence*, over 50%, it is more probable than not that the infraction or offense occurred as alleged.

SECTION VII Appeal

A. **GENERAL.** The Dean of Students or Vice President for Enrollment Management and Student Affairs (VPEMSA) has the authority to suspend or dismiss students from Norwich University. In addition, the Dean of Students has the authority to uphold, rescind or amend, including increasing or decreasing a punishment, a decision or punishment recommended by any Administrative Discipline Hearing Board, Class 1 Summary Session or Honor Board. The Dean of Students has the authority on appeal to uphold, decrease, rescind or amend any decision. Students who wish to appeal a decision of suspension or dismissal or any other sanction imposed by the Dean of Students must submit their appeal to the Vice President for Enrollment Management and Student Affairs. The VPEMSA, like the Dean of Students, has the authority on appeal to uphold, decrease, rescind or amend any decision.

B. *APPELLATE AUTHORITY FOR MAJOR DISCIPLINARY (CLASS 1) OFFENSES.*

Administering Official
Resident Coordinator (RC) (Student)

Appellate Authority
Assistant Dean of
Students (ADOS) or
Director of Residence
Life (DRL) (Based on
Organization)

ADOS or DRL

Dean of Students (DOS)

DOS

VPEMSA (for sanctions
involving suspension or
dismissal only)

NOTE: In cases where the Vice President for Enrollment Management and Student Affairs is the adjudicating officer or where the VPEMSA must recuse himself or herself, appellate authority will be assumed by the President or his designee.

C. *APPEAL PROCESS.* A student has forty-eight (48) hours (two business days) to submit an appeal to the appropriate appellate authority. An appeal must be typed, doubled spaced and hand delivered. In the case where an appeal cannot be delivered to the appellate, then the student making the appeal shall deliver the appeal to the individual that awarded the punishment. An appeal will not be considered when submitted if submitted after the allotted forty-eight (48) hours have elapsed. All decisions rendered by the appellate authority are final. All appeals will contain one or more of the following:

1. The introduction of new evidence.
2. The evidence was insufficient for a finding of guilty.
3. Due process was not provided.
4. Appeal of the measure of punishment if it exceeds the normal range of disciplinary action(s) prescribed by the Index of Delinquencies in Section XIV.

D. *TIME LIMIT.* An appeal shall be submitted within 48 hours (two business days) of imposition of punishment, or the right to appeal shall be waived in absence of good cause shown. Any review initiated after 48 hours must be approved in writing by the Dean of Students for transmittal to the Vice President for Enrollment Management and Student Affairs.

There is only one appeal in each case. The Vice President for Enrollment Management and Student Affairs makes these decisions for the President and the Board of Trustees, and his/her decisions are considered final.

SECTION VIII Refusal to Comply with Sanctions

Once granted due process (to include the appeal process) and sanctioned for a violation or inappropriate behavior, a student does not have the right to refuse the sanction. If a student refuses to accept or comply with the sanction, the Dean of Students or the VPEMSA has the authority to suspend or dismiss the student from Norwich University.

SECTION IX Effects of an Error to Norwich University Student Rules and Regulations

Failure to comply with any of the procedural provisions of the NUSRR or NUSRR Supplemental Instructions shall not invalidate a punishment imposed for a major disciplinary (Class 1) offense, unless the error materially prejudices a substantial right of the student on whom the punishment is imposed.

SECTION X Disciplinary Probation

The Vice President for Enrollment Management and Student Affairs and the Dean of Students, at their discretion, may place a student on disciplinary probation as a rehabilitative measure for a violation of University policies or regulations. The duration of the probation will be prescribed by the administrative discipline authority. Any respondent who is found guilty of a disciplinary violation that merits a sanction of 1-4 that occurs while on disciplinary probation will result in immediate suspension or dismissal.

SECTION XI Separation from the University

A. *GENERAL.* The VPEMSA or Dean of Students has the authority to suspend or dismiss any student from the University. Suspensions may be any length of time (from one semester to one calendar year) the administering official deems necessary. Dismissals are permanent. The administering official may instruct a student to remove themselves from the University by a specific time and date. See Chapter 3, Section XXI for additional information on separation from the University.

B. *IMMEDIATE INTERIM SUSPENSION.* The Dean of Students or the Vice President for Enrollment Management and Student Affairs may impose an immediate interim suspension whenever it is determined that a student's behavior constitutes a danger to other students or property, or is unreasonably disruptive to the learning environment. An interim

suspension is an immediate action that will remain in effect until completion of the disciplinary process. The results of the disciplinary process will determine the student's standing. The interim suspension will not be based on a presumption of guilt, but rather on the consideration criteria stated above. A student being considered for an interim suspension will be afforded the opportunity of an informal hearing with the administering official. The purpose of this meeting will be to inform the student of the reasons for the suspension and allow the student to indicate why his or her presence on the University grounds does not meet the consideration criteria stated above. Students placed on Immediate Interim Suspension will have no more than 24 hours to vacate Norwich University. When appropriate, there will be adult supervision of students on immediate interim suspension until that student has vacated Norwich University. The Vice President for Enrollment Management and Student Affairs or the Dean of Students' office may assist with arranging transportation and/or lodging necessary for the student. Any University borne costs associated with travel and supervision may be added to the students' bill.

C. *DISMISSAL.* A student may be dismissed from the University if found guilty of specific major disciplinary (Class 1) offenses, violations of the Norwich University Student Rules and Regulations, University policies or Honor Code. In all cases, students will be afforded due process. A student dismissed for honor or discipline reasons will have their department file permanently annotated to reflect that information. A dismissed student shall not under any circumstances be favorably considered for readmission. Norwich University will not award a dismissed student with a degree or diploma. Once dismissed, the dismissed student will not be permitted to return to the University grounds.

D. *RETURN TO UNIVERSITY GROUNDS.* Students who have been dismissed, suspended or removed from Norwich University will not return to the University without written permission from the Dean of Students or VPMSA. A student suspended from the University may be granted permission to return to campus for final examinations under the terms specified by the Dean of Students if the suspension occurs within the last two weeks of regularly scheduled classes or if the individual concerned is a second semester senior or is being suspended with no expectation of returning to Norwich University. A suspended student who returns to the University without permission will not receive favorable consideration on an application for readmission and may be subject to civil action for unlawful trespass.

SECTION XII Dean of Students Professional Staff and Residence Life Student Leaders Administrative Discipline Authority

In order to provide for those offenses that warrant more severe disciplinary action than normal corrective measures but that are not sufficiently serious to justify board action, designated Dean of Students professional staff and residence life student leaders are authorized to assess the following disciplinary actions through the use of a Disciplinary Charge Sheet and Disciplinary Case Disposition Form:

1. Student Resident Coordinators may assess sanctions from #7 through #6.
2. ADOS or DRL may assess sanctions from #7 through #3 (including additional sanctions as described in the Index of Delinquencies below).
3. The VPMSA or Dean of Students may assess any disciplinary sanction deemed appropriate.

In alleged violations involving violence, hazing, bullying, assault, battery, stalking, sexual misconduct or assault, harassment, violations of alcohol policy, possession of illegal substances and /or other serious breaches of state or federal law, the scope of authority, normally granted to the residence life student leaders with administrative discipline authority shall, for liability reasons, be superseded by that of the Dean of Students. The residence life student leaders with administrative discipline authority have the responsibility to report the alleged violations involving these serious breaches to their Dean of Students professional staff supervisors immediately.

A report of any major alleged disciplinary (Class 1) action by the residence life student leaders with administrative discipline authority must be submitted to the appropriate Dean of Students professional staff supervisor within 24 hours of such action.

SECTION XIII Penalty Assessment Chart for Major Disciplinary (Class 1) Offenses

Penalties that may be assigned for Class 1 violations are dismissal, suspension, and disciplinary work hours. In addition, students may be subject to residential probation, denial of residential housing and/or restriction from extracurricular activities/representation. The following is a corresponding list of punishments associated with each penalty number:

| <u>Penalty #</u> | <u>Punishment</u> |
|------------------|-------------------|
| 1 | Dismissal |
| 2 | Suspension |
| 3 | 40 DWH |
| 4 | 30-39 DWH |
| 5 | 20-29 DWH |
| 6 | 10-19 DWH |
| 7 | 1-9 DWH |

Receiving a sanction of 3 or 4 will result in non representation (No Co-curricular or Extra-curricular Representation [NCCR]) for a minimum of ten days.

SECTION XIV Index of Delinquencies

The following index prescribes the normal range of disciplinary actions that may be assessed by the Vice President for Enrollment Management and Student Affairs, Dean of Students, designated Dean of Students professional staff, residence life student leaders with administrative discipline authority, or Administrative Discipline Hearing Board depending on the gravity of the offense.

| <u>CLASS I OFFENSE</u> | <u>ABBREVIATION</u> | <u>PENALTY</u> |
|---------------------------------------|---------------------|----------------|
| Arson | AR | 1 - 2 |
| Assault† | A | 1 - 4**** |
| 2 nd Offence | | 1 - 2 |
| Assault Against a University Official | AAUO | 1 - 4**** |
| 2 nd Offence | | 1 - 2 |
| Battery† | B | 1 - 4**** |
| 2 nd Offence | | 1 - 2 |
| Battery Against a University Official | BAUO | 1 - 4**** |
| 2 nd Offence | | 1 - 2 |
| Bringing Discredit on the University | BDU | 1 - 5**** |
| 2 nd Offence | | 1 - 4 |
| Bullying | BU | 2 - 5**** |
| 2 nd Offence | | 1 - 2 |

| CLASS I OFFENSE | ABBREVIATION | PENALTY |
|--|---------------------|----------------|
| Conduct Unbecoming a Student | CUB | 4 – 7**** |
| 2 nd Offence | | 2 - 4 |
| 3 rd Offence | | 1 - 2 |
| Damaging University Property | DUP | 1 – 7**** |
| Defamation | DEF | 4 - 7 |
| 2 nd Offence | | 2 - 4 |
| 3 rd Offence | | 1 - 2 |
| Disorderly Conduct | DC | 4 – 7**** |
| 2 nd Offence | | 2 - 4 |
| 3 rd Offence | | 1 - 2 |
| Disregard for the Safety of Others | DSO | 1 – 5**** |
| 2 nd Offence | | 1 - 3 |
| Disrespect | DR | 4 - 6 |
| 2 nd Offence | | 2 - 4 |
| 3 rd Offence | | 1 - 2 |
| Entry into Off Limits Areas | EOLA | 2 – 4**** |
| 2 nd Offence | | 1 - 2 |
| Entering Room in Barracks or Residence Hall without Authority | ER | 2 – 4**** |
| Failure to Comply with Fire and Safety Regs* | FCFSR | 1 – 7 |
| Failure to Comply with University Official | FCUO | 4 – 6**** |
| 2 nd Offence | | 2 - 4 |
| 3 rd Offence | | 1 - 2 |
| False Official Report or Statement | FORS | 2 – 5**** |
| 2 nd Offence | | 1 - 4 |
| Fighting† | FGT | 1 – 5**** |
| 2 nd Offence | | 1 - 4 |
| Gambling | G | 4 - 7 |
| Harassing Communication | HC | 1 - 7 |
| Hazing | H | 1 – 4**** |
| 2 nd Offence | | 1 - 2 |
| Indecent Exposure | IE | 1 - 4*** |
| 2 nd Offence | | 1 - 2 |
| Infringement on the Rights or Privacy of others | IRPO | 6 - 7 |
| 2 nd Offence | | 2 - 4 |
| 3 rd Offence | | 1 - 2 |
| Littering | L | 4 - 7 |
| Lewd and Lascivious Conduct | LLC | 4 - 5*** |
| 2 nd Offence | | 2 - 3*** |
| 3 rd Offence | | 1 - 2 |
| Loitering/Prowling/Failure to Identify | LPFI | 2 – 5**** |

| CLASS I OFFENSE | ABBREVIATION | PENALTY |
|--|------------------------|----------------|
| Misuse of University Property | MUP | 5 - 7 |
| 2 nd Offence | | 2 - 4 |
| 3 rd Offence | | 1 - 2 |
| Possession or Use of Firearms on University Grounds | PFUG | 1 - 2 |
| Possession or Use of Weapons or Ammunition on University Grounds | PWUG | 2 – 5**** |
| Possession or Use of Controlled Substances or Drug Paraphernalia | PUCSDP | 1 - 2 |
| Possession or Use of Prohibited Substances | PUPS | 1 – 3**** |
| Possession, Use, or Sale of Fireworks | PF | 2 – 7**** |
| Possession of MRE Heaters | PMH | 3 – 5**** |
| 2 nd Offense | | 1 - 2 |
| Use or Possession of a Fabricated Explosive Explosive Device | UFED | 1 – 2 |
| 2 nd Offence | | 1 |
| Refusal to Comply with Sanctions | RCS | 1 - 2 |
| Refusal to Comply with No Contact Order | RNCO | 1 – 4**** |
| Soliciting Business Without Authority | SBA | 4 - 7 |
| Stalking | S | 1 – 4**** |
| Toleration of Violations (Up to the level of the violation) | TV | 1 - 7 |
| Vandalism | V | 2 – 4**** |
| 2 nd Offence | | 1 - 3 |
| 3 rd Offence | | 1 - 2 |
| Violation of Alcohol Policy | VAP | |
| Possess, consume on campus | | 4 - 5** |
| Disorderly Conduct under the Influence of Alcohol | | 4 - 5** |
| Underage Consumption | | 4 - 5** |
| Enabling | | 2 |
| Trafficking | | 2 |
| False ID | Referred to Honor Cmte | |
| VAP 2nd Offense | | 1 - 2 |
| Violation of Acceptable Use Policy | VAUP | 1 - 7 |
| Violation of Non-Discrimination/ Sexual Assault Policy (Adjudicated by the EEO Office) | | 1 – 2 |

| CLASS I OFFENSE | ABBREVIATION | PENALTY |
|---|---------------------|----------------|
| Violation of Non-Discrimination/ Sexual Assault Policy Not sanctioned by the EEO Office | | 1 - 2*** |
| Violation of Disciplinary Probation | VDP | 1 - 2 |
| Violation of Tobacco Policy | VTP | 6 - 7 |
| 2 nd Offense | | 4 - 5 |
| 3 rd Offense | | 3 - 4 |
| Voyeurism | VOY | 1 - 3*** |

† A student may be charged with either fighting, assault, or battery (with the lesser included charges of fighting and assault) depending on the unique circumstances.

* In addition to disciplinary action students may also be fined.

** Standard VAP I Sanctions are as follows: Loss of Leadership Position (LLP) for a minimum of 30 days; NAAP-Assessment; no co-curricular or extra-curricular representation in events and contests for a minimum of 10 days and must complete court or diversion ordered sanctions. See Chapter 3, Section I for provision for Student-Athletes.

*** Students found guilty of these violations are required to attend three hours of mandatory training/education on the Norwich University Policy on Sexual Assault & Sexual Misconduct and community standards of conduct. The respondent will be required to pay a \$180.00 fee for the cost associated with this training/education requirement. This additional requirement will be annotated by the adjudicating official on the Disciplinary Case Disposition Form (NU Form-12.4) and will be administered by the Norwich University Equal Opportunity Office.

**** Students found guilty of these violations may also be sanctioned with no co-curricular or extra-curricular representation (NCCR) in events and contests for a minimum of 10 days at the discretion of the Dean of Students professional staff adjudicating the case. These sanctions will be annotated by the adjudicating official on the Disciplinary Case Disposition Form (NU Form-12.4).

Chapter 8 Corps of Cadets Rules and Regulations

SECTION I Membership in the Corps of Cadets

A. *GENERAL.* Each student accepted in the Norwich University Corps of Cadets is a member of same from the moment the Cadet Oath is taken until graduation or until resignation or dismissal for disciplinary, academic, or honor reasons. A cadet represents Norwich University and the Corps of Cadets both on and off campus.

B. *MEMBERSHIP.* Matriculation into the Corps of Cadets will be a two step process – acceptance to the University, and participation in the Corps of Cadets. The requirements considered for participating in this lifestyle are as follows:

1. Age Limitation – Students must be at least 17 years of age but not more than 23 years of age at the time of matriculation.
2. Criminal History – Student must disclose their criminal history. Student must be willing to submit a signed consent for a criminal background check and have no felony convictions.
3. Students must not be on any Sexual Offender Registry upon reporting for orientation.
4. Physical Abilities – Student must be capable of performing push-ups, sit-ups, and a two mile walk/run as exhibited during Rook Week in accordance with U.S. Army standards.

C. *APPLICABILITY.* These Rules and Regulations as well as the Norwich University Honor Code apply to a Cadet during the regular academic year and summer academic sessions; university breaks, holidays and vacations; detached service; ordinary, medical, military or emergency leave; and while under suspension or a leave of absence. The Commandant of Cadets may withhold a student's registration and housing if there are any outstanding disciplinary sanctions or there is disciplinary action pending.

D. *FIFTH YEAR+ REQUIREMENT.* The Corps of Cadets is a four year, in residence, progressive leadership and character development program. Any cadet who has completed eight semesters in the Corps of Cadets shall be considered to have completed the Corps residency requirement. Though they retain their status as cadets, 5th Year+ Senior Cadets will not hold rank or position in the Corps of Cadets and are not required to participate in routine Corps formations, activities, or the NUCC PT program for the ninth and subsequent semesters. 5th Year+ Senior Cadets will report directly to the Office of the Commandant for

accountability and administration and may participate in ROTC. With the exception of the wear of the uniform of the day, 5th Year+ Senior Cadets will abide by Corps grooming and conduct standards. In order to graduate in the Corps uniform and receive a MCV diploma, 5th Year+ Senior Cadets will meet the published requirements and submit to a uniform and grooming inspection prior to commencement. Rank at commencement will be the last cadet rank held in their eighth semester of the Corps. For more information about Fifth year+ cadets see Chapter 6, Section II, paragraph B.

*NOTE: In the case of extraordinary housing demand, members of the Corps of Cadets in their second, third or fourth years may have to live off campus as commuters. Should this occur, these cadets will be notified of their on-campus cadet requirements in writing.

SECTION II MCV Diploma and Uniformed Graduation Requirements

A. *GENERAL.* To graduate from Norwich University in the Corps of Cadets uniform and to be eligible to receive a Military College of Vermont diploma, a cadet must demonstrate that he or she meets each of the following criteria:

1. Complete Rook Orientation Week, Rook Basic Training, Rook Basic Leadership Training, and be recognized as a first year cadet.
2. Successfully complete or receive credit for six progressive semesters of ROTC academic courses, and participate in ROTC PT and Military Laboratory to the maximum extent allowed by the ROTC unit.
3. Complete eight semesters in residence, the last six of which must be as a cadet in the Corps of Cadets.
4. Pass the NU PFT or the applicable Service PFT with an ROTC unit within one calendar year of graduating.
5. Complete all disciplinary sanctions prior to the Reading Day immediately preceding graduation, and be in good standing (not on disciplinary hold).
6. Pass a uniform and personal appearance inspection prior to graduation, as directed by the Regimental Commander or a member of the Commandant's staff.

B. *RESPONSIBILITY.* MCV diploma verification is normally conducted during senior year graduation out-processing during the spring semester (Grad Finale). Graduating senior cadets who do not participate

in out-processing must have their MCV status verified individually by a member of the Commandant's staff. December graduates will normally conduct the verification process during the fall semester immediately prior to graduation. It is the responsibility of each cadet to demonstrate – prior to graduation – his or her eligibility to receive the MCV diploma and graduate in the cadet uniform.

C. **WAIVERS.** Cadets who fail to meet one or more of the specific criteria in paragraph A (e. g. required time in residence as a cadet in the Corps of Cadets) may petition for a waiver through the Commandant of Cadets. A cadet who resigns from the University for any reason, or is separated from the Corps of Cadets for cause is no longer eligible to receive the MCV diploma and graduate in the cadet uniform.

SECTION III Standards of Conduct

The Norwich University Corps of Cadets is a military organization that requires the highest standards of conduct and respect for authority. Recognition of authority of superiors is expected at all times. A cadet is expected to show respect and obey the orders of the President, Commandant, Assistant Commandants, Commandant's Senior Enlisted Advisors, members of the faculty or staff, Security Officers, or any other officials of the University. Failure to do so can result in disciplinary action being assessed including suspension or dismissal from the University. A cadet who shows disrespect to, or refuses to obey the direct order of a University official or agent of the University will be disciplined in accordance with the nature of the offense. **The University reserves the right, at any time, to deny enrollment to a cadet whose conduct or academic standing is unsatisfactory.**

SECTION IV Uniform Requirements

A. NUCC SOP governs proper uniform requirements. Failure to maintain the standards prescribed within the NUCC SOP are considered a violation of these NUSRR.

B. **FACULTY AND STAFF AUTHORITY.** Uniforms will be worn properly at all times during the academic year through final exams. Faculty and staff members have the authority to and are expected to dismiss cadets who are not in proper uniform or who are not wearing the uniform properly from a classroom, laboratory or the mess hall. Cadets are not authorized to wear civilian clothes in the classroom, laboratories or during final exams.

SECTION V Military Courtesy and Saluting

A Cadet will salute and render honors in accordance with the customs and traditions of the United States Army whether in uniform or not, indoors or outside. When outdoors, a salute and appropriate greeting are required when meeting, addressing, passing, or overtaking all officers or warrant officers (Cadet, Vermont State Militia (VSM), or Active Duty, Retired, Reserve, National Guard, or Foreign). It is customary in the armed services for soldiers or cadets who recognize an officer to exchange greetings and salutes whether the senior or subordinate is in uniform or civilian attire. Two or more officers will be addressed as "Sir and ma'am" or "gentlemen and ladies" as appropriate. *See NUCC Standard Operating Procedure* for additional customs and courtesies. Courtesies to all non-uniformed staff and faculty are to be rendered appropriately and are encouraged. Examples include "Good afternoon Sir or Good Evening Ma'am".

SECTION VI Mandatory Formations

A. *GENERAL*. Cadets are required to attend all mandatory formations unless on approved absence, leave or detached service. A cadet who fails to gain approval from his or her ISG or Company Commander prior to absenting himself or herself from a formation is Absent Place of Duty (APOD). The act of simply informing ones chain of command that he or she has other matters to attend to rather than attending a mandatory formation does not constitute an approved excuse from a formation.

- B. *TYPES*. The following formations /events are considered mandatory:
1. Command Reveille formations
 2. Physical Training
 3. Command Retreat
 4. Tuesday Afternoon Training/Inspection
 5. Friday Afternoon Inspections, Parades, or Training
 6. Commandant's and Commander's Time
 7. Official parades, march-downs and ceremonies
 8. Meetings and formations called by the President, Commandant Assistant Commandants, Senior Enlisted Advisors, or Regimental Commander.
 9. Weekday or weekend training and/or inspections as scheduled.
 10. Official boards, i.e. individual attendance at disciplinary boards, honor boards, promotion boards, freshman-of-the-month, etc.
 11. Guard duty.
 12. Weapon issue/turn-in
 13. CMC, tour or work detail formations.

SECTION VII Leaves and Local Liberty

A. *GENERAL*. Authorization for leave must be approved by the cadet chain of command and designated Assistant Commandant prior to a cadet's departure.

1. A cadet must be present for duty during the following times unless on approved leave or granted local liberty:
 - a. Monday through Saturdays
 - b. Published University training for either upperclassmen or freshmen.
 - c. Mandatory Corps formations/events to include tour formations.
2. Rooks/ First year cadets must request leave throughout the entire year.
3. Leave may not commence until the cadet has an approved leave request in his/her possession.

B. *LEAVE APPROVAL AUTHORITY*. Leave approval authority is maintained at the commandant's staff level. If the designated member of the commandant's staff is not available, seek an alternate commandant's staff member for approval.

C. *FRESHMAN CADETS OFF CAMPUS WITHOUT PROPER AUTHORIZATION*. No Corps or Civilian student, regardless of class year, will take a First Year Cadet off campus without a pass, leave, or detached service request signed by a member of the Office of the Commandant. This includes rides to the airport, medical appointments, or any other purpose. Taking a Corps Freshman Recruit or Cadet Private off campus for any reason without one of the above signed forms from the Commandant's Office will result in Class I Sanctions under the NUSRR Chapter 9 – "Disobedience of orders" or if a civilian Student, NUSRR, Chapter 7, Section X, "Failure to Comply with a University Official."

D. *EMERGENCY LEAVE*. A cadet may be granted Emergency Leave at any time regardless of status or standing in the University. Emergency Leave may be granted due to death, severe illness, or emergency in the cadet's immediate family (parent/ guardian, grandparent, sibling). An Emergency Leave request will be hand carried through the cadet chain of command to their Assistant Commandant or Student Affairs Duty Officer (SADO) who will make the determination that an emergency exists and approve the leave. During non-duty hours, Emergency Leave may be approved by the SADO. The RDO, battalion commander, or the regimental commander may sign the leave request after gaining approval of the SADO. Emergency Leave will not count as a class cut or absence.

E. *MILITARY LEAVE*. A cadet in active service as a member of a Department of Defense (DOD) or Department of Transportation (DOT)

sponsored Reserve Program or a National Guard State Active Duty (SAD) Call-up may be granted Military Leave to meet the requirements directed by his or her service, including operational deployments, medical, dental and eye examinations, training and orientation missions, or administrative requirements. A Cadet will submit a leave request (NUCC Form 8-1) through his or her Company Commander / ISG as well as the Battalion Commander in sufficient time for the request to arrive at the office of the Assistant Commandant for final disposition not later than 7 Duty Days before the start of the leave. A cadet must obtain the initials (in block 12 of NUCC Form 8-1) from the instructor of each class for which the cadet will be absent. The Assistant Commandant is the approval authority for military leave. Military Leave will not count as a class cut or absence.

F. *REGULAR LEAVE*. A cadet may be granted a Regular Leave after coordinating intended absence with his or her instructors for reasons shown below. A Cadet will submit a leave request (NUCC Form 8-1) through his or her Company Commander or ISG and the Battalion Commander (each of whom will recommend either approval or disapproval). For weekend leave, the request will be submitted to the company NLT 2000 Sunday prior to the departure. All other leaves will be submitted in sufficient time to arrive at the office of the Assistant Commandant for final disposition not later than 72 hours (3 Duty Days) before the start of the leave. Cadets may contact their Assistant Commandant if they do not have confirmation of their leave request within 48 hours of the requested leave date. A cadet must obtain the initials (in block 12 of NUCC Form 8-1) from the instructor of each class from which the cadet will be absent. Convenience/Regular Leave may count as class cuts or absence as determined by academic instructors or departments concerned. Reasons for Leave:

1. Medical/Dental appointment.
2. Job interview.
3. Personal business/ financial matters.
4. Personal or family matters.

Any cadet who obtains leave and remains on campus during the leave period may be subject to disciplinary action for Disobedience of Orders.

1. *SPECIAL PASS*. A Special Pass is a short, authorized absence from campus or place of duty. It will be approved in advance by the Assistant Commandant and documented on NUCC form 8-1. Reasons to grant are as follows: As a special recognition for exceptional performance of duty.

2. To attend spiritual retreats or observances of other major religious events requiring the Cadet to be continuously absent from regularly scheduled duties.
3. To exercise voting responsibilities of citizenship.
4. To alleviate personal problems incident to service as a Cadet.
5. Medical or dental appointments.
6. As compensatory time off following periods of continuous duty of excessive duration.

Note: It is the Cadet's responsibility to coordinate Special Passes with professors and appropriate university officials.

G. *UNIVERSITY LEAVE OF ABSENCE. See Academic Regulations.*

H. *LATE RETURN TO THE UNIVERSITY.* A cadet who expects to be late returning to the University for any reason will contact the Office of the Commandant's Executive Secretary at 802-485-2135, cadet records at 802-485-2138/2139 or their company commander or first sergeant. After the end of the duty day, cadets should contact NU Security at 802-485-2499/2525 or the Cadet Guard Room at 802-485-2589. Leaving a voice mail does not suffice as proper notification. The cadet will provide the following information: name, unit, location, and reason for the late return and expected time of return. A late return does not relieve a cadet of his or her academic responsibility. The cadet involved will report to his or her ISG and Assistant Commandant immediately upon return.

I. *LATE RETURN TO THE UNIVERSITY TO START A SEMESTER DUE TO MILITARY TRAINING.* Upper-class cadets who anticipate returning to campus from military training more than one week past the first day of classes for the semester must petition for late return. Cadets who anticipate returning late should contact the Office of the Registrar well in advance. No cadet is authorized to miss more than one week of classes in any single semester for voluntary training. Cadets who anticipate a 1-4 day late return due to such training will contact the Housing Office at 802-485-2138/9.

J. *RELIGIOUS SERVICE ATTENDANCE.* Rooks who wish to attend a religious service of their choice off campus must see the University Chaplain to sign up for such events.

SECTION VIII Sickness and Special Status (SS)

A *INFIRMARY HOURS:* 0700-2300 – Weekdays Open and staffed; after 2300 follow instructions below:

1. If a cadet is ill and needs medical attention (stomach pains, vomiting), the Student Affairs Duty Officer (SADO), Regimental Duty Officer (RDO) or NU Security will call the Infirmary at 485-2552. The infirmary staff will make contact with the doctor on call as deemed necessary. If the doctor feels it is necessary to see the cadet, the SADO, RDO or Security Officer will accompany the cadet to the rear door of the infirmary. A house nurse is on duty at the infirmary after 2300 hours.
2. If a cadet needs attention for a serious medical problem (severe bleeding, broken bone), NU Security will contact Northfield EMS immediately.

B. *CLASSIFICATION OF SICK STUDENTS.* The University Physician, or in an emergency the senior medical staff member on duty, will classify sick students in one of the following categories:

1. **Infirmary or Hospital.** Students ordered to the infirmary or hospital become subject to the orders of the University Physician in all matters and may be discharged by the University Physician only. Official notification of such cases will be made to the parents or guardians at the discretion of the University Physician.
2. **Quarters.** Students ordered to quarters will be confined to their rooms except for visiting the latrine, attending meals and reporting to Sick Call daily.
3. **Special Status.** Cadets on SS will be classified as SS1 or SS2. SS1 personnel will attend all scheduled classes and will be excused from all Corps marching formations except SS formations. SS2 personnel will attend all scheduled classes and all formations except those indicated in the special instructions of SS Classification Form. They will report to Sick Call as prescribed by the University Physician. SS cadets are not excused from any formation, inspection or activity, unless the activity is specifically noted on an SS Slip. Cadets who cannot wear the complete uniform of the day will report to their Assistant Commandant as soon as possible to receive instructions about which uniform they must wear. **They must also have in their possession a current *Special Uniform Authorization Slip* signed by an Assistant Commandant or an application for same awaiting final approval.** Cadets who are placed on SS that preclude participating in marching formation or wearing of the prescribed uniform will not be eligible for participation in intercollegiate or extracurricular activities until removed from SS.

4. While a directive from competent medical authority may represent a cogent reason for a cadet's absence from a formation, duty, class, etc., that cadet will be considered APOD until personally excused by his or her Assistant Commandant.

C. *RETURN TO DUTY.* Cadets who are ordered to return to duty from Sick Call will report to their class or duty as soon as possible following dismissal from Sick Call. Cadets who have been patients in the Infirmary will be allowed 30 minutes from the time of discharge to time of reporting for class or duty. It is the responsibility of each cadet to personally inform his or her ISG and Company Commander of their return to duty. Cadets are expected to notify their chain of command immediately upon any changes in their medical status designation

SECTION IX Sleep-through Policy

A. *GENERAL.* The NUCC Sleep-through Policy will be determined by the Commandant of Cadets and the Regimental Commander. Sleep throughs are a reward for superior unit performance. Sleep throughs are no longer authorized for an individual. Unit sleep throughs for entire companies or a Battalion(s) are authorized and must be approved by the Assistant Commandant or above. They may not be taken at the discretion of the individual concerned. Passes may be awarded to individual Cadets. See section VII G above.

B. *COMMAND REVEILLE.* Due to the full corps accountability required at Command Reveille morning formations, sleep-throughs (corps, team, class, group or personal, etc.) will not be granted for these days.

C. *PASS AFTER DETACHED SERVICE.* Cadets on detached service and who return to campus after 2400 are authorized a pass, provided they are approved in advance by the Assistant Commandant, with the exception of Monday Command Reveille. Cadets who have outstanding tours returning on Saturday or Sunday morning are required to attend the 0730 formation (for attendance and inspection), unless they have a Pass signed by their Assistant Commandant. This does not relieve the cadet from completing all the marching or working tours assessed.

SECTION X Rook / First Year Cadet Training

A. Moved to NUCC SOP.

SECTION XI Upper Class Training

Moved to NUCC SOP.

SECTION XII NU Physical Fitness Program (NUPFP) and Standards

A. *GENERAL.* All Cadets are required to participate in the NUPFP from initial enrollment until graduation or separation. A Cadet will undergo a NU Physical Fitness Test (NUPFT) each semester. Passing the NUPFT each semester is a prerequisite to (1) serving in a command or senior NCO position (2) purchasing the NUCC Ring (3) receiving the Military College of Vermont Diploma (4) participating in commencement/graduation in the NUCC cadet uniform. See section II, Section XIV, and Section XXIII of this chapter.

B. *STANDARDS.* The NUCC Physical Fitness Test (NUPFT) is modeled after the US Army as described in FM 21-20. See NUCC SOP Manual.

SECTION XIII Unauthorized Initiation and Training

A. *GENERAL.* There are absolutely no initiations authorized or required for membership in the Corps of Cadets, any specialty unit, any athletic team or club activity throughout the university.

B. *PURPOSE.* The intent of this policy is to ensure appropriate training is conducted in professional manner and safe environment. This guidance protects the not only the trainees, but also the trainers from false allegations. Compliance also insures that unsafe, immoral, unethical or illegal acts do not occur. Compliance with this policy and the VT State law prohibiting hazing will increase the morale or esprit of Student body, athletic teams, clubs, the Corps of Cadets and special organizations. Most importantly, it protects the integrity and reputation of the Corps of Cadets and Norwich University.

C. *NUCC TRAINING.* The Commandant shall direct any training deemed necessary for the professional development of the Corps of Cadets, Corps clubs and other Corps entities. No training, orientations, rites of passage or activities by any other name may be conducted by members of the NUCC that have not been approved by the Commandant. Company /Battalion training plans will be submitted in writing through the Battalion S3, to the Regimental S3 for approval by the Commandant and inclusion in the NUCC Training Plan. The proposed program plan should be specific about what is to be accomplished, by whom, where, over what duration, in what uniform, and include the task, condition and standard that define how satisfactory completion of the event will be measured. The event will not be a rehash of the rook experience. Instead, the event should focus on the specific or unique training requirements of the unit and will be observed by the first available commander in the Chain of Command. No activity may be conducted without first meeting these criteria.

SECTION XIV Cadet Rank and Promotion System

A. *APPOINTMENT AND PROMOTION.* All cadets are eligible for selection to rank in the Corps in accordance with the following guidelines:

| Cadet Class | Base Rank | Competitive Rank |
|--------------------|------------------|-------------------------|
| Freshman | Rook - PVT | None |
| Sophomore | PVT | CPL |
| Junior | PVT | SSG - CSM |
| Senior | PVT | R/CSM, 2LT-COL |

- To hold competitive rank in the Corps, a cadet must:
 - Not be on academic probation
 - Be available to hold the position for the entire year* (unless studying overseas)
 - Be in good disciplinary standing*
 - Pass the NUPFT*

*Unless waived by the Commandant
- Appointment and promotion of cadet officers and NCOs is based on, but not limited to, the Order of Merit List (OML) as generated by the Adjutant's Office, cadet rank application, and promotion board performance. The OML is generated by using a minimum of the following information:
 - Cumulative GPA
 - Cadet 201 file review
 - Cadet leader rating
 - Current or previous positions held
 - NUPFT scores
 - Leadership Training completed
 - Commandant's assessment of cadet maturity, judgment and leadership potential
- The Commandant *will publish notices of appointment and promotion in Special Orders.*
- Eligibility for promotion is based on academic class standing at the time of appointment as follows:
 - Officers will be appointed by the Commandant from the Fourth Year Cadet Class (Seniors). Fifth year seniors may be authorized rank as directed by the Commandant.
 - Sergeants will be appointed by the Commandant from the Third Year Cadet Class (Juniors).
 - CPLs will be appointed by the Commandant from the Second Year Cadet Class (Sophomores).
 - Freshmen will be appointed Privates by the Regimental Commander upon recognition.

5. A centralized selection process will appoint cadets to the following competitive positions using criteria from this section (paragraph 1 above):
 - a. All commanders, executive officers, regimental and battalion principal/special staff officers and platoon leaders, command sergeants majors, first sergeants, and all NCOs.
6. The only authorized rank is that stated in the Regimental Unit Manning Report. See NUCC Standing Operating Procedure.
7. No cadet promotion or reassignment that has not been first documented an Administrative Action Form or a promotion order approved by the Adjutant is valid.

B. REASSIGNMENT AND/OR REDUCTION IN RANK. Competitive Rank in the Corps is a privilege, not a right.

1. The officers and NCOs of the Corps of Cadets are appointed with the recommendations of the Corps chain of command and by authority of the Commandant. Recommendations are based on maturity, judgment and leadership potential. When any officer or NCO fails to exhibit that he or she has these characteristics, he or she may be reduced in grade and/or reassigned to another duty position by the Assistant Commandant. A Cadet who performs his/her duties improperly or whose conduct is unbecoming a cadet, NCO or an officer may be awarded a disciplinary sanction and/ or relieved for cause. Reduction in rank may also result from inefficiency or failure to observe or enforce regulations.
2. Any cadet found guilty by an Administrative Discipline Hearing Board, Corps Review Board, or Honor Board may be reduced in grade and/ or reassigned to another duty position. The aforementioned action may be taken in addition to and regardless of any other disciplinary action recommended by a Board. A cadet holding competitive rank and subsequently placed on Academic Probation may be reassigned to a non-competitive duty position and reduced in grade to the base rank for that class.

SECTION XV Personal Relationships

A. GENERAL. At Norwich University, cadets of all ranks meet and associate with each other in many settings, both on and off campus. Respect for authority of the senior cadet is essential for the maintenance of good order and discipline in the Corps of Cadets. Historically, two types of relationships (fraternization and improper personal relationships) have often created detrimental effects in units. The Norwich University tradition of “Rookdom and Recognition” has often complicated the understanding of proper cadet relationships. This regulation serves to aid in that understanding.

B. *FRATERNIZATION*. Fraternization is defined as an improper relationship between cadets or between a University employee and a cadet. Dating and/or overly familiar relationships between cadets and University employees are unprofessional and improper, and are prohibited. Fraternization is punishable under these Regulations as *Disobedience of Orders*. Situations in which a relationship that complies with this policy then moves into a non-compliant state (i.e. former cadets in a relationship with a cadet or student who become employees of the university) will be authorized as long as the relationship does not show or be perceived to show any favoritism, misuse of position or authority, and any action contrary to good order and discipline. Should the relationship violate any of these stipulations or be perceived to violate any of these stipulations, it will then be considered improper and the relationship must be terminated immediately or one of the parties in the relationship must resign from the university, or other disciplinary action could be taken.

C. *PERSONAL RELATIONSHIPS*. Leaders care for their troops, and the emotional ties that naturally follow good leadership are important to the success of any unit. Positive, professional relationships between cadets of all classes are necessary to build the vertical bonds that tie leaders to those they lead. Cadets must appreciate that relationships between cadets of different rank or class that involve (or give the perception of) partiality, preferential treatment, or the improper uses of rank or position for personal gain, are prejudicial to good order, discipline and high unit morale.

D. *DEFINITION OF IMPROPER RELATIONSHIPS*. Improper cadet relationships are those inter-gender (male-female) or intra-gender (male-male, female-female) relationships that could result in actual or perceived favoritism, unfairness or partiality that are detrimental to good order and discipline within the company or the direct chain of command, or that result in demonstrated improper use of rank or position for personal gain.

1. The most common type of improper cadet relationship results from friendships that existed prior to the Rook entering Norwich University or from relationships formed as a result of membership on a University sports team or a club activity. These relationships are bound to happen and are unavoidable. However, such a previous or team relationship does not authorize a social or dating relationship between cadets. Furthermore, such a relationship does not eliminate the responsibility of both cadets to interact in such a way that the expression of friendship will not cause the perception of improper bias, favoritism or a lack of professionalism.

2. Relationships between cadets of different rank are prohibited if they meet any of the following criteria:
 - a. Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command;
 - b. Cause actual or perceived partiality or unfairness;
 - c. Involve, or appear to involved, the improper use of rank or position for personal gain;
 - d. Are, or perceived to be, exploitative or coercive in nature;
 - e. Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

E. *DATING AMONG THE UPPER CLASSES.* Dating among cadets of the upper classes is permissible. Dating will be conducted with the same high standards of discretion and good judgment expected of all cadets. Cadets should have the opportunities to enjoy informal social conduct with each other. Such interaction must preserve the separation between the classes. Cadets must avoid both personal relationships that interfere with proper exercise of their duties within the cadet chain of command or good order and discipline of the Corps. Specifically, a cadet must not date a member of his/ her chain of command. Should a personal relationship evolve within the chain of command, the cadets involved should seek resolution simultaneously through their chain of command and their Assistant Commandant. (See paragraph D.2.a-e above for specifically prohibited relationships)

F. *DATING BETWEEN UPPER CLASS CADETS AND FIRST YEAR CADETS.* Dating or any amorous relationship between an upper class cadet and a first year cadet is strictly prohibited throughout the entire academic year.

G. *DATING AMONG FIRST YEAR CADETS.* Dating among the freshman class is permitted, but must be conducted with the same high standards of discretion and good judgment expected of all cadets.

H. *SANCTIONS.* Cadets involved in an improper cadet relationship may be disciplined under these Regulations for *Disobedience of Orders*.

SECTION XVI Married Cadets

Married cadets admitted to the University, as undergraduate members of the Corps of Cadets, **WILL BE REQUIRED TO COMPLY WITH ALL REGULATIONS OF THE CORPS OF CADETS.** This requirement also extends to cadets who marry after their initial enrollment. Married cadets will attend all Corps formations and will perform all duties

required of their rank, duty assignment and class. Married cadets will maintain a room on campus and be on the dining plan. These requirements pertain to the eight semester residential requirement.

SECTION XVII Barracks

A. *GENERAL.* Cadet rooms will be maintained in accordance with procedures prescribed in the *NUCC Standard Operating Procedure* (SOP, Chapter 11). Items other than those listed in the SOP are not authorized in cadet rooms. Trunks, suitcases, and shipping boxes will be secured in Trunk Rooms. Commanders are responsible for the overall appearance of their company areas and the cleanliness of interior space and areas surrounding the barracks under their command.

B. *SINGLE ROOMS.* Single rooms for the chain of command will be assigned according to availability. This order of priority to receive a single room is:

1. Cadet Colonel
2. Cadet Lieutenant Colonels in command positions
3. Cadet Company Commanders

C. *ROOK BARRACKS.* Upperclassmen, except for assigned cadet leaders, are not authorized in rook barracks at any time during the academic year. This includes cadets involved in fundraising activities. Furthermore, guests, who are not assigned to a rook unit, are not permitted in cadet leader rooms which are located in rook barracks. Exceptions to this policy must be requested using a *NU Visitor Request Form*. Those found not in compliance with this regulation may be charged with *Disobedience to Orders*.

SECTION XVIII Health and Welfare Inspections

The Commandant, Assistant Commandants, and Cadet Commanders are responsible for the health, safety and welfare of the Corps of Cadets. The health and welfare inspection is an effective tool to use in meeting this responsibility. The Commandant may authorize health and welfare inspections to ensure the safety of facilities and the welfare of the cadets working and living in them. Contraband or other evidence seized as a result of a health and welfare inspection is admissible as evidence in a Class 1 Summary Session, Administrative Discipline Hearing Board, Honor Board or a Corps Review Board. Health and welfare inspections may include inspections of privately owned vehicles that are parked on University property. The Commandant of Cadets who has directed the inspection must provide clear guidance to the members of the chain of command conducting the inspection. With regard to barracks, each cadet must be subject to the same level of inspection. The University Official

directing the inspection must tell the inspectors where they may look, what they should look for, and what to do if illegal contraband is discovered. An inspection may include the following types of examination:

1. An examination by detection dogs.
2. An inspection to ensure the area is free of unlawful weapons or other contraband.
3. An inspection to determine and ensure that the Corps of Cadets is maintaining proper standards of sanitation and cleanliness.

See also Chapter 4 Section XI.

SECTION XIX M-14 and Other University Issued Rifles

A. *GENERAL.* Recruits and cadets will be issued a rifle for the purpose of mastering such skills as: knowledge of basic nomenclature and operating functions; assembly and disassembly; care and maintenance; the manual of arms; close-order drill under arms; and maintaining accountability and security for assigned property. Any cadet who witnesses an act of neglect, carelessness or recklessness with a rifle will report the incident immediately to his/her chain of command. Every cadet will be assigned a rifle except those assigned either a saber or sword. Cadets who refuse to accept a rifle issue are subject to separation from the Corps.

B. CADET RESPONSIBILITIES.

1. A Cadet will have positive control of his/her weapon(s) at all times.
2. Rooms will be secured when not occupied. This includes locking windows on ground floors and below.
3. Rooms that will be unoccupied for the weekend will have curtains closed and doors and window locked. Rifles will be positioned in the weapon rack.
4. Rifles will remain in the room at all times except for approved training and other scheduled Corps events.
5. Rifles will not be handled by civilian students, guests nor taken into a civilian residence hall.
6. Each Cadet is responsible for checking the condition of his or her assigned rifle at the time of issue. Any rifle not returned to the armorer at the time of issue is considered to be in good condition.
7. Breakdown of the rifle (disassembly/ assembly) is limited to those areas identified by the Company Armorer in training. A Cadet will not disassemble any weapon until receiving appropriate instruction from the Company Armorer.

8. A Cadet will never point their rifle at another person, or through windows or doors.
9. A Cadet will notify his or her chain of command immediately upon discovering that a rifle is missing.
10. A Cadet who will be away from the university for a period of more than 72 hours will turn-in his or her weapon to the Company Armorer.
11. A Cadet is financially responsible for damage to any University issued rifle.
12. Lost rifle procedures will be followed in accordance with NUCC SOP Chapter 14, Paragraph 14-13.

C. *MANDATORY ISSUE AND TURN-IN*

1. All cadets will receive, issue and turn in their weapon as directed.
2. The Regimental S3, after coordination with the S4, will publish specific issue/turn-in date/times in the Regimental Training schedule and/or in the Bulletin.

SECTION XX Student Employment

A. *WORK-STUDY.* A Cadet on work-study is not excused from regular or special formations (including work or marching tours and/or disciplinary formations) or performance of scheduled duties or training. No Cadet will engage in any work study activity that would prevent his or her participation in classes or any Corps event, such as the Reveille, Corps or ROTC PT, Tuesday Afternoon Training/ Inspection (TAT/TAI), Mil Lab, Friday afternoon Parade (FAP), Saturday Morning Training/Inspection (SMT/SMI), Commander's Time/ Commandant's Time, Abare Farm Picnic, Rook Dining Out, other scheduled training, etc. Individual cadets are responsible for informing the agency for which they work about the requirements above so that the agency can plan their schedule accordingly. University organizations that desire an exception must submit justification in writing to the Commandant.

B. *OFF CAMPUS EMPLOYMENT.* It is recognized that for financial reasons a cadet may need to engage in off campus employment during the academic year. While the needs of such a cadet are recognized and supported, off campus employment must not interfere with that cadet's responsibility to the Corps. Employment will not take precedence over any Corps activity, scheduled training, parade, parade practice or any other mandatory formations. It is each Cadet's responsibility to inform his or her employer Corps activities or events. A Rook/First Year Cadet is not authorized off-campus employment. A petition for an exception may be made to the Commandant of Cadets. Cadets who become

employees off-campus must inform their Assistant Commandant as well as their chain of command.

SECTION XXI Transfer

A. *ROOK/FIRST YEAR CADET TRANSFER.* A request by a Rook/Cadet for a transfer from the military lifestyle to the civilian lifestyle during the first year is a significant decision that must be weighed carefully. Due to extremely limited housing flexibility, transfers will be limited. Norwich has established a cross-functional committee which will provide evaluation, assistance and counseling to Rooks/Cadets contemplating a transfer of lifestyle.

1. No Rook/Cadet will be transferred to a civilian lifestyle with outstanding disciplinary sanctions.
2. The decision to transfer will include a discussion with the parents of all Rooks who rely on their parents for at least partial educational financial support and who have been identified in the student's FERPA release.
3. In approving all transfers, the cross functional team will assure that all elements are in place to maximize successful transfer of the rook from cadet to civilian lifestyle.
4. The Rook/Cadet will be required to pay for the uniform costs of all issued uniforms.
5. The Rook must complete the required transfer paperwork with the Adjutant/Housing Officer.
6. There may be financial aid implications to transfer.
7. A Rook who transfers to civilian status prior to the end of the first semester must reapply to rejoin the Corps. If readmitted to the Corps of Cadets, that individual will be required to repeat the entire Rook year. To be eligible to hold second year Cadet rank and receive second year cadet privileges, a Cadet must complete all rook training.

B. *TRANSFER POLICY FOR A RECOGNIZED FRESHMAN CADET OR AN UPPER CLASS CADET.* A recognized freshman Cadet or an upper class cadet that transfers to civilian status is permanently dis-enrolled from the Corps of Cadets. A Cadet requesting a transfer to civilian status must first complete any outstanding disciplinary action while still a member of the Corps. Transfers will then be initiated as described in the Rook Transfer Policy.

SECTION XXII The Norwich Cadet Ring Policy

A. *GENERAL.* It is a privilege and an honor to wear the Norwich cadet ring. Only candidates for graduation will be allowed to wear it and them only from the Junior Weekend through the senior year. Receiving the

Norwich cadet ring is not an entitlement based on time in the Corps, but must be earned and will be presented to cadets who meet the criteria described herein.

B. *THE JUNIOR RING COMMITTEE.* Each year, in the spring semester, the current class of second year cadets will elect from their ranks a committee that will preserve the integrity and traditions of the Norwich Ring. A member of the University Staff will be appointed as an advisor to the Ring Committee. The committee falls under the command and control of the Regimental Commander and the Commandant of Cadets.

C. *RESPONSIBILITIES OF THE COMMITTEE.*

1. Serving as governing body for issues concerning the Norwich Cadet Ring.
2. Determining a suitable design for the class side of the ring.
3. Planning, organizing, and operation of the Junior Ring Ceremony.
4. Reporting all matters concerning the ring to their advisor.
5. Provide representation and support to Junior Weekend Planning Committee.
6. Other duties as prescribed.

D. *COMMITTEE COMPOSITION AND ELECTION.*

1. Members of the Junior Ring Committee:
 - a. Must be honorable without a record of having been found guilty of any violation of the Honor Code.
 - b. Must be willing to be active and contributing members of the committee.
 - c. Must have a minimum cumulative grade point average of 2.50. A committee member whose cumulative GPA falls below a 2.50 or who has a semester GPA of less than 2.0 will be removed.
 - d. Must have no more than one Class I violation during their time as a cadet.
2. Any member not meeting the membership criteria as outlined above will be removed from the committee and forfeit any benefits.
3. The Class Ring Committee will consist of no more than ten but no less than eight members of their class. The Committee will select a chair and vice-chair from among the members.
4. The Junior Ring Committee will govern election procedures for the rising Junior Ring Committee. The process for election will begin during the fall semester of each year. Members of the sophomore class will be afforded an opportunity to register their name on the ballot. Criteria for a name to appear on the ballot are outlined above. A class election will be scheduled and each

member of the sophomore class will have the opportunity to cast one ballot. At least eight but not more than ten will be selected. The Committee will select a chair and vice chair from among the members.

5. The Junior Ring Committee will govern election procedures for the rising Junior Ring Committee. The process for election will begin during the fall semester of each year.
6. Members of the Sophomore Ring Committee will assist with the preparation for, and during, the Junior Ring ceremony and perform other duties as prescribed.
7. The Senior Ring Committee will serve as mentors and advisors to the Junior Ring Committee, review any ring policy changes, assist during the Junior Ring Ceremony and perform other duties as prescribed.
8. Senior Ring Committee will submit recommended policy changes through their ring Committee Advisor, who will endorse them to the Commandant for approval.

E. *ATTENDANCE AT THE RING CEREMONY.*

1. The Ring Ceremony is a once in a lifetime experience for cadets receiving the Norwich Cadet Ring. The occasion is very special and the highest standards of conduct and appearance will be expected of all in attendance.
2. The Junior Ring Committee will determine the invitation list to their Junior Ring Ceremony with guidance and approval from the Ring Committee Advisor. Attendance at the Ring Ceremony is by invitation only. Any guest arriving at the ceremony whose name is not included on the official invitation list will be asked to leave.
3. Members of the Junior Class under Class I disciplinary action resulting in Campus Confinement or Close Military Confinement status must be cleared of confinement to attend the ceremony by the Commandant.
4. Members of the Junior Class not eligible to receive the Norwich Cadet Ring will be invited to attend the ceremony to share in the experience with their class. The class member has the option to accept or decline the invitation.

F. *PURCHASING OF THE NORWICH CADET RING.* The Norwich Cadet Ring is only to be worn by graduates from the Norwich University Corps of Cadets. Each eligible cadet is limited to purchasing no more than one gold ring and /or no more than one other than gold ring i.e. a field ring, to be worn by the class member only. Additional ring related jewelry or items offered by the ring company may be purchased for family members and friends.

G. *ELIGIBILITY TO RECEIVE AND WEAR THE CADET RING.* It is the responsibility of the cadet to demonstrate that he/she has met the criteria to receive the Norwich Cadet Ring:

1. Be an enrolled student residing on campus as a member of the Corps of Cadets.
2. Have completed five semesters in good standing in the Corps of Cadets.
3. Be currently enrolled in the 6th semester of ROTC.
4. Be in academic good standing, i.e. not on academic probation and have successfully completed a minimum of 72 earned credits at Norwich University to including transfer credits.
5. Have successfully completed the most recent Norwich University Physical Fitness Test (NUPFT) or an approved alternate physical fitness test within 120 days of receiving their ring.
6. For the Class of 2013 and beyond, have been found guilty of no more than three (3) Class I offenses and not be on Disciplinary Probation.
7. Have been designated a third year cadet by the Commandant.
8. Payment for ring in full to the contracted ring company.

H. *OVERSEAS STUDY.* Cadets who study overseas during the academic year represent Norwich University and the Corps of Cadets and will be granted an exception for one semester of five required in the Corps of Cadets.

I. *MILITARY DEPLOYMENT.* Cadets enlisted in the U.S. Guard or Reserves who are involuntary called to active duty during the academic year are serving our country as citizen soldiers and will be granted an exception for only one semester of five required in the Corps of Cadets to receive their ring. Note: If a cadet upon his/her return to Norwich can demonstrate with credits earned, required physical fitness test, that he/she is on track to graduate with his/her class, then a request may be made to the Class Ring Committee to receive his/her ring at the Junior Ring Ceremony.

J. *MEETING ELIGIBILITY LATE.* If after the spring semester of the junior year the cadet achieves the requirements for the ring, the cadet will receive his or her ring upon return for the fall semester at a public or private ceremony.

Cadets in their fourth year may purchase a ring at any time, provided they have met the applicable criteria stated herein.

K. *RINGS NOT ISSUED.* Rings purchased by a cadet that have not been issued for failure to meet the criteria will be secured by the University until 1 June following their spring semester of their senior year. After

June 1st, the rings will be returned to the contracted ring company. A request must be made in writing by the cadet to the contracted ring company for the University to continue to secure the ring beyond June 1 and criteria to receive the ring is met.

L. *GRADUATES.* Graduates of the Norwich University Corps of Cadets who receive the Military College of Vermont diploma are entitled to purchase a ring appropriate to their class at any time.

M. *ADMINISTRATIVE PROCEDURES.*

1. Appeal Process: In a case where circumstances preclude a Cadet from meeting the eligibility criteria, that Cadet should submit his or her case in writing (typed) to the Junior Ring Committee for review and action prior to spring break. If the petition is denied the cadet may appeal in writing to the Commandant. Once the appeal has been acted on, it is considered final.
2. Repeals: A Cadet in possession of a Norwich Ring who becomes a civilian student, transfers to another college, withdraws from Norwich, is separated for academic failure, or dismissed from the Corps of Cadets and/or the University prior to graduation for any reason shall have the privilege to wear the ring revoked. This includes personal conduct related to NU Student Regulations the Honor Code as well as the Academic Dismissal. The ring will be turned over to a member of the Class Ring Committee. The money (less and collection fee required by the ring committee) will be reimbursed to the student.

N. *STATEMENT OF UNDERSTANDING.* It is a privilege and an honor to wear the Norwich Cadet Ring. Only candidates for graduation will be allowed to wear it, and then only from the Junior Weekend on through the senior year. Receiving the Norwich cadet ring is not an entitlement based on time in the Corps, but must be earned and will be presented to cadets who meet the criteria as prescribed in the Norwich Cadet Ring Policy.

Prior to receiving the Norwich Cadet Ring, cadets must sign the following statement of understanding:

I, Cadet _____, understand to receive my Norwich ring I must:

1. Be an enrolled student residing on campus as a member of the Corps of Cadets.
2. Have completed five semesters in good standing in the Corps of Cadets.
3. Be currently enrolled in the 6th semester of ROTC.
4. Be in good academic standing i.e. not on Disciplinary Probation and have successfully completed a minimum of 72 earned credits at Norwich University to including transfer credits.
5. Have successfully completed the most recent Norwich University Physical Fitness Test (NUPFT) or an approved alternate physical fitness within 120 days of receiving his/her ring.
6. For the Class of 2013 and beyond, I have been found guilty of no more than three (3) Class I offenses and not on Disciplinary Probation.
7. Have been designated a third year cadet by the Commandant
8. Make payment for the ring in full to the contracted ring company.

I further understand that:

1. A cadet who meets the five semester requirement and/or earns a minimum of 72* credit hours at the close of the spring semester of their third year at Norwich, must return as an enrolled student and cadet the following semester and pass an NUPFT test within a 120 days, to receive their Norwich ring.
2. That I must return my Norwich Ring (s) should I withdraw or be dismissed from Norwich University or the Corps of Cadets prior to graduation for any reason.
3. If I surrender my ring I will be reimbursed for money paid less any collection fee required by the ring company.
4. I will not participate in unauthorized "ring tapping" ceremonies.

Cadet Signature

Date

Chapter 9 Corps of Cadets Disciplinary System

SECTION I Purpose

The purpose of the cadet disciplinary system is to maintain good order and discipline among the Corps of Cadets and to develop a learning community that respects each member of that community and of the larger NU community. The system is designed to develop self-discipline as a daily way of life, and to teach cadets to accept full responsibility for all that they do or fail to do. It is intended to teach cadets to place a high sense of duty above self-interest and to be instructional, non-judicial and corrective in nature. Cadet authority within the disciplinary system supports the concept of Cadet leadership development.

If a student's actions or behaviors become questionable, the matter will be referred to the disciplinary system for resolution. The Corps of Cadets Chain of Command is responsible for upholding University regulations and policies and must report infractions as soon as possible after the event. The Cadet leadership is responsible for recommending disciplinary action to the Commandant and his/her staff for administering appropriate disciplinary measures in accordance with due process.

SECTION II Cadet Actions and Commanding Officer's Responsibility

A *GENERAL*. Each cadet must read the *Norwich University Student Rules and Regulations* and is subject to all regulations therein, as well as in the *Cadet Handbook* and the NUCC SOP. The Commandant, Assistant Commandants, Director of Operations and Training and Cadet commanders have the responsibility and authority to administer disciplinary actions for cadets under their command. All leaders are encouraged to recognize those individuals who consistently meet and surpass standards of appearance and conduct with positive recognition. It is also necessary to assess disciplinary action against those cadets who fail to meet the standards and/or fail to adhere to the rules and regulations or any University policy. Commanders, in accordance with their level of authority, have the following administrative actions at their disposal:

1. Commendatory Actions
 - a. Favorable counseling statement
 - b. Satisfactory Leader Development Evaluation Form NUCC 9-1.
 - c. Letter of Commendation or Recommendation
 - d. Awards for achievement, performance and service.

- e. Selection to represent Norwich University and the Corps of Cadets at various events.
- f. Recommending candidates for Rook/Cadet NCO of the Month Board.
2. Corrective Measures
 - a. Verbal counseling
 - b. Written counseling
 - c. Less than satisfactory Leader Development Evaluation Form NUCC 9-1.
 - d. Rehabilitative reassignment (Must be approved by the Assistant Commandant)
3. Disciplinary Action Form (DAF)
4. Class I Offense:
 - a. Marching Disciplinary Tours/Work Disciplinary Tours.
 - b. Campus Confinement
 - c. Close Military Confinement
 - d. Reduction in rank
5. Referral to a Corps Review Board (which may recommend that a cadet be removed from the Corps of Cadets).
6. Referral to an Administrative Discipline Hearing Board which may recommend sanctions upon a finding of guilty:
 - a. A letter of reprimand
 - b. Tours, Campus Confinement, Close Military Confinement and/or Reduction in Rank.
 - c. Disciplinary Probation
 - d. Suspension
 - e. Dismissal

SECTION III Ordinary Disciplinary Actions

Ordinary disciplinary action includes; verbal counseling, written counseling, and punishment imposed by the Disciplinary Action Form (DAF) which may be administered by the Cadet's Company Commander, Battalion Commander, and Regimental Commander for the following offenses (Including but not limited to):

- Absent - Command Reveille formations
- Absent - Physical Training
- Absent - Command Retreat
- Failure to Secure Barracks Room Door
- Hands in Pocket
- Improper Haircut/Sideburns
- Improper Shave
- Improper Wear of Uniform
- Not Prepared for Personal Inspection
- Not in Possession of Prescribed Uniform or Equipment
- Out of Uniform
- Unauthorized Uniform Decoration

Not Prepared for Room Inspection
Personal Items in Common Areas
Room Not to Standards
Tampering with Bulletin Board
Tampering with Door Material
Throwing Articles out of a Window
Unauthorized Door Material
Violation of Call to Quarters
Violation of Privilege-Class
Failure to Render Proper Military Courtesy
Playing Sports or Games in Unauthorized areas
Smoking outside in unauthorized area/on the Upper Parade Ground
Throwing Snowballs on Campus
Late to Formation or Duty

Note: This does not prevent any leader from making an on the spot correction regardless of position or class.

SECTION IV Major Disciplinary Actions

A. *GENERAL.* Cadets may be suspended or dismissed from Norwich University as provided for by these Regulations. The Commandant has final approval /disapproval authority for all discharges, suspensions or dismissals. All boards or hearings listed in this section are held in closed session.

B. *CLASS I OFFENSES.* Cadets found guilty of committing Class I offenses may be assessed disciplinary action by Commanding Officer's disciplinary action, a Corps Review Board or an Administrative Discipline Hearing Board depending on the severity of the offense. Class I offenses and sanctions for specific offenses are listed in Chapter 9, Section XVIII. Class I offenses are defined as those violations of the University Rules and Regulations which, by the nature of severity of the offense, warrant a review or and possible disciplinary action assessment beyond the constraints of non-punitive action. In addition, any violation of University rules and regulations that is or is perceived to be in violation of Vermont State law may be referred to civil authorities.

C. *TOLERATION OF VIOLATIONS.* A cadet who has direct personal (first hand) knowledge of an unresolved violation of Norwich University Student Rules and Regulations and fails to report the violation to the appropriate authorities as soon as is practical, is presumed to be in toleration of that violation. In addition, anytime a cadet is in the proximity or presence of another cadet or other individuals who by their actions or circumstances are in direct violation of Norwich University Student Rules and Regulations, it is presumed that the cadet has knowledge of such actions or circumstances and is, therefore, tolerating

those violations. Proximity/presence is prima facie evidence of toleration.

D. CORPS REVIEW BOARD.

1. **General.** The Corps Review Board allows appointed leaders the opportunity to fairly and consistently fulfill their obligation to maintain high standards of military discipline, good order, and morale throughout the ranks of its members. A cadet may be separated from the Norwich University Corps of Cadets (NUCC) when it is determined that he/she is unqualified for further membership because of habitual unsatisfactory performance. The Corps Review Board will hear cases in which a cadet is being considered for administrative separation from the Corps of Cadets for repeatedly failing to perform to expected standards. It is the duty of the Corps Review Board to ascertain and consider the evidence, thoroughly and impartially, and to make findings and recommendations that are warranted by the facts.

2. **Convening Criteria.** Any commander may recommend through the chain of command a cadet face a Corps Review Board when one or more of the following criteria exists:
 - a. In the commander's judgment, the cadet will not respond or develop sufficiently to participate satisfactorily in further training and development as a member of the Corps of Cadets.
 - b. The cadet's performance and conduct will likely be a disruptive influence to the chain of command accomplishing the unit's mission and the cadet's retention will have an adverse impact on military discipline, good order, and morale.
 - c. The cadet has been found guilty of any combination of three or more Class I violations, Honor violations, and/or Non-Discrimination/Sexual Assault Policy violations.
 - d. The cadet does not show an interest in meeting the Military College of Vermont (MCV) diploma requirements i.e. Participation in the NUCC or ROTC physical training program, current successful completion of the NUPFT, successful completion of required ROTC courses etc.
 - e. After being considered for a Corps Review Board the cadet is found guilty of a subsequent Class I violation.

3. **Procedures.**

- a. Appointing Authority. Corps Review Boards may only be appointed by the Regimental Commander. The Corps Review Board appointment will be in the form of a written memorandum of appointment and signed by the Commandant of Cadets. The appointment should specify clearly the purpose of the board and the nature of the findings (Retention or Dismissal from the Corps of Cadets). The appointing authority will inform the respondent by written memorandum that they will face a board of their peers to show cause as to why they should remain in the Corps of Cadets and the date, time and location of the Corps Review Board. The appointing authority will publish orders appointing the President and members of the board.
- b. Composition. The Corps Review Board will be composed of three, five or seven voting members. A Battalion Commander will be the board president and senior voting member. The appointing authority for the board will draw from leaders in the NUCC such as: Company Commanders, Regimental Staff Officers, Command Sergeants Major, and Company First Sergeants. The cadets appointed to a Corps Review Board will be of superior rank and not be in the direct chain of command of the respondent. Due process will always be followed and one cadet observer from the class of the respondent may be present, unless the respondent specifically waives this right. An Assistant Commandant will serve as observer/advisor throughout the proceedings. The Assistant Commandant will not be a voting member of the board but will represent the Commandant to ensure the integrity of administrative procedures and due process.
- c. Results. Board members should make their recommendation according to their understanding of the rules, regulations, policies and customs of the Norwich University Corps of Cadets, guided by their concept of fairness both to the Corps of Cadets and to the respondent. Deliberations will be in closed session with only the Assistant Commandant and voting members present. The board President will report the findings to the Regimental Commander by written memorandum. Findings should be stated to reflect clearly the relevant facts established by the evidence and the conclusions thereon of the Corps Review Board. The findings and recommendations of the Corps Review Board are subject to approval by the Regimental Commander. The

appointing authority is neither bound nor limited by the findings or recommending of the board. The Regimental Commander will inform the Respondent by written memorandum whether he/she will be retained or dismissed from the Corps of Cadets and provide the Cadet with a written appeal notification.

- d. Appeals. The appellate authority for all Corps Review Boards is the Commandant of Cadets. The Cadet has forty-eight (48) hours (two duty days) to submit an appeal. An appeal must be typed, double spaced and hand delivered. Corps Review Board appeals must explain why the Cadet repeatedly failed to perform to expected standards and specify clearly why the cadet should remain a member of the Corps of Cadets. All decisions rendered by the appellate are final. Cadets dismissed from the Corps of Cadets because of Corps Review Board action will have forty-eight hours (two duty days) to out process from the Corps of Cadets and in-process as a civilian student. The Dean of Students, based upon the specifics of the case, will determine whether the student will be offered status as a civilian resident or a commuter student.

E. CLASS 1 SUMMARY SESSION. Assistant Commandants and all Corps of Cadets commanders will exercise their non-judicial punishment authority by conducting a Class 1 Summary Session to adjudicate cases that involve violations of the rules and regulations that are not deemed to have the level of severity for which the potential sanction includes suspension or dismissal from the University. The Class 1 Summary Session will include the Assistant Commandant or Cadet Commander and the respondent. It is strongly encouraged to have members of the respondent's chain of command to provide information on the Cadet's record and provide recommendations as requested. A staff witness is recommended if members of the chain of command are not available. The Assistant Commandant or Cadet Commander will administer the Class 1 Summary Session using the procedures outlined in NUCC SOP Chapter 12 and this document. The non-judicial punishment authority will ensure the respondent is provided a fair and impartial hearing in which due process is provided as described below. It is very important to note the difference between the conduct of a Class 1 Summary Session and the conduct of an Administrative Discipline Hearing Board (Full Hearing Board or Summary Session), Corps Review Board, or Corps Honor Board. Assistant Commandants and Cadet Commander's exercising their level of authority may have significant involvement in unit investigations and subsequently fulfill their command responsibilities to adjudicate Class 1 Summary Sessions within their unit.

F. ADMINISTRATIVE DISCIPLINE HEARING BOARD. An Administrative Discipline Hearing Board may be convened to hear Class 1 offenses that require members of the faculty, staff or civil authorities as witnesses or which could result in suspension or dismissal from the University. It will also hear such other cases as deemed appropriate by the Commandant. An Administrative Discipline Hearing Board is formed by one of two panels, a Full Hearing Board or a Summary Session.

Cadets who are charged with a violation of the rules and regulations will be given the opportunity to enter a plea to the charges. If a cadet enters a plea of "guilty" the cadet will be scheduled for a Summary Session Hearing with the Commandant who will determine the appropriate sanction.

If a cadet enters a plea of "not guilty" to an offense for which the potential sanction includes suspension or dismissal, (e.g. a second violation of the alcohol policy), the case will be referred to a Full Hearing Board. The board will hear evidence, determine guilt or innocence and make a recommendation for sanctions to the Commandant.

1. **Full Hearing Board.** A Full Hearing Board is comprised of individuals appointed by the Commandant from the staff, faculty and the Corps of Cadets and consists of three, five or seven members only. The Commandant will appoint a President of the Board, who will not be a voting member but will preside to ensure due process is followed. Two observers from the class of the respondent will be present, unless the respondent specifically waives this right. At no time will a Cadet appear before a Hearing Board on which there are members subordinate in cadet rank to the respondent. Regardless of the composition of the Board, due process will be followed.
2. **Summary Session.** A summary session consists of the Commandant and a staff witness. The Commandant will review the facts presented, listen to the individual statements and decide if disciplinary sanctions should be assessed.

SECTION V Disciplinary System Procedures

- A. **GENERAL.** The Commandant, Assistant Commandants, Director of Operations and Training and cadet commanders have the responsibility and authority to administer disciplinary actions for cadets under their command. The chain of command is responsible for upholding University regulations and policies and must report infractions to their assigned supervisor as soon as possible after an incident occurs. Suspected violations of regulations should be reported by members of the Commandant's

staff, cadet leaders, other students or members of the community. Reports of potential violations and/or information relating to the incident should be recorded on a sworn statement form, incident statement form, Regimental Duty Office (RDO) Incident Report/Statement Form, NU Security incident report, or other forms of memorandum with the date/time written and an identifying signature affixed. Reports should be forwarded to the appropriate non-judicial punishment authority or cadet leader in the chain of command. The cadet chain of command has the responsibility to inform the Office of the Commandant of Cadets as soon as possible (within 24 hours) after they are aware of the incident.

B. *COMMANDER RESPONSIBILITIES AND ACTIONS.* This series of steps provides a general outline of those actions taken by appropriate non-judicial punishment authority. All of these steps should be applied with a full understanding and application of due process as described in Section VI, below.

1. Conduct an investigation to determine if there is evidence to supports a Charge(s). Inform the accused of his/her due process rights as they relate to the investigation using the Due Process Checklist (NU Form 12.2).
2. Evaluate all the evidence to determine if reasonable grounds exist to believe the accused committed the offense(s) alleged.
3. Complete a Disciplinary Charge Sheet (NU Form 12.3) at the appropriate level of authority based on the severity of the alleged violation(s).
4. Summon the cadet and begin the charging action by informing the cadet of their due process rights using the Due Process Checklist (NU Form 12.2) (use the same form if the cadet was previously informed of these rights during the investigation and repeat the notification).
5. Inform the cadet of the alleged violations as indicated in the specific Class 1 charge(s) and read verbatim paragraph 3 of the Disciplinary Charge Sheet (NU Form 12.3). Provide the respondent with a brief summary of the information upon which the allegations are based.
6. Allow the respondent to plead to the charge(s).
7. Inform the respondent if you intend to adjudicate the case or intend to refer the case to a higher administrative discipline authority. This decision is based on the discretion of the charging authority and the severity of the alleged violations

- as specified in the index of delinquencies (Chapter 9, Section XIX).
8. Provide the respondent with a copy of the Disciplinary Charge Sheet (NU Form 12.3) and copies of all applicable statements/evidence. Provide a 48 hour period (2 duty days) prior to conducting the adjudication of the case, unless waived by the respondent.
 9. Adjudicate the case using a Class 1 Summary Session or Administrative Discipline Hearing Board (full hearing board or summary session) as appropriate. Consider all relevant matters presented.
 10. Render a decision: as a result of a Class 1 Summary Session or Administrative Discipline Hearing Board – Summary Session. Complete the Disciplinary Case Disposition Form (NU Form 12.4). Provide the result to the respondent.
 - a) Conclude that the student did not commit the offence(s) alleged if there are not sufficient grounds for a finding of guilty. Inform the student and terminate the proceeding.
 - b) Conclude that the cadet committed one or more of the offences alleged.
 - 1) Inform the cadet of the conclusion and the punishment imposed recorded on the Disciplinary Case Disposition Form (NU Form 12.4).
 - 2) Inform the cadet of their right to appeal and annotate the Disciplinary Case Disposition Form (NU Form 12.4). Provide the cadet a copy of the form.
 - 3) Provide the cadet with formal letter detailing sanctions, provisions for appeal, and conditions for return as appropriate (Administrative Discipline Hearing Board – Summary Session).
 11. Render a decision: as a result of an Administrative Discipline Hearing Board – Full Hearing Board.
 - a) Conclude that the student did not commit the offence(s) alleged if there are not sufficient grounds for a finding of guilty. Inform the student and terminate the proceeding.
 - b) Conclude that the cadet committed one or more of the offences alleged.
 - 1) Inform the cadet of conclusion and consider matters of extenuation and mitigation.
 - 2) Hearing Board will inform the cadet of the sanction recommendation to be forwarded to the convening authority.

- 3) Convening authority consider findings and recommendations from the board.
 - 4) Convening authority will provide the cadet with formal letter detailing sanctions, provisions for appeal, and conditions for return as appropriate.
12. Forward all case materials to the appropriate authorities.
 13. Appellate authority will consider the appeal and provide a formal letter to the respondent regarding his/her final decision.

D. *SPECIAL CASES*. Violations of the Rules and Regulations that occur during the last four weeks of scheduled classes during a semester, during the final exam period or during the summer that require an investigation and warrant a charge of Class 1 offense may be adjudicated by a Administrative Discipline Hearing Board (Summary Session) after the end of the academic semester.

A cadet who is a candidate for graduation who commits and is found guilty of a Class 1 offense, with a penalty assessment of between 4 and 1, or an honor violation during the last four weeks of scheduled classes until commencement will not receive a Military College Vermont diploma, graduate in uniform or walk at Commencement. A request for waiver must be submitted in writing and in person to the Vice President for Enrollment Management and Student Affairs for a timely review. Cadets with pending honor or disciplinary charges at commencement will have their degree conferral withheld and their Military College of Vermont Diploma withheld until the case is resolved. If found guilty, the cadet will not receive a Military College of Vermont diploma.

SECTION VI **Due Process**

A. *DISCLAIMER—PRIVATE INSTITUTION*. While Norwich University as a private institution is under no legal obligation to provide students with procedural due process which includes, but is not limited to, legal representation; a public hearing; confrontation and cross-examination of witnesses; warnings about privileges and self-incrimination; application of principles of former or double jeopardy; compulsory production of witnesses; or any of the remaining features of state or federal criminal jurisprudence, the fundamental concept of fairness requires the provision of several of these tenets in our university due process. See Section B, below. In a particular case, the Commandant has the authority to add additional due process to the above if he or she believes that it is central to fairness.

NOTE: The due process provided below is identical to those provided civilian students enrolled at the University. The civilian student due process is contained in Chapter 7, Civilian Students Discipline System, of this regulation.

B. *CORPS OF CADETS DUE PROCESS.* Due process is the term applied to the procedures that must be followed to bring a violator of administrative regulations or civil law to justice. While all infractions and the ensuing corrective measures of the Regulations of the University are purely administrative in nature (rather than judicial), due process will nevertheless be followed in all cases involving board action at Norwich. The steps in due process are as follows, and do not necessarily have to be followed in sequential order:

1. Conducting an impartial expeditious investigation to determine if the evidence supports the imposition of charge(s). A person who investigates an alleged violation may not subsequently function as a member of the board, reviewer, approver or appellate authority for that incident.
2. Notifying the accused of the potential charge(s) against him or her as soon as possible. He or she must be told at this time of his or her right to remain silent on matters that may be self incriminating, that anything he or she says may be held against him or her, and that silence on these matters will not be taken as an indication of guilt.
3. Informing the respondent (charging session) if the investigation indicates that an infraction has occurred, and providing him or her with all the evidence that the investigation has disclosed. Informing the respondent that he or she may choose any cadet he or she desires to advise him or her in the presentation to a Class 1 Summary Session, Corps Review Board or Honor Board. Only in the case of an Administrative Discipline Hearing Board (Full Hearing Board or Summary Session), may he or she request the assistance of a member of the staff or faculty who does not possess legal qualifications. For all boards, either the accused or their representative will be the sole communicator to the board and will be permitted to make presentations, present witnesses, and cross examine witnesses. Failure by the advising cadet or advising member of the staff or faculty to comply with these instructions will result in their dismissal from the proceedings. Recording devices other than that used by the appointed Recorder are not permitted.
4. Providing the respondent with a minimum of forty-eight hours (two duty days) to prepare his or her presentation.
5. During the hearing, providing the respondent the right to be present at all open segments of the hearing.
6. Allowing the accused to challenge any member of the Board for cause. The President of a Hearing Board may not be challenged.
7. Providing the respondent with the right to present any material witnesses on his or her behalf, as to the facts in the case. And

- after the findings of the Board have been announced, allowing the respondent to introduce any mitigation or extenuation he or she feels relevant to the case, to include character witness statements. Allowing the respondent to have at a maximum one faculty member, one staff member, and three members of the corps attend the hearing and speak on his or her behalf.
8. Informing the respondent of his or her right to appeal should a finding of guilty be adjudged or if the student feels the sanction assessed is not in keeping with the NUSRR.
 9. If a cadet fails to report for a scheduled hearing board the case will be heard with the cadet "in absentia" based on the evidence and witnesses provided.

NOTE: All Administrative Discipline Hearing Boards (Full Hearing Boards) will be conducted in accordance with NUSRR Supplemental Instructions for Administrative Discipline Hearing Board Procedures. These are procedures for internal use and will be maintained and reviewed and updated annually by the Director of Judicial Affairs and Ethics to ensure best practices.

SECTION VII Standard of Proof

A. *GENERAL.* The standard of proof for all administrative disciplinary actions conducted at Norwich University to include Class 1 Summary Sessions, Administrative Discipline Hearing Board (Full Hearing Board and Summary Session) and Honor Boards will be decided based on a *preponderance of the evidence*.

B. *PREPONDERANCE OF THE EVIDENCE.* Adjudicating officials, administrative discipline hearing boards and honor boards must decide whether a case against the accused has been made under the Norwich University Student Rules and Regulations by a fair balance of the evidence, or as it is usually called-- by a *preponderance of the evidence*. To understand the term--*preponderance of the evidence*--it is best if you conceive that you are weighing the evidence of the respective parties as in a balance. On one side you are weighing the case against the accused; on the other side you are weighing the evidence on behalf of the accused. If the evidence against the accused makes the down weight, your decision should be against the accused. However, if the accused's evidence makes the down weight or if the scales hang even in your mind, then your decision should be for the accused. The *preponderance of the evidence* does not consist merely in having the greater number of witnesses. For it has been truly said that witnesses are to be weighed and not counted. Thus, one clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with murky testimony. In the last analysis, it is a question of credibility, and each individual

adjudicating official or board member is the sole judge of that credibility. Another way to state *preponderance of the evidence* in a percentage form is that a *preponderance of the evidence* is over 50%, that by a *preponderance of the evidence*, over 50%, it is more probable than not that the infraction or offense occurred as alleged.

SECTION VIII Appeal

A. *GENERAL.* The Commandant of Cadets or Vice President for Enrollment Management and Student Affairs (VPEMSA) has the authority to suspend or dismiss cadets from Norwich University. In addition, the Commandant has the authority to uphold, rescind or amend, including increasing or decreasing a punishment, a decision or punishment recommended by any Administrative Discipline Full Hearing Board, Corps Review Board, Class 1 Summary Session or Honor Board. The Commandant of Cadets has the authority on appeal to uphold, decrease, rescind or amend any decision. Cadets who wish to appeal a decision of suspension or dismissal by the Commandant must submit their appeal to the Vice President for Enrollment Management and Student Affairs. The VPEMSA, like the Commandant, has the authority on appeal to uphold decrease, rescind or amend any decision.

B. *APPELLATE AUTHORITY FOR CLASS I OFFENSES.*

| | |
|-------------------------------|---|
| <u>Administering Official</u> | <u>Appellate Authority</u> |
| Company Commander | Battalion Commander |
| Battalion Commander | Regimental Commander |
| Regimental Commander | Commandant |
| Assistant Commandant | Commandant |
| Commandant | VPEMSA (for sanctions involving suspension or dismissal only) |

NOTE: *In cases where the Vice President for Enrollment Management and Student Affairs is the adjudicating officer or where the VPEMSA must recuse himself or herself, appellate authority will be assumed by the President or his designee.*

C. *APPEAL PROCESS.* A Cadet has forty-eight (48) hours (two duty days) to submit an appeal to the appropriate appellate authority. An appeal must be typed, doubled spaced and hand delivered. In the case where an appeal cannot be delivered to the appellate, then the cadet making the appeal shall deliver the appeal to the individual that awarded the punishment. An appeal will not be considered when submitted if submitted after the allotted forty-eight (48) hours have elapsed. All decisions rendered by the appellate authority are final. All appeals will contain one or more of the following:

1. The introduction of new evidence.
2. The evidence was insufficient for a finding of guilty.

3. Due process was not provided.
4. Appeal of the measure of punishment if it exceeds the normal range of disciplinary action(s) prescribed by the Index of Delinquencies in Section XIX.

D. **TIME LIMIT.** An appeal shall be submitted within 48 hours (two duty days) of imposition of punishment, or the right to appeal shall be waived in absence of good cause shown. Any review initiated after 48 hours must be approved in writing by the Commandant for transmittal to the Vice President for Enrollment Management and Student Affairs.

A cadet who has appealed may be required to undergo any punishment imposed while the appeal is pending, except that if action is not taken on the appeal within 5 days after the appeal was submitted, and if the cadet so requests, any unexecuted punishment involving tours or confinement shall be stayed until action on the appeal is taken. There is only one appeal in each case. The Vice President for Enrollment Management and Student Affairs makes these decisions for the President and the Board of Trustees, and his/her decisions are considered final.

SECTION IX Refusal to Comply with Sanctions

Once granted due process (to include the appeal process) and sanctioned for a violation or inappropriate behavior, a cadet does not have the right to refuse the sanction. If a cadet refuses to accept or comply with the sanction, the Commandant of Cadets, or the VPEMSA has the authority to suspend or dismiss the student from Norwich University.

SECTION X Effects of an Error to Norwich University Student Rules and Regulations

Failure to comply with any of the procedural provisions of the NUSRR or this NUCC SOP shall not invalidate a punishment imposed for a Class 1 Offense, unless the error materially prejudices a substantial right of the cadet on whom the punishment is imposed.

SECTION XI Suspension of Punishment

The commander who imposes administrative punishment, a successor in command over the person punished, an Assistant Commandant or the Commandant, may at any time, suspend any part or amount of the unexecuted punishment imposed and may suspend a rank reduction, whether or not executed.

SECTION XII Disciplinary Tours

A. **GENERAL.** Disciplinary tours may be assessed as a result of Administrative Discipline Hearing Board (Full Hearing or Summary Session), Class 1 Summary Session proceedings or Disciplinary Action

Form (DAF). No tours may be credited for studying, standing Cadet Guardroom duty or work-study. A cadet on special status (SS) will march tours unless specifically recommended for excusal by the University physician and then will perform duties that do not violate the University Physician's restriction as directed by their Assistant Commandant.

1. **Marching Tours.** A marching tour will only be conducted on the Tour Strip and is 50 consecutive minutes of marching with a rifle at shoulder arms, at the cadence of 120 steps per minute. No credit will be given if tour is not marched correctly. A tour formation is a supervised formation. Uniform will be Class A. In the event of inclement or cold weather, the S2 or in his or her absence, the officer of the day may authorize the wearing of the black knit cap with the Class A or the Army Combat Uniform (ACU) with field jacket, black knit cap and black gloves with wool inserts. When an alternative to the Class A uniform is directed, all Cadets will comply with the change. Formal work details may be assigned in lieu of marching tours at the discretion of the Commandant, an Assistant Commandant or Regimental Commander. The (ACU) is the uniform for work tours on Saturday and Sunday unless otherwise specified.
2. **Work Tours.** A work tour is fifty consecutive minutes in duration and will be conducted at date, time and location in support of the department or activity authorized by the Assistant Commandant. Any Cadet who performs poorly, or does not cooperate with the supervising Group Leader(s), will not receive credit for the tour(s). Fifty minutes of work with a ten-minute break will be credited as one Disciplinary Tour. Working during the ten minute breaks will not be credited toward the next hour of work. Fractions of a fifty-minute tour will not be credited toward the next hour of work.
3. **Authorization to perform work tours.** The Assistant Commandant will designate the agency to which a cadet is assigned to work and the number of tours that may be performed.
 - a. Agencies that have a need for manual labor may request assistance from cadets with tours by contacting the Commandant's Office. Agencies utilizing cadets to work off tours are responsible for providing necessary equipment, instructions, and supervision to accomplish the task(s).
 - b. A Cadet will pick up Work Tour Credit Slip(s) from their Assistant Commandant prior to reporting to the agency. The cadet performing the work tour(s) is responsible for ensuring the agency supervisor completes the bottom portion of the Work Tour Credit Slip at the conclusion of the assigned task. The Cadet will return the Work Tour

Credit Slip to their Assistant Commandant. Failure to do so will result in no credit being given for the work performed.

- c. Any work tour(s) not completed prior to the 0730 Saturday Mandatory Tour Formation must be performed as a marching tour(s) starting at 0800 Saturday. A Cadet must report at 0730 hours and remain until they have a tour balance of zero. Failure to do so will result in the cadet being Absent Place of Duty (APOD) Tour Formation.

B. **MANDATORY TOUR FORMATION.** A mandatory tour formation for all cadets with outstanding marching or working tours will be held both Saturday and Sunday as follows:

| | |
|-----------|---|
| 0730 | Accountability Formation and Inspection |
| 0745-0800 | Briefing |
| 0800-0850 | First Hour |
| 0900-0950 | Second Hour |
| 0950-1020 | Brunch |
| 1020 | Accountability Formation |
| 1030-1120 | Third Hour |
| 1130-1220 | Fourth Hour |

C. **TOUR FORMATION OPERATION.** The Regimental S2 or a member of the S2 staff is responsible for the tour formation IAW the following guidelines:

1. A Cadet with one or more tours must report to the tour formation at 0730 on Saturday unless excused by their Assistant Commandant or Regimental Commander.
2. A Cadet who marches tour(s) improperly will not receive credit for tour(s) marched and may receive additional tours under the charge of Not Performing to Expected Standards.
3. Official Detached Service (DS) takes precedence over mandatory tour formations. Cadets must report to the tour formation at their first opportunity upon the completion of detached service. Personal employment, athletic events, or work study do not excuse a cadet from tour formation unless approved in writing by their Assistant Commandant.
4. A Cadet who reports to the formation late or who does not pass the personal inspection will not be permitted to participate in the first hour of the tour formation and must return for re-inspection at 0845. Failure to do so will result in the cadet being Absent Place of Duty (APOD) Tour Formation.
5. To receive credit for the tour(s), a Tour Credit Slip must be completed by Cadet who marched the tour(s) and signed by both the Cadet and either the RDO, RDNCO or S2. A Cadet

who fails to complete and sign a tour credit slip will not receive credit for tours marched.

D. *ABSENCES FROM TOUR FORMATION.* Failure to attend a tour formation is a Class 1 offense.

E. *END OF ACADEMIC YEAR AND OUTSTANDING TOURS.* All cadets must march /work off tours assessed during the academic year to a zero balance before departing the University for the summer. An exception may be made for a Cadet who receives a severe disciplinary action during the final month of classes. In these cases the Assistant Commandant may authorize the punishment to be completed upon return the following semester. A Cadet who fails to complete all marching and work tours may not participate in graduation ceremonies.

F. *TOUR REPORT ADMINISTRATION.* The Regimental S2 publishes the tour report. Each company commander will upon receipt of the tour report, ensure promulgation of the names of assigned cadets at the next reveille formation. Cadets who are not present during the reveille formation must contact their chain of command or look at the tour report posted on the company bulletin board to find out if they have been assessed tours. It is each cadet's responsibility to determine if they have been assessed tours. A Cadet may check with the Cadet Records office, the S2 or their Assistant Commandant for tour information.

G. *TOUR REPORT DISCREPANCIES.* A cadet who believes a discrepancy exists on the tour report must clear the discrepancy with the Company and Battalion Commander as well as their Assistant Commandant. A Cadet must attend Tour Formation unless excused in writing by their Assistant Commandant or Regimental Commander.

SECTION XIII Campus Confinement (CC)

A. *GENERAL.* A Cadet confined to the campus as a result of disciplinary or administrative action will not leave the Norwich University campus unless the Commandant or an Assistant Commandant has granted specific written approval. During the period of time a cadet is on Campus Confinement (CC), the following instructions/ restrictions are applicable:

1. Cadets on Campus Confinement are restricted to campus. They are not permitted to attend or participate in off campus intercollegiate athletic competitions or extracurricular activities.
2. Forfeiture of regular leave, general absences or local liberty.
3. Must maintain a Confinement Register (NUCC Form 12.8) on their barracks room door.
4. Must have a tour balance of zero before coming off CC.

5. Must complete and comply with the instructions on the Authorization for Release from Confinement Form (NUCC Form 12.11).
6. Exceptions will only be authorized in writing by the cadets Assistant Commandant.

SECTION XIV Close Military Confinement (CMC)

A. *GENERAL.* Close Military Confinement (CMC) is the most severe disciplinary action short of disciplinary probation, suspension or dismissal. During the period a cadet is on CMC, the following instructions are applicable:

1. May be ASSIGNED to another room. Must remain confined to assigned room at all times except as noted herein. Must maintain a Confinement Register (NUCC Form 12.8) on their barracks room door.
2. Must attend scheduled classes, drills, formations (including tour formation, if applicable), and return to their room directly upon completion of these activities.
3. Will not be permitted to attend or participate in intercollegiate athletic competitions or extracurricular activities except as required by mandatory, full Corps formation.
4. May sign out as follows:
 - a. To attend classes.
 - b. To attend scheduled religious services at the Norwich University Chapel.
 - c. To report to sick call.
 - d. To report to the Norwich University Barbershop for a haircut.
 - e. To study in the Library or academic building.
 - f. To report for conferences with professors.
 - g. To attend scheduled appointments at the Learning Support Center, Chaplain's Office or Counseling Center.
 - h. To go to the Norwich University Book Store once a day.
 - i. To check mail once a day.
 - j. To the laundry room to do laundry.
 - k. For 90 minutes of exercise a day (to be done on campus) or in season on campus athletic team practice.
 - l. To attend work study.
 - m. When ordered to Reserve Component duty.
 - n. Off campus civilian employment when approved in writing by their Assistant Commandant.
5. Special Restrictions:
 - a. Cadets on CMC forfeit all rank and position.
 - b. Regular leave, general absences or local liberty are not authorized.

- c. Are not authorized to have visitors in their room, nor may they talk to others through their door or window.
 - d. Are not permitted to wear civilian clothes and may only wear the PT uniform outside of their room when conducting PT.
 - e. Forfeit all sleep-through privileges.
 - f. May be required to do work details at the direction the Commandant's Staff.
 - g. Must eat at the designated CMC table in Mess Hall. No talking allowed.
 - h. Must attend the following CMC formations:
 - (1) 0730 Monday-Sunday.
 - (2) 1210 Monday-Friday; 1230 Saturday/Sunday.
 - (3) 1700 Monday- Sunday.
 - (4) 2200 Monday-Sunday sign-in at the Guard Room.
 - i. Must have a tour balance of zero before coming off CMC.
 - j. Must complete and comply with the instructions on the Authorization for Release From Confinement Form (NUCC Form12.11) e.g. Completion of NAAP, not charged with a violation, tour balance of zero, Etc.
6. Sanctions: Failure to maintain the above standards will result in additional disciplinary actions. No exceptions will be made to the above standards unless directed by the Commandant or an Assistant Commandant.

SECTION XV Disciplinary Probation

The Vice President for Enrollment Management and Student Affairs and the Commandant of Cadets, at their discretion, place a cadet on disciplinary probation as a rehabilitative measure for a violation of University policies or regulations. The duration of the probation will be prescribed by the disciplinary authority. Any respondent who is found guilty of a disciplinary violation that merits a sanction of 1-6 that occurs while on disciplinary probation will result in immediate suspension or dismissal.

SECTION XVI Separation from the University

A. *GENERAL.* The VPMSA or Commandant of Cadets has the authority to suspend or dismiss any cadet from the Corps of Cadets or the University. Suspensions may be any length of time (from one semester to one calendar year) the administering official deems necessary. Dismissals are permanent. The administering official may instruct a cadet to remove themselves from the University by a specific time and date. See Chapter 3, Section XXI for additional information on separation from the University.

B. ADMINISTRATIVE SEPARATION FROM THE CORPS OF CADETS.

Any cadet who consistently fails to maintain acceptable standards, who displays an inability to adjust to the Corps of Cadets lifestyle, is physically unable to participate in mandatory training activities, or who requires an inordinate amount of supervision may be administratively separated from the Corps of Cadets by the authority of the Commandant of Cadets. The Vice President for Enrollment Management and Student Affairs will act as the appellate authority for administrative separation actions under this provision.

C. IMMEDIATE INTERIM SUSPENSION.

The Commandant of Cadets or the Vice President for Enrollment Management and Student Affairs may impose an interim suspension whenever it is determined that a Cadet's behavior constitutes a danger to other students or property, or is unreasonably disruptive to the learning environment. An interim suspension is an immediate action that will remain in effect until completion of the disciplinary process. The results of the disciplinary process will determine the cadet's standing. The interim suspension will not be based on a presumption of guilt, but rather on the consideration criteria stated above. A Cadet being considered for an interim suspension will be afforded the opportunity of an informal hearing with the administering official in order for the Cadet to be informed of the reasons for the suspension and allow the cadet to indicate why his or her presence on the University grounds does not meet the consideration criteria stated above. Students placed on Immediate Interim Suspension will have no more than 24 hours to vacate Norwich University. When appropriate, there will be adult supervision of students on Immediate Interim suspension until that student has vacated Norwich University. The Vice President for Enrollment Management and Student Affairs, Commandant of Cadets' or the Dean of Students' office may assist with arranging transportation and/or lodging necessary for the cadet. Any University borne costs associated with travel and supervision may be added to the cadets' bill.

D. DISMISSAL.

A cadet may be dismissed from the University if found guilty of specific Class 1 offenses, violations of the Norwich University Student Rules and Regulations, University policies or Honor Code. In all cases, cadets will be afforded due process. A cadet dismissed for honor or discipline reasons will have their department file permanently annotated to reflect that information. A dismissed cadet shall not under any circumstances be favorably considered for readmission. Norwich University will not award a dismissed student with a degree or diploma. A dismissed cadet who has taken possession of a Norwich University cadet ring will not have the privilege to retain

the ring and must return it to a member of the Class Ring Committee or the Norwich Alumni Office in accordance with Chapter 8 of this regulation and the statement of understanding signed by each cadet on receipt of their ring. (See Chapter 8, Section XXII The Norwich Ring Policy). Once dismissed, the dismissed cadet will not be permitted to return to the University grounds.

E. *RETURN TO UNIVERSITY GROUNDS.* Cadets who have been dismissed, suspended or removed from Norwich University will not return to the University without written permission from the Commandant or VPMSA. A cadet suspended from the University may be granted permission to return to campus for final examinations under the terms specified by the Commandant if the suspension occurs within the last two weeks of regularly scheduled classes or if the individual concerned is a second semester senior or is being suspended with no expectation of returning to Norwich University. A suspended cadet who returns to the University without permission will not receive favorable consideration on an application for readmission and may be subject to civil action for unlawful trespass.

SECTION XVII Commanding Officer's Authority

In order to provide for those offenses that warrant more severe disciplinary action than normal corrective measures but that are not sufficiently serious to justify board action, Commanders are authorized to assess the following disciplinary actions through the use of a Disciplinary Charge Sheet and Disciplinary Case Disposition Form:

1. Company Commanders may assess sanctions from #13 through #8.
2. Battalion Commanders may assess sanctions from #13 through #6.
3. Regimental Commander may assess sanctions from #13 through #5.
4. Assistant Commandants may assess sanctions from #13 through #3.
5. The VPMSA and Commandant of Cadets may assess any disciplinary sanction deemed appropriate.

In alleged violations involving violence, hazing, bullying, assault, battery, stalking, sexual misconduct or assault, harassment, possession of illegal substances and /or other serious breaches of state or federal law, the scope of authority, normally granted to the Corps of Cadets Chain of Command shall, for liability reasons, be superseded by that of the Commandant of Cadets. The Corps of Cadets Chain of Command has the responsibility to report the alleged violations involving these serious breaches to the Commandant's staff immediately.

A report of an ordinary disciplinary action as well as any Class I action by the Chain of Command must be submitted to the appropriate Assistant Commandant within 24 hours of such action.

SECTION XVIII Penalty Assessment Chart for Class I Offenses

Penalties that may be assigned for Class I violations are dismissal, suspension, confinement, and disciplinary tours (marching and/or working). In addition, cadets may be declared ineligible for privileges that are normally afforded to his/her class. The following is a corresponding list of punishments associated with each penalty number:

| <u>Penalty #</u> | <u>Punishment</u> |
|------------------|-------------------------------|
| 1 | Dismissal |
| 2 | Suspension |
| 3 | 45 days CMC & 45 DTs |
| 4 | 30 days CMC & 30 DTs |
| 5 | 21-28 days CMC & 25-30 DTs |
| 6 | 14-21 days CMC & 20-25 DTs |
| 7 | 7-14 days CMC & 15-20 DTs |
| 8 | 1-7 days CMC & 10-15 DTs |
| 9 | 21- 28 days CC & 5-10 DTs |
| 10 | 14 - 21 days CC & 5-10 DTs |
| 11 | 7-14 days CC & 5-10 DTs |
| 12 | 1-7 days CC & 1-10 DTs |
| 13 | 1-10 Disciplinary Tours (DTs) |

Receiving a sanction of 3 or 4 will result in non representation (No Co-curricular or Extra-curricular Representation [NCCR]) for a minimum of ten days.

SECTION XIX Index of Delinquencies

The following index prescribes the normal range of disciplinary actions that may be assessed by the Vice President for Enrollment Management and Student Affairs, the Commandant, Assistant Commandants, Commanding Officers, or an Administrative Discipline Hearing Board depending on the gravity of the offense.

| CLASS I OFFENSE | ABBREVIATION | PENALTY |
|---|---------------------|----------------|
| Absent | | |
| Academic Event | AAE | 8 - 13 |
| Place of Duty | AD | 3 - 9 |
| Parade | AP | 3 - 12 |
| Absent | | |
| Tour Formation | ATF | 3 - 9**** |
| Absent Without Leave - General (Less than 96 hours) | AWOL-G | 4 - 9 |
| Absent Without Leave- University (More than 96 hours or repeat offense) | AWOL-U | 1 - 4 |
| Arson | AR | 1 - 2 |
| Assault† | A | 1 - 7 |
| Assault Against a University Official | AAUO | 1 - 4 |
| Battery† | B | 1 - 4 |
| Battery Against a University Official | BAUO | 1 - 3 |
| Breaking Restriction | | |
| Close Military Confinement | BR-CMC | 1 - 7 |
| Campus Confinement | BR-CC | 2 - 8 |
| Bringing Discredit on the University | BDU | 1 - 8 |
| Bullying | BU | 2 - 4 |
| Collective Action | CA | 1 - 4 |
| Conduct Unbecoming a Student | CUB | 1 - 13 |
| Damaging University Property | DUP | 1 - 8 |
| Defamation | DEF | 1 - 6 |
| Disobedience of Orders | DO | 2 - 10 |
| Disorderly Conduct | DC | 4 - 12 |
| Disregard for the Safety of Others | DSO | 1 - 8 |
| Disrespect | DR | 4 - 13 |
| Entry into Off Limits Areas | EOLA | 1 - 8 |
| Entering Room in Barracks or Residence Hall without Authority | ER | 2 - 8 |
| Failure to Comply with Fire and Safety Regs* | FCFSR | 1 - 13 |
| Failure to Comply with University Official | FCUO | 1 - 10 |
| False Official Report or Statement | FORS | 1 - 6 |
| Fighting† | FGT | 1 - 13 |
| Fraternization | FR | 1 - 10 |
| Gambling | G | 7 - 10 |
| Harassing Communication | HC | 1 - 10 |
| Hazing | H | 1 - 2 |
| Indecent Exposure | IE | 1 - 10*** |

| CLASS I OFFENSE | ABBREVIATION | PENALTY |
|---|---------------------|----------------|
| Infringement on the Rights or | | |
| Privacy of others | IRPO | 2 - 10 |
| Intimidation | I | 1 - 6 |
| Littering | L | 7 - 13 |
| Lewd and Lascivious Conduct | LLC | 1 - 10*** |
| Loitering/Prowling/Failure to Identify | LPFI | 2 - 11 |
| Malingering | MAL | 4 - 13 |
| Misconduct | MC | 1 - 10 |
| Misuse of University Property | MUP | 2 - 10 |
| Misuse or Modification of | | |
| Rifle/Weapon | MRW | 1 - 6 |
| Not Performing to Expected Standards | NPES | 4 - 13 |
| Possession or Use of Firearms | | |
| on University Grounds | PFUG | 1 - 2 |
| Possession or Use of Weapons or | | |
| Ammunition on University Grounds | PWUG | 1 - 12 |
| Possession or Use of Controlled | | |
| Substances or Drug Paraphernalia | PUCSDP | 1 - 2 |
| Possession, Use, or | | |
| Sale of Fireworks | PF | 2 - 10 |
| Possession of MRE Heaters | PMH | 3 - 8 |
| 2nd Offense | | 1 - 2 |
| Use or Possession of a Fabricated Explosive | | |
| Explosive Device | UFED | 1 - 2 |
| Refusal to Comply with Sanctions | RCS | 1 - 2 |
| Refusal to Comply with | | |
| No Contact Order | RNCO | 1 - 6 |
| Soliciting Business Without | | |
| Authority | SBA | 7 - 9 |
| Stalking | S | 1 - 4 |
| Toleration of Violations | TV | 1 - 13 |
| (Up to the level of the violation) | | |
| Unauthorized/Improper Training | UT | 1 - 8 |
| Unauthorized Rifle Training/Removal | URTR | 1 - 10 |
| Unauthorized Transportation | | |
| of a Rifle | UTR | 1 - 10 |
| Vandalism | V | 1 - 6 |

| CLASS I OFFENSE | ABBREVIATION | PENALTY |
|---|------------------------|----------------|
| Violation of Alcohol Policy | | |
| Possess, consume on campus | VAP | 3 - 8** |
| Disorderly Conduct under the Influence of Alcohol | | 3 - 8** |
| Underage Consumption | | 3 - 8** |
| Enabling | | 2 |
| Trafficking | | 2 |
| False ID | Referred to Honor Cmte | |
| VAP Second Offense | | 1 - 2 |
| Violation of Acceptable Use Policy | VAUP | 1 - 10 |
| Violation of Non-Discrimination/ Sexual Assault Policy (Adjudicated by the EEO Office) | | 1 - 2 |
| Violation of Non-Discrimination/ Sexual Assault Policy Not sanctioned by the EEO Office | | 1 - 2*** |
| Violation of Disciplinary Probation | VDP | 1 - 2 |
| Violation of Tobacco Policy | VTP | 8 |
| Repeat Offense | | 4 - 6 |
| Voyeurism | VOY | 1 - 3*** |

† A student may be charged with either fighting, assault, or battery (with the lesser included charges of fighting and assault) depending on the unique circumstances.

*In addition to disciplinary action cadets may also be fined.

** Standard VAP I Sanctions are as follows: Loss of Leadership Position (LLP) for a minimum of 30 days; NAAP-Assessment; non representation (NCCR) during the period of CMC and must complete court or diversion ordered sanctions. See Chapter 3, Section 1 for provision for Student-Athletes.

*** Cadets found guilty of these violations are required to attend three hours of mandatory training/education on the Norwich University Policy on Sexual Assault & Sexual Misconduct and community standards of conduct. The respondent will be required to pay a \$180.00 fee for the cost associated with this training/education requirement. This additional requirement will be annotated by the adjudicating official on the Disciplinary Case Disposition Form (NUCC Form-12.4) and will be administered by the Norwich University Equal Opportunity Office.

**** Assistant Commandant's will adjudicate this violation. Cadets found guilty of the charge Absent Tour Formation (ATF) will be placed on Disciplinary Probation for the remainder of the semester by the authority of the Commandant of Cadets.

Chapter 10

Class Privileges Authorized by Years Served in the Corps

First Year Cadet / Rook

Rook required equipment:

1 telephone*(voicemail or answering machine required)

1 personal computer, monitor and printer*

1 trunk, storage, footlocker size (issued upon arrival)*

1 hanger – business suit

Dress shoes

Rook authorized equipment:

1 personal desk fan (not to exceed 12 inch diameter)*

1 tower fan (not to exceed 42 inches in height)#

1 alarm clock, desk top*

1 wristwatch

1 Cellular phone

Second Year Cadet

All First Year Cadet Privileges plus:

6 hangers of civilian clothes*

1 posters (max size 24x36)#

1 rug (3 ft x 5 ft)#

2 three drawer storage bins (footlocker size)*

1 clock radio, desk top*

1 stereo*

1 automobile (must be registered in cadet's name with NU Security)

Third Year Cadet

All First and Second Year Cadet Privileges plus:

1 coffee maker/drip pot#

1 refrigerator (4.6 cu ft)#

1 TV (32" screen max flat panel or 24" screen max CRT)#

1 gaming system*

1 office chair (desk/computer style)*

Fourth Year Cadet

All First, Second and Third Year Cadet Privileges plus:

2 posters (max size 24x36)#

1 microwave (1.0 cu ft)

Per room

* Per occupant

CLASS PRIVILEGE SPECIFICS:

Rugs: One whole piece, solid color, cannot be attached to the floor.

Rugs must be clean at all times. Rugs serving as door mats outside the room are not authorized.

Fans, cooling: Window fans are not authorized.

Electrical Appliances: All appliances must be UL approved.

Extension Cords: All extension cords must be three- prong and UL-Approved

Desk Chair: Equates to a computer style chair. Original chairs must remain in the room.

Chapter 11 Glossary of Terms

DEFINITION OF VIOLATIONS Except as specified these definitions pertain to all Norwich students including, cadets, civilian residential, civilian commuter, and 5th year Masters in Architecture Students.

Absent - Academic Event (AAE). An absence from a class, lab, ROTC training or academic event without authorization from the instructor.

Absent - Place of Duty (APOD). Being absent from any assigned duty without authorization. Failure to find qualified alternate to fill duty assignment. The responsibility to find a replacement is with the cadet/student assigned to the duty.

Absent - Parade (AP). Being absent from a Parade without appropriate authorization.

Absent - Tour Formation (ATF). Being absent from tour formation without appropriate authorization.

Absent Without Leave-General (AWOL-G). Being absent without authority for a period less than 96 hours.

Absent Without Leave-University (AWOL-U). Being absent without authorization from the University for a period of 96 hours or more. Cadets who exceed 30 days of absence during a period that academics are in session will be separated from the Corps of Cadets by the authority of the Commandant of Cadets (Chapter 9, Section XVII, B.) and will be considered for separation from the University (Chapter 3, Section XXI, A.). Repeat offenses will also be included in this violation.

Arson (AR). Any student who willfully and unlawfully by fire or explosion damages or causes to be damaged any structure or contents thereof, any real property and appurtenances, any tent or other portable building, and any vehicle will be in violation.

Assault (A). An “assault” is an intentional threat, by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent.

Battery (B). The offense of battery occurs when a person actually and intentionally touches or strikes another person, or intentionally causes bodily harm to another person.

Bias Incident (Bias). A bias incident is any speech, act or harassing action that targets, threatens, or attacks an individual or group because of their actual or perceived race, color, national origin, ethnicity, religious affiliation, sex, gender identity, disability, or sexual orientation. Soliciting, directing, aiding, or otherwise participating actively or passively in acts or anonymous acts of bias, vandalism, conspiracy and infringing on the rights of others will not be tolerated.

Breaking Restriction (BR). (Cadets only.) Failure to comply with CC or CMC instructions.

Bringing Discredit Upon the University (BDU). A student who has been convicted of a violation of any civil or criminal law, or any municipal ordinance may be subject to University disciplinary action upon their return to campus.

Bullying (BU). See NUSRR Chapter 3, Section IX Hazing, Paragraph B. Bullying.

Collective Action (CA). Collective resistance to a system of discipline is far more serious than resistance by an individual and it will not be tolerated. A student will not enter into any written or oral agreement to violate or evade the Norwich University Student Rules and Regulations. A student will not conspire to or join with others in any act contrary to the rules of good order. Note: It is not collective action for a student to respectfully raise an issue or ask a question or attend or participate in any University sponsored event, club, forum or meeting on campus.

Conduct Unbecoming a Student (CUB). A student who conducts himself or herself in a manner unbecoming and does not exemplify appropriate level of conduct expected of a Norwich cadet will face disciplinary action under this general sanction. Creating a disturbance, misconduct in a public establishment, vandalism, profanity, destruction of private property, indebtedness, theft of services and infringing on the rights of others may also be considered Conduct Unbecoming. Misconduct in a public forum (including on-line) whereby the viewing public may form an unfavorable opinion of Norwich University due to the behavior or conduct of the individual or group may be considered Conduct Unbecoming.

Damaging University Property (DUP). A student who is responsible for damage to University property will be held accountable for the cost of repair or replacement of the property as well as any disciplinary sanctions.

Defamation (DEF). A student who communicates a statement that makes a false claim, expressively stated or implied to be factual, that may give an individual, educational institution, business, product, group, government or nation a negative image.

Disobedience of Orders (DO). A student who fails to comply with a lawful order of a University official or agent of the University, a written regulation or a University Policy.

Disorderly Conduct (DC). A student who commits such acts as are of a nature to corrupt the public/community morals, or outrage the sense of public/community decency, or affect the peace and quiet of persons who may witness them, or engages in such conduct as to constitute a breach of the peace will be in violation.

Disregard for the Safety of Others (DSO). A student demonstrates disregard for the safety of others if he or she engages in conduct that is actually or imminently dangerous to the safety of others. Such conduct exhibits a disregard of foreseeable consequences to others from the act or omission involved. The student need not intentionally cause a resulting harm or know that his conduct is substantially certain to cause that result.

Disrespect (DR). Disrespect is defined as failing to display proper courtesy and regard for another. Disrespect may be exhibited by any individual to another regardless of rank, status or lifestyle.

Entry into Off Limits Areas (EOLA). Entering an off limits area without prior authorization from a University Official. See NUSRR Chapter 3 Off-Limits Areas.

Entering Room in Barracks or Residence Hall without Authority (ER). A student entering another student's room in the barracks or dormitory without prior authorization.

Failure to Comply with Fire and Safety Regulations (FCFSR). Lighting, setting or igniting any fire or incendiary device (including heat tabs, MRE bombs, fireworks etc.) anywhere on University property. Includes falsely setting off Emergency Blue Light Call Boxes. See NUSRR Chapter 3 Fire Regulations.

Failure to Comply with University Official (FCUO). A student is required to comply with directives from any University official. University officials include members of the staff or faculty, ROTC staff members and instructors, Residence Life staff (including student staff),

NU Security Officers, student leaders, and the Regimental Duty Officer/Duty NCO.

False Official Report or Statement (FORS). Providing false, incomplete, inaccurate, or misleading information to an inquiry or investigation.

Fighting (FGT). Instigating or participating in an incident that results in a physical altercation with one or more individuals on or off campus. Punching, shoving, slapping, wrestling, kicking, kneeling, or verbal altercation will be considered fighting.

Fraternization (FR). See NUSRR Chapter 8 Personal Relationships.

Gambling (G). A student who has, keeps, exercises or maintains a gaming table or room, or gambling implements or apparatus or house, booth, tent, shelter or other place for the purpose of gaming or gambling or in any place where he or she may directly or indirectly have charge, control or management, procures, suffers or permits any person to play for money or other valuable thing at any game whatever will be in violation. Gambling within the limits of the University campus is prohibited.

Harassing Communication (HC). A student who makes any electronic communication, to include but not limited to, telephone, text message, instant message, or email, to a location at which the person receiving the communication has a reasonable expectation of privacy, during such a communication makes any comment, request, suggestion or proposal which is obscene, lewd lascivious, filthy, vulgar, or indecent, and by such communication intend to offend, annoy, abuse, threaten, or harass any person will be in violation.

Hazing (H). See NUSRR Chapter 3, Section IX Hazing.

Indecent Exposure (IE). To expose or exhibit one's sexual organs in public or on the private premises of another in a vulgar or indecent manner or to be naked in public will be in violation.

Infringement on the Rights or Privacy of Others (IRPO). A student who infringes or impacts on other's basic rights or privacy will be in violation. These rights include but are not limited: to read and study in one's room without unreasonable noise and other distractions; to sleep without undue disturbance from noise, guests of roommate, etc.; to expect the roommate will respect one's personal belongings; to have free access to one's room and facilities without pressure from a roommate; to

have personal privacy; to host a guest with the expectation that guests are to respect the rights of the host's roommates and other barracks or dormitory residents; to be free from fear of intimidation, physical and or emotional harm, and to expect reasonable cooperation in the use of the telephone.

Intimidation (I). Intimidation is defined as any action, physical or verbal, intended to dissuade or to prevent a person from an activity.

Littering (L). A student who dumps litter on university property. "Litter" is defined as any garbage; rubbish; trash; refuse; can; bottle; box; container; paper; tobacco products; abandoned vehicles.

Lewd and Lascivious Conduct (LLC). Any act or behavior that is considered indecent, lustful, obscene, vulgar, or profane.

Loitering/Prowling/ Failure to Identify (LPFI). A student who loiters or prowls in a place, at a time or in a manner not usual for law-abiding individuals under circumstances that warrant a justifiable and reasonable alarm or immediate concern for the safety of persons or property in the vicinity will be in violation. Circumstances that indicate such alarm or immediate concern is warranted are that the person takes flight upon appearance of University officials, Security or Law Enforcement Officers, refuses to identify him or herself, or manifestly endeavors to conceal him or herself.

Malingering (MAL). Any act or attempt to shirk duty, pretend sickness, fatigue, or injury to avoid duty.

Misconduct (MC). Any conduct or activity that has caused, or could cause bodily harm to themselves or others or result in physical damage to property.

Misuse of University Property (MUP). A student that engages in activities that constitute the misuse of Norwich University property, to include the campus, its dormitories, institutional facilities, other buildings, furnishings, utilities and supplies provided for the general and continuing use of the community.

Misuse or Modification of Rifle/Weapon (MRW). Any change, however slight, to the original integrity of the weapon, is considered a modification. Weapons are to remain in "as issued" condition. A cadet is not authorized to purchase or acquire parts for university weapons.

Not Performing to Expected Standards (NPES). A student who fails to adhere to or comply with published standards of performance or conduct.

Possession or Use of a Fabricated Explosive Device (UFED). A student who possess or engages in the use of a Fabricated Explosive Device (FED) is in violation. A FED is any device designed to produce an explosive effect.

Possession or Use of Firearms on University Grounds (PFUG). See NUSRR Chapter 3 Weapons and Firearms.

Possession or Use of Weapons or Ammunition on University Grounds (PWUG). See NUSRR Chapter 3 Weapons and Firearms.

Possession or Use of Controlled Substances or Drug Paraphernalia (PUCSDP). See NUSRR Chapter 3 Drug/Controlled Substances.

Possession or Use of Prohibited Substances (PUPS). Possess, use, or consume a non-DEA listed prohibited substance.

Possession, Use, or Sale of Fireworks (PF). See NUSRR Chapter 3 Fire and Safety Standards.

Possession of Meals Ready to Eat (MRE) Heaters (PMH). A student who possesses an MRE heater on University Property is in violation. Students participating in a University sanctioned event may possess and use MRE Heaters for their prescribed use within the confines of the sanctioned event. Individuals involved in these activities are responsible for properly disposing of the prohibited items immediately after the conclusion of the event.

Refusal to Comply with Sanctions (RCS). See NUSRR Chapter 7 & 9 Refusal to Comply with Sanctions.

Refusal to Comply with No Contact Order (RNCO). A student who does not comply with the instructions provided on a no contact order will be in violation.

Soliciting Business without Authority (SBA). Anytime a student solicits business on University property. Anyone student club that wishes to solicit business on campus must have it approved by the Director of Student Activities.

Stalking (S). A student who willfully, maliciously, and repeatedly follows or harasses another person, and makes a credible threat with the

intent to place that person in reasonable fear of harm or bodily injury, will be in violation.

Toleration of Violations (TV). Any time a student fails to act on or report an incident(s) that may be defined as a violation of University Policy, he or she may be subject to the same disciplinary action as the student(s) committing the violation.

Unauthorized/Improper Training (UT). Unauthorized training is any training or activity, either organized or impromptu, conducted by a student or students that has not been approved by the Director of Operations and Training.

Unauthorized Rifle Training/Removal (URTR). (Cadets Only) When a rifle is used in a training event that has not been approved by a member of the Commandant's staff or anytime a rifle is removed from a cadet's room or from university property.

Unauthorized Transportation of a Rifle (UTR). Anytime a rifle is transported in a privately owned vehicle or storage container. Anytime a rifle is transported to a location not approved by the Commandant's office. A Cadet must carry, on their person, the written approval of a member of the Commandant's Staff.

Vandalism (V). A student who willfully and maliciously damages by any means any real or personal property belonging to another, including but not limited to, the placement of graffiti thereon or other acts of vandalism.

Violation of Alcohol Policy (VAP). See NUSRR Chapter 3, Section I Alcohol Policy.

Additional terms directly related to the definition:

Alcohol. Any beverage with any percent of alcohol content to include "near beer" or so-called "non alcoholic" beverages.

Empties. Any container routinely used to package or store alcoholic beverages (e.g. beer bottles, cans, wine bottles, liter, handle, keg, etc.). The presence of any empty alcoholic beverage containers in or about a barracks/ resident hall room or university grounds is prima facie evidence for use, consumption and/or trafficking.

Trophies. Commemorative items bearing the Norwich University logo received as participants at a university formal function are acceptable for display. Students may not possess or wear garments

that advertise an alcoholic theme or display an alcohol related logo. Students may not display posters that depict or advertise alcohol products.

Enabling. Includes any action taken by a person that assists or encourages another person to violate the law or the alcohol policy and is considered a violation of the alcohol policy.

Trafficking. Distributing alcohol, on or off campus; making alcoholic beverages available to students who are not authorized by these regulation or by applicable state or federal law to consume alcohol; having alcohol in a vehicle while it is on campus property; walking with any can, bottle or container containing beer, wine or liquor whether open or closed while on campus.

Violation of Acceptable Use Policy (VAUP). See NUSRR Chapter 3 Information Systems.

Violation of Disciplinary Probation (VDP). See NUSRR Chapter 7 & 9 Disciplinary Probation.

Violation of Non-Discrimination /Sexual Assault Policy (VNDSAP). See NUSRR Chapter 3.

Violation of Tobacco Policy (VTP). See NUSRR Chapter 3 Tobacco.

Voyeurism (VOY). A person commits the offense of voyeurism when he or she secretly observes, photographs, films or videotapes another with lewd or lascivious intent. In addition, a person who secretly observes or records another in a dwelling, structure or conveyance when such location provides a reasonable expectation of privacy may be charged with voyeurism.

APPENDIX A

Student Services Directory

ACADEMIC ACHIEVEMENT CENTER

Kreitzberg Library, Room 408 • 485-2130

Hours: M-Th: 8am - 10pm

Fri: 8am - 5pm

The Academic Achievement Center (AAC) offers an opportunity for individualized assistance with many aspects of academic life in a supportive, personalized atmosphere. Students may voluntarily choose from a wide variety of service options: help with time management, planning and organizational skills; learning style assessment; instruction in study, reading and writing strategies as well as note taking, memory skills and exam preparation strategies; tutorials and review sessions in selected course subject areas; and counseling for academic problems. Services are provided by a professional staff consisting of a full time director and full and part-time learning specialists supplemented by a trained, supervised student tutorial staff providing subject area tutoring.

Services for students with learning or other disabilities are another part of the Center's offerings. Students who have a formally diagnosed disability are advised to notify the AAC regarding specific needs for accommodations.

Center personnel work closely with academic advisors, instructors, and administrators to create a comprehensive support system for students who wish to enhance their academic achievement. Services are voluntary and arranged by appointment. Both day and evening hours are maintained in order to offer easy access for students in all programs.

ALUMNI AND FAMILY RELATIONS OFFICE

Alumni Center· 485-2100 or toll free: 877.485.2019

Hours: M-F: 8am - 4:30pm • alumni@norwich.edu, nupfa@norwich.edu

The Alumni & Family Relations Office is home to both the Norwich University Parents & Family Association (NUPFA) and the Norwich University Alumni Association (NUAA).

The Parents & Family Association offers support and resources to keep families engaged, informed and connected to Norwich and their student's

education. Whether parents live near campus or far away, there are a number of ways to get involved in NUPFA. For information on programs and volunteer opportunities, visit www.alumni.norwich.edu/families or join the Facebook forum at www.facebook.com/NUPFA.

With more than 40 active clubs around the world, the NU Club system is your lifelong link to Norwich University. All alumni, students and family members are encouraged to take advantage of the fellowship and networking opportunities club events offer. A list of events can be found at www.alumni.norwich.edu/events.

After completing your 4th semester at Norwich, you automatically become a member of the NU Alumni Association. There are no dues involved. Your commitment is that you represent Norwich University with honor and distinction and give back to NU as a volunteer, ambassador, mentor or by fostering the Maroon & Gold spirit. To learn more about the NUAA and how to get involved, visit www.alumni.norwich.edu/NUAA.

ATHLETICS/RECREATIONAL FACILITIES

Andrews Hall, Room 213 • 485-2230

Hours: M-F: 8am - 4:30pm

The Department of Athletics' Vision is to create and support an environment where student-athletes can achieve athletic success at the University, Regional and National levels while maintaining a high degree of academic achievement. It is also our goal to nurture loyalty among our graduates through their experience in athletics.

The Department of Athletics' Mission is to provide well-rounded and competitive athletic programs as integral parts of the educational process of the University. We offer equal opportunities for male and female student-athletes to participate in a wide variety of intercollegiate sports and adhere to the NCAA Division III rules and philosophy. We monitor the academic progress of our student-athletes and support them in their quest to achieve academic success at the University. We provide services and activities to promote positive health and well-being of all our student athletes and administer our athletic programs in a way that contributes to the personal development of our student-athletes through the whole-person concept by fostering the growth of fair play and sportsmanship, leadership, self-discipline, personal integrity and social responsibility.

The Department of Intercollegiate Athletics sponsors 20 intercollegiate varsity teams and a variety of intramural activities. A student-athlete can choose to compete at the varsity level in baseball, men and women's basketball, men and women's cross country, football, men's and women's ice hockey, men and women's lacrosse, men's and women's rugby, men and women's soccer, softball, men and women's swimming and diving, men's tennis, women's volleyball and wrestling. Club sports can be organized with sufficient student interest through the Student Activities' Office, ext 2121. The Intramural Program provides students an opportunity to compete in a wide range of activities to include soccer, volleyball, dodge ball, basketball, ice hockey, wiffle ball and softball. These activities are seasonal and take place during the normal practice hours for athletic teams.

Norwich is a member of the National Collegiate Athletic Association (NCAA), the Eastern Collegiate Athletic Conference (ECAC), the Great Northeast Athletic Conference, (GNAC), the Eastern Collegiate Football Conference (ECFC), the New England Collegiate Conference Wrestling Association (NECCWA), and the New England Rugby Football Union (NERFU).

Athletic facilities at Norwich are among the very best in the Northeast. Andrews Hall, the Health, Physical Education and Sports Center, houses racquetball courts, classrooms, locker rooms, training and physical therapy rooms and a 1200 seat basketball arena. The Jacob Shapiro Field House contains a 200 meter, four lane track, four tennis courts and a climbing wall. Plumley Armory houses a six-lane indoor swimming pool (Goodyear Pool), a weight room, wrestling room, indoor-tenth of a mile track and three basketball courts. Kreitzberg Arena, home to the University's Ice Hockey Program, is a multi-purpose arena that seats 1410 people with standing room of 800. Sabine Field (football) is surrounded by an outdoor track and an exercise course, while Howard Field is home to our soccer and lacrosse programs. A baseball diamond (Garrity Field) plus fields for rugby and softball and multi-use practice fields complete the University's athletic facilities.

Athletic facilities are available for use by students, faculty, staff, Alumni and individuals who have purchased a Facility Membership. Sports teams will have facility priority for regularly scheduled practices and events.

BARBER SHOP

Student Service Center, South End • 485-2505

Hours: M-F: 8am - 4:30pm

The Barber Shop is open to all students, faculty and staff with a staff trained in barbering and cosmetology. The service is open to both male and females and has a fee schedule based on hairstyle requested. Cadets, as part of their fees paid to the University, may receive 1 complimentary haircut every 15 days during the regular academic year (not including vacation periods). Please check the Barber Shop schedule in months with vacations. Schedule changes will happen in these months. Rooks have specific days for haircuts. Their schedule will be posted online on the Barber Shop web page. The last customers must enter the barbershop no later than 4 pm Monday-Friday.

BOOKSTORE

Wise Campus Center, Ground Floor, Room 013 • 485-2200

Hours: M-Th: 8am - 5pm • Fri: 8am – 4pm • Sat: 10am - 2pm

The Norwich bookstore carries textbooks and materials required for classes. The bookstore offers new, and in many cases, used textbooks. In addition, many textbooks may be rented. In addition to textbooks and school supplies, the NU Bookstore also carries a wide variety of residence hall supplies, snacks, drinks, toiletries and Norwich University clothing and gifts. The Bookstore also provides a check cashing service for the students. .

BURSAR'S OFFICE

Jackman Hall, Room 204 • 485-2055 • Fax (802) 485-2737

Hours: M-F: 8am - 4:30pm

nubursar@norwich.edu • www.norwich.edu/bursar

The Office of the Bursar is responsible for generating the student tuition e-bill, for administrating the student health insurance program, for generating monthly statements and enforcing the University Fees and Financial Policies. Services include check cashing, processing student refund checks and answering questions/concerns about your student account. The Bursar's Office conducts Federal Perkins Loan entrance and exit interviews, issues financial clearances for registration, transcript and diploma releases. Notary Public services are also available.

Your student account is assigned to an individual staff member for the purpose of individual assistance. Federal regulations and other policies affect information that can be provided to parents or guardians. The

Bursar's Office asks that students discuss financial matters with parents/guardians as needed. Appointments or walk-ins are welcome. **IMPORTANT:** Billing is paperless. Learn more about e-billing, e-payment options and setting up parents or others to receive your e-bill at www.norwich.edu/bursar/nupayundergrad.html.

CAREER DEVELOPMENT CENTER

Wise Campus Center, 2nd Floor, Room 232 • 485-2125

Hours: M-F: 8 am -4:30pm

The Career Development Center educates students on the job search process and gives them the necessary tools they need to be successful in their careers. A broad range of programs and services are provided, including:

- Workshops and individual counseling on developing a resume and cover letter; job search strategy; networking; personal branding/social media marketing, negotiation, professionalism, and interviewing techniques.
- Career Resource Library - Read industry and employer “insider information,” research salary surveys and pick up FREE journals and magazines from the National Association of Colleges and Employers (NACE).
- Career Fairs - Meet with numerous industry and company representatives to learn about various career fields as well as to discuss employment and internship opportunities.
- The Online Community can be accessed by going to www.alumni.norwich.edu/careercenter. We have a variety of resources ranging from:
 - Career Compass - Build a resume/cover letter, and search job postings across hundreds of industries/occupations
 - What Can I Do With This Major – offers ideas and strategies about various jobs available within over 70 majors
 - Access Internship information
 - Network with thousands of alumni through the NUX Online Directory, LinkedIn, and NU Alumni Club System
 - Interviewing videos and information, dining etiquette and LinkedIn video tutorials
 - Search for Grad School information, and so much more!

CENTER FOR CIVIC ENGAGEMENT

Wise Campus Center, 2nd Floor, Room 230, 485-2644

Hours: M-F: 8 a.m. – 4 p.m. and by appointment

4achange@norwich.edu

The Center organizes one-time and on-going local, national and international volunteer and service-learning opportunities for students, faculty, staff and alums. The Center is also responsible for programs such as Alternative Breaks, NU VISIONS Abroad, AmeriCorps Students in Service, Youth Mentoring, and the Community Service Work-Study program as well as special events such as the Annual Blood Drives, the Drop 'n Swap, book drives, the Angel Tree, etc. Students may also apply for a co-curricular transcript and/or an International Student Identity Card through this office.

CENTER FOR STUDENT SUCCESS

Hassett House

P (802) 485-2355

F (802) 485-2996

Hours: M-F 8am-4:30pm and by appointment

The Center for Student Success provides the guidance, support, and advocacy for all individual students to significantly improve the academic and social integration necessary to enhance the quality of their college experience. We assist students as they matriculate, from year to year, with programs that provide social adjustment, academic and financial support, and academic advising. Our focus is on the support, success and satisfaction of all Norwich students.

COMMANDANT'S OFFICE

Jackman Hall, Room 233 • 485-2135

Hours: M-F: 8am- 4:30pm

The Commandant's Office at Norwich University is responsible for the morale and welfare of the Corps of Cadets.

COMMUNICATIONS, OFFICE OF

Flint Hall, Ground Floor• 485-2080

Hours: M-F: 8am - 4:30pm

Norwich University takes pride in the accomplishments of its students. The Office of Communications produces news releases about special

achievements, honors and awards for hometown newspapers. These releases may include photographs. On occasion, student news may be sent to regional and national media, and students may be asked to express opinions in interviews by the news media. News and photographs of students may also be used in University publications.

The Office of Communications also offers services to the Norwich community in the areas of media relations, web design, story development, visual communication, crisis communications, sports information, and an internal web portal.

COPY CENTER

Wise Campus Center, Ground Floor, Room 022

Hours: M-F: 8:00 am – 12:00 pm, 12:30 pm - 4:00 pm

The Copy Center will offer copying and printing services. Colored copies are available for .39 a copy. Color copies require a hard copy, cannot print color from an electronic file.

CORPS OF CADETS

Wise Campus Center, 2nd Floor

Visit the Corps of Cadets Office for information and updates on Corp related topics.

COUNSELING CENTER AND PSYCHOLOGICAL SERVICES*

Kreitzberg Library, Room 405 • 485-2134

Emergency/after hours - Call 485-2134 for instructions

Hours: M-F: 8am - 4:30pm

The Student Counseling Center and Psychological Services Center provides an opportunity for those in the Norwich University Community to talk with someone in a confidential setting. Participating in college life can sometimes be stressful and unsettling. Our experienced staff is available to collaborate with you in identifying issues of personal concern and working toward resolutions.

Counselors meet with students and staff by appointment. In addition to individual counseling sessions, group therapy meetings can be arranged. Lectures or seminars on specific mental health-related topics will be provided upon request. Our hours of operation are from 8:30am to 4:30pm, Monday through Friday. Appointments outside of these times may also be arranged. Please call Ext 2134, or stop by the office in the Kreitzberg Library, Room 405, to make an appointment. There is no

charge to students for counseling services. Psychological and learning disability testing can be administered for a nominal fee.

DEAN OF STUDENTS OFFICE

Jackman Hall, Room 227 • 485-2640

Hours: M-F: 8am - 4:30pm

The Dean of Students Office supports all students at Norwich University regardless of lifestyle or residential or commuter status. The DOS assists students to obtain needed services across the University. The Dean of Students Office handles all disciplinary actions for the Civilian Residential and Commuter student population with the help of the student Civilian Honor/Disciplinary Committee. The Administrative Assistant to the Dean of Students is the Advisor to the Civilian Junior Ring Committee, which is responsible for planning and facilitating the Civilian Junior Ring Ceremony.

The DOS oversees the following offices: Residence Life, Student Activities, Student Orientation, and Substance Abuse. These offices can be located in the Wise Campus Center.

EQUAL OPPORTUNITY AND EMPLOYEE RELATIONS OFFICER

Jackman Hall, Room 321B • 485-2144

Hours: M-F: 8am – 4:30pm

The Equal Opportunity Officer manages compliance with state and federal laws and university policies on non-discrimination, harassment and sexual assault/misconduct for the Norwich University community. The Officer also handles all employee relations issues. If you have an issue involving any of these areas, please contact the Officer for assistance.

FACILITIES OPERATIONS

Hayden Building • 485-2145

Hours: M-F: 7:30am - 4:30pm

This office provides custodial, mechanical, building and grounds maintenance. In addition to maintaining University property, this department also provides set-up services to the University for special functions. Please dial ext. 2149, fill out a Service Request Form or E-mail FACILITIES to request repairs. Please direct any after-hour calls, for emergencies only, through Campus Security at ext. 2525. Consultative services are available by appointment.

FINANCIAL PLANNING

Jackman Hall, Room 302 • 485-2015

Hours: M-F: 8am - 4:30pm

This office provides financial assistance for eligible students applying for Federal loans, grants, and work study programs with the Free Application for Financial Aid (FAFSA). Information on alternative financing options is also available. Call x2015 or stop by the office in Jackman Hall for assistance.

HOUSING OFFICE

Jackman Hall, Room 213 • 485-2138

Hours: M-F: 8am - 4:30pm

The University Housing Officer is responsible for housing all Corps students and collaborates with the Residence Life Office to house all residential traditional students.

Barracks/Residence Halls: Norwich University has 10 barracks/residence halls. Every hall has coin or swipe card operated washers and dryers, vending machines, and a microwave oven for general student use. The Housing Officer may place students in academic singles if they meet the requirements dictated by the Director of the Academic Achievement Center and only if space is available. As a reminder, all barracks and residence halls are smoke free.

INFIRMARY AND STUDENT HEALTH SERVICES*

Green Mountain Family Practice

63 Crescent Ave, 2nd Floor

(802) 485-2552 Fax (802) 485-4577 nuinfirm@norwich.edu

The mission of the Green Mountain Family Practice Infirmary is to provide complete medical coverage for the student body for all outpatient medical services. Overnight medical observation and treatment not requiring hospitalization are also provided. The Health Service's goal is to help sustain wellness of the students and also to return the sick or injured student to normal health as quickly as possible and to resume their usual level of activity. Other extended medical services are as follows: 1) advising on safety issues campus wide, 2) monitoring athletic programs and providing emergency services at events, 3) individual psychological support and 4) health education as it pertains to wellness. Physicians are available for routine medical problems Monday through Friday from the hours of: 7:30am - 9:00am, 4:00pm - 5:00pm. This is called sick call and is located at the Infirmary, 63 Crescent Avenue.

During the school year, licensed nurses are on duty from 7:00am until 11:00pm with a house person in the Infirmary from 11:00pm until the following morning. There is also 24 hour physician coverage via beeper for the student body during all school sessions. Between 10:00am and 4:00pm, students can be seen by appointment with the Physicians' Assistant and by the doctor if deemed necessary by the PA. On Saturdays and Sundays there is also a nurse or physician on duty from 7:00am until 11:00pm prior to Parent's Weekend, and 11:00am to 7:00pm the remainder of the academic year. The Infirmary is open during the summer for administrative purposes only

Services that are provided at no cost to the student include the following: 1) most oral medications prescribed on a short term basis for treatment of the usual illnesses seen in a family practice setting and 2) heating pads, crutches and common medical dressings and supplies. The heating pads and crutches are signed out and if not returned are charged to the student. Services provided at cost are x-rays, orthopedic supplies and most surgical services. These will be billed to the students or their medical insurance. Students are responsible for notifying their primary care givers. Please provide Green Mountain Family Practice with a copy of your insurance card, front and back. The Infirmary and its staff also serve the following functions: 1) Liaison between NU administration and parents of students with medical problems, 2) In hospital physician coverage for students admitted to Central Vermont Hospital, 3) Medical Advisor to the University.

The Infirmary is located on the second floor of the Green Mountain Family Practice on the crescent directly behind the gazebo on the common. There is someone in the building 24 hours a day. After 11:00 pm students may find the front door locked but will be let in by ringing the doorbell. Parents are invited to call us whenever they have any questions or concerns.

PINK SLIP POLICY

Norwich University policy currently states that excused absences for illness should be for debilitating illness only. Debilitating illnesses are those for which bed rest or hospitalization is prescribed by a medical professional. Nurses and physicians at Student Health Services (Infirmary) do not give students pink slips for missed classes due to routine illnesses and injuries such as: colds, sore throats, stomach viruses, headaches, sprained ankles or sore backs. In such circumstances, it is the responsibility of the individual student to speak directly with their professor for such an absence or use an allotted class excused absence. More serious debilitating illnesses

that require bed rest or isolation will be considered for medical excuses (pink slips) on an individual basis. The student must be seen at the Infirmary within 24 hours of their missed class. We hope to promote greater student responsibility for both health and academic performance by enforcing this policy.

INFORMATION TECHNOLOGY SERVICES

Partridge Hall, Room 115 • 485-2456

Hours: M-W, F: 8am - 4:30; T: 8am - 3:00pm

Norwich University has five computer lab facilities that are available to all students, faculty and staff. It is important for the University to provide students with a state of the art computing environment. Students are expected to act responsibly while using the computing facilities. Lab consultants are available during evening and weekend hours. Their responsibility is to provide assistance to students with regard to using lab facilities and answering basic questions regarding the software available. Questions regarding any homework assignment should be directed to the faculty member.

Most computer labs can be scheduled as a classroom. Therefore, daytime schedules will be posted on the doors of the respective labs. Labs will be open for student use during the day when no class is scheduled. Library lab facilities are also available during library hours. Lab consultants will not be available during these hours. Users may contact the HELP DESK at ext 2456 for assistance. A link to the University E-mail system and the Internet is available from every PC. Standard personal computer software is available in all computer labs.

INTERNATIONAL AND STUDY ABROAD OFFICE

485-2582

Hours: M-TH: 8am - 4:30pm

The International Office (IO) works with the Admissions and Registrars Offices to make certain that every international student has the proper immigration forms completed and filed with USCIS. International students must visit the ISA at the beginning of each semester. International students wishing to work on or off campus must complete paperwork with the IO prior to employment.

The Study Abroad Office provides information on all rules and responsibilities of students that wish to study abroad. The SAO provides assistance through information sessions, a library of study abroad programs and peer advisers to assist individual students.

LIBRARY

Kreitzberg Library Circulation Desk • 485-2176

Reference Desk • 485-2179

Fall & Spring Semester Hours: M-Th: 8am – Midnight, Fri: 8am - 9pm

Sat: 11am - 5pm; Sun: 11am - Midnight

<http://www.norwich.edu/academics/library/index.html>

Kreitzberg Library, at the south entrance to the campus, is named for Barbara and Fred Kreitzberg, NU '57. Completed in the spring of 1993, it contains over 160,000 volumes, 281,000 electronic books, 54,000 unique print and electronic journals and selected Federal government publications. The web-based library network provides access to the library catalog, full text article databases and other electronic resources. Books, DVDs and government publications can be checked out for 45 days. The library offers a variety of study spaces for groups as well as individuals. There are many computers in the library for student use and wireless network access. The Interlibrary Loan Department can obtain materials from other libraries if we do not have them here. For a complete list of library policies, refer to the Kreitzberg Library's web site.

Norwich University Archives and Special Collections on the 5th floor of the Kreitzberg Library administer the University's archival and manuscript collections as well as the Library's rare book collection. The Archives houses unique materials relating to the University, its staff, students and alumni, including both personal papers and institutional records. Visits from students are welcome and research with the collections encouraged. Additional information about Archives and Special Collections is available at <http://library2.norwich.edu/catablog/>

The library staff encourages all students to make use of the library and to ask the staff for assistance whenever it is needed. A reference librarian can be contacted by phone, email, online chat or in person at the reference desk. Both individual and group library instruction can be arranged by appointment.

LOST AND FOUND

“Lost and Found” is in the Housing Office, Residential Life Office, Mailroom and/or the Security Office. In addition, please check with the Academic Division Secretaries if you do not find the lost items with any of the above offices.

MUSIC PROGRAMS

White Chapel, Room 004 • 485-2141

In addition to the Regimental Band, Norwich University offers a variety of music programs including the Jazz Band and Chorus. Students wishing to pursue a musical interest should contact the music director for information.

NU CADET\$CARD

Wise Campus Center, 2nd Floor, Room 228 • 802-485-2840

Hours: M-TH: 7:30 am – 4 pm FRI: 8:00am-4:30 pm

cadetscash@norwich.edu

All students are required to have a valid Norwich University identification card. This ID also serves as a swipe card and is needed when eating in dining halls, cashing checks, checking out books, using athletic facilities, accessing buildings reserving equipment from the Campus Center and for admission to all student activities. The NU Cadet\$Card can also be used like cash at several on campus, local and regional businesses.

Every student receives a free ID when they first enroll. If you lose your ID you must replace it. Replacement may be obtained at this location. The University charges a fee for a replacement/lost ID. Using another’s ID, allowing someone to use your ID, altering the name on a student ID is an Honor Code violation.

PAYROLL

Jackman Hall, Room 324 • 485-2018

Hours: M-F: 8am – 4:30 pm

The Payroll Office issues all student paychecks, including both work study and non-work study payments, and monitors the completion of the required paperwork before payment. All students must have a signed contract (turned in to the student Financial Planning office) as well as a current W-4 and I-9 before doing any work. Please visit the Payroll Office to turn in your W-4 and I-9 documentation. Paychecks are issued on a biweekly basis. Norwich University utilizes an electronic time

system commonly referred to as “E-Time”. All electronic time cards MUST be approved by both the student and the supervisor by the dates on the Student Payroll Schedule posted at <http://my.norwich.edu/hr/Pages/Payroll.aspx>. Please contact the Payroll Office for more information or assistance.

MAIL ROOM

Wise Campus Center, Ground Floor, Room 032 • 485 - 2205

Hours: M-Th: 8am - 4:30pm • Fri: 8am - 4pm

The Norwich University Mailroom offers a wide variety of services such as selling stamps, envelopes and much more. The Mailroom can ship items through the United States Postal Service as well as UPS. Mailroom personnel sort and distribute your incoming mail and provide a morning and afternoon pickup of outgoing mail. The street mailing address for the University is: 158 Harmon Drive, Northfield, VT, 05663. If you receive a NU Box #, please include that in the address.

REGISTRAR’S OFFICE

Jackman Hall, Room 328 • 485-2035

Hours: M-F: 8am - 4:30pm

nuregstr@norwich.edu

The Registrar’s Office is where all student academic related activities involving records and processing takes place. Services provided by the Registrar’s Office may be found on the Registrar’s Office web page www.norwich.edu/academics/registrar/index.html along with required forms that maybe downloaded. Staff is available to answer questions regarding academic regulations and processing requirements during office hours. Students should inform the Registrar’s Office of any home or local address changes. Please note: All students are responsible for running their own academic degree requirements through their my.norwich.edu web account at the start of each semester, before and after each registration period, and at the conclusion of grades for each semester. If a student’s degree audit does not match up with their Advisor’s checklist, a student should meet with their Advisor.

RELIGIOUS OPPORTUNITIES

Chaplain’s Office • 802-485-2128 numeric pager: 802-479-3862

White Chapel

wwick@norwich.edu

Students from diverse spiritual backgrounds regularly exercise their faith practices while attending Norwich. In White Chapel, currently scheduled

on-campus opportunities during the fall and spring semesters include Islamic prayer (1:00pm Fridays), Catholic Mass (7:00pm Wednesdays/6:30pm Sundays) and Non-Denominational Worship (7:45pm Sundays). Special Christmas and Easter Weeks Services are also held (days and times TBA). Shabbat services are held at Beth Jacob Synagogue in Montpelier (Fridays 7:00pm). Student-led religious groups include: Norwich Christian Fellowship (NCF) that combines Officers Christian Fellowship (OCF) with Inter-Varsity Christian Fellowship, the Newman Club, the Knights of Columbus, the Norwich Jewish Association, and the Islamic Society of Norwich. Other religious groups and religious activities are and can be facilitated by contacting the Chaplain's Office. Addresses and phone numbers for local houses of worship of various faiths and denominations are on file and available on request. Transportation to worship opportunities off-campus can be arranged. Two part-time priests serve our Roman Catholic campus community from early fall through graduation. One full time non-denominational University Chaplain is on campus daily throughout the year. Besides regularly scheduled religious opportunities, the chaplains provide free counseling services.

RESIDENCE LIFE & TRADITIONAL CIVILIAN STUDENT HOUSING

Wise Campus Center, 2nd Floor, Room 213/215/217 • 485-2643/2660

Hours: M-F: 8am - 4:30pm

nureslife@norwich.edu

The Office of Residence Life is responsible for all aspects of the University's traditional student residential program. The Residence Life staff provides opportunities for residential students to participate in social, educational, and community service events. Residence Life provides student staff (RCs, ARCs, and RAs) on duty every night of the academic year for student safety and security. The Office of Residence Life assists students with navigating all aspects of NU. Come see us if you need assistance!

SECURITY

Backside of Hayden Building • 485-2499/2525

Hours: 24 hrs a day/7 days a week

The Norwich University Security Department works to assure the safety and security of all students, University employees and visitors. The Security Department is not a police force. Rather, the Security staff works closely with the Dean of Students and Commandant and their staff to assure that University policies and procedures related to safety,

security, parking and crime prevention are followed. More specific information can be found on the University website.

SODEXO, NORWICH DINING & CATERING SERVICES

Wise Campus Center, 1st Floor, Room 108 • 485-2297

Hours: M-F: 7am - 4:30pm

This office can provide help with nutritional services, catering and special event needs for individuals and campus groups. A food service manager is available during every meal to help with questions or concerns. Food and beverages prepared for service in the dining hall may not be taken from the dining hall. Students may request a box lunch when off-campus internships, clinical, field trips or similar commitments prevent them from eating in the dining hall. Appropriate dress in the dining hall is required. Please refer to the Norwich University Student Rules and Regulations: Chapter 3, Dress and Grooming Standards.

STUDENT ACTIVITIES

Wise Campus Center, 2nd Floor, Room 228• 802-485-2121

Hours: M-F: 7:30 am – 4 p.m.

wisecampuscenter@norwich.edu, cab@norwich.edu

The Student Activities Program at Norwich University supports and complements the academic experience of students by providing opportunities for them to develop intellectually, socially, and emotionally through active involvement in leadership positions, group membership and event planning. The student-run Campus Activities Board (CAB) is a great way for students to involve themselves in planning campus events, to meet other students interested in campus life and extracurricular activities at the University. The benefits of becoming involved in Student Activities include:

- Meeting people.
- Learning about the University.
- Defining your interests.
- Questioning ideas, beliefs, and assumptions.
- Developing interpersonal, communication, social and leadership skills.
- Work-study jobs available

STUDENT CLUBS

sgaclubs@norwich.edu

Norwich University has approximately 50 active student run clubs and organizations. Most student clubs are open to all students. University policy requires that students involved in clubs and organizations maintain good academic standing: GPA = 2.0. For an up-to-date list of student clubs, to form a new club, or for any other student club related questions, please email sgaclubs@norwich.edu.

OFFICE OF THE VICE PRESIDENT FOR ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS

Jackman Hall, Room 233 • 485-2135

Hours: M-F: 8am- 4:30pm

The Vice President for Enrollment Management and Student Affairs at Norwich University is responsible for the morale and welfare of the student body.

WISE CAMPUS CENTER

The Wise Campus Center, constructed in 2007 is a new and exciting part of the NU campus. The WCC features meeting spaces, lounges, large screen televisions, the campus dining hall and snack bar, the NU Bookstore and Mailroom, and Partridge's Pub. For information about the Wise Campus Center, or to reserve space for meetings or events, email wisecampuscenter@norwich.edu.

STUDENT GOVERNMENT ASSOCIATION

Wise Campus Center, 2nd Floor • 802-485-2937

nusga@norwich.edu

Visit the SGA Office to get involved and to discuss topics that are important to all students at NU. Weekly meetings open to all students Thursday's at 8:00 p.m. in the Wise Campus Center.

STUDENT TELEPHONE SERVICES

485-2456 - Problems with telephone jack

485-6288 - Problems with telephone service/your account

Each residence hall room has one live telephone jack programmed for local dial tone access. All phone calls except 4-digit on campus calls require students to enter a Student Telephone Service (STS)

authorization code. STS is the University's student telephone billing company. The telephone provider of record is Norwich University.

Students should manage their telephone service account carefully. Students are responsible for all calls placed from their room and/or placed using their authorization code.

An authorization code will be shut off if any portion of a student's balance is past due or exceeds \$150.00. Students with an outstanding balance will have their transcripts and/or diplomas withheld until the balance is paid in full. Collect, 900, 3rd party, and calls which may be billed back to residence hall room extensions are prohibited as we cannot identify the person who placed these types of calls.

HEALTH AND WELLNESS OPTIONS OFFICE*

Wise Campus Center, 2nd Floor, Room 229 • 485-2689

Hours: 11 a.m. - 7 p.m.

Student Assistance and Substance Abuse Education/ Prevention Programs are the University based comprehensive wellness program for students. This professional, systematic service is designed to provide education, prevention, early identification, referral and support services for students exhibiting risky behaviors that are interfering with their education. The positive influence of the Student Assistance Program encourages student success in the college environment by fostering risk reduction and promoting peer support through numerous healthy educational programs that students can access in a variety of ways. Students may volunteer through various programs both on campus and in the community. Programs provided by this office include but are not limited to:

- New student orientation and training
- Residential Advisor and Cadre training and support
- Athletic team training
- Faculty and Staff training
- Norwich Alcohol Awareness Program (NAAP) for students in violation of the University alcohol policy
- Assessment, brief counseling, and referral to campus and community support services.
- Health and Wellness options for anger, depression, anxiety and stress.
- Activities and clubs: NU Guerilla Theatre, TIPS training, Speak Week Committee and the Safe Rides Program
- Substance Free Late Night Activities

UNIFORM STORE
LAUNDRY & DRYCLEANING

Hayden Building • 485-2206/2506
Hours: M-F: 7:30am - 4pm

The Uniform Store is the official source of Corps of Cadets and Vermont State Militia uniforms. An inventory of uniforms is available for purchase for replacement as needed. Shoes, boots, and special uniform items can be ordered on an individual basis.

The NU Laundry and Dry Cleaning Service offers dry cleaning services by the piece or contract, personal laundry service, contract linen service, sewing and alterations. It is co-located with the Uniform Shop.

VETERANS ADVISORY OFFICE

Hassett House, First Floor, Room 102 • 485-2754
Hours: M-F: 8:30am – 5:00pm

The Veterans' Affairs Office is handicapped accessible. The Veterans' Affairs Office provides advocacy, coordination, and referral services to current and prospective students who are serving members of the Armed Forces of the United States or veterans. The Veterans' Advocate assists service members and veterans with accessing and using campus-based and community-based services/agencies. The Veterans' Advocate also assists service members and veterans in navigating through the complexities of higher education and the offices and services of Norwich University. All veterans and active service members are strongly encouraged to meet with the Veterans' Advocate at least once each semester to avail themselves of all the services provided by the Veterans' Affairs Office.

* If a student does not believe that they have received adequate and appropriate health care from any NU provider (including the Infirmary, The Counseling Center, the Office of Substance Abuse Education and Prevention, or the Athletic Training Staff), the student is encouraged to first approach the provider for resolution. If that does not solve the issue, the student is encouraged to contact the "Director Level" supervisor of the respective office. If that does not resolve the issue the student is encouraged to utilize the problem solving process outlined in the NUSRR, Chapter 3, Section XXV, Grievance Procedures.

