

Student Handbook



We fit your life.

Revised July 2008

Student Handbook

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While provisions of this handbook ordinarily will be applied as stated, Strayer® University reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of any such change. For the most current version of the Student Handbook, please see the online version on the Strayer Web site at <http://studentserver.strayer.edu>.

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The information in this handbook is accurate as of April 2008 and contains information relating to the 2008 academic year. Strayer University reserves the right to make corrections and changes affecting policies, fees, curricula, or any other matters contained in this and subsequent issues of the Handbook or in any of its other publications. For the most current version of the Handbook, please see the online version at <http://studentserver.strayer.edu>.

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Revised July 2008



A Message to Strayer University Students

Congratulations on becoming a part of the Strayer University community! Education is a crucial element for success in our society and I am certain that Strayer University's emphasis on academic quality, commitment to educational access, and focus on nontraditional students will serve you well in your educational endeavors. Strayer students are focused, serious-minded individuals intent on improving themselves and their career opportunities. I am proud to welcome you to this group of hard-working successful students at Strayer University.

Strayer University seeks to serve you well, both academically and personally. This student handbook, along with the Catalog and other publications, will help to acquaint you with Strayer University and its policies. If you need additional information or clarification, please consult the appropriate academic or administrative staff.

We are committed to maintaining academic excellence and delivering the highest quality education to our students. We look forward to your success at Strayer!



Sondra Stallard, Ph.D.
President, Strayer University

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History and Mission

Strayer University is a proprietary institution of higher learning with fifty-five campuses in the District of Columbia, Alabama, Florida, Delaware, Georgia, Kentucky, Maryland, New Jersey, North Carolina, Pennsylvania, South Carolina, Tennessee and Virginia, plus classes online. Founded as Strayer's Business College in Baltimore, Maryland, in 1892, Strayer began operations in Washington, D.C., in 1904. The original mission of the College was to develop in each student "the knowledge, skills, and ethics consistent with sound business principles and practices compatible with responsible social and professional behavior."

The Strayer College of Accountancy was founded in 1928 with its own independent Board of Trustees and was licensed to confer associate and professional degrees by the District of Columbia Board of Higher Education. The Business School and the College of Accountancy operated concurrently until 1958, when the name was changed to Strayer Junior College of Finance. Shortly thereafter, the two schools were incorporated as Strayer Junior College. The curricula expanded again in 1969 to include programs in court reporting, data processing, and hospital and health care management. In 1969 the District of Columbia Board of Higher Education granted the institution authority to award the Bachelor of Science degree, and the institution became Strayer College. In January 1998, the District of Columbia Education Licensure Commission granted university status so that Strayer College became Strayer University.

The primary mission of Strayer University today is to make high quality, post-secondary education accessible to adults of diverse backgrounds and enable them to succeed in their careers and communities.

The core values of the institutions include the following:

- **Academic quality** – We are committed to effective adult learning and rigorous academic standards.
- **Student success** – We provide the opportunity and supportive learning environment that enables adults to achieve their professional and personal goals.
- **Educational access** – We believe all ambitious and qualified adults have a right to higher education.

A corollary mission is to offer educational programs which meet the changing demands of business, industry, and government—local, national, and international. Within its mission, Strayer provides educational and student support services to over 36,000 undergraduate and graduate students each quarter.

Strayer offers full-time and part-time study to serve the needs of its students, attracting students from throughout the United States and from around the world. The strength of Strayer's information technology and business-oriented curricula also attracts students of various ages, most of whom are adults working in the business world. Over the years Strayer has become an important educational center, offering programs and services that meet the needs of its adult, culturally diverse student population.

Non-Discrimination Statement

Accommodations for Students with Disabilities

It is the policy of Strayer University to afford qualified students with disabilities an equal opportunity to participate in, and thus benefit from, all programs, services, and activities of the University. This includes, but is not limited to, providing appropriate academic adjustments and auxiliary aids and services for persons with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990 (ADA); and applicable federal and state nondiscrimination laws. A disabled student is not required to disclose his/her disability to the University unless the student wishes the University to provide a reasonable accommodation.

For assistance, students with disabilities desiring special accommodations should contact their Campus Director, or, for Strayer University Online students, the Director of Strayer University Online. *Accommodations can only be ensured by the first day of classes if requested at least thirty business days prior to the start of the quarter.*

The first step in the accommodation process is for the student to complete a “Students with Disabilities Intake Form,” providing the University information about the disability, medical documentation supporting the diagnosis, and a listing of the accommodations the student requests from the University. This form is forwarded to the Dean of Student Affairs, who serves as the University’s Section 504 coordinator. The Dean of Student Affairs will review the intake form and contact the student if additional information is required. Once the relevant information is received, the Dean of Student Affairs will consult with the Campus Director of the student’s home campus or, for Strayer University Online students, the Director of Strayer University Online. The Dean of Student Affairs will then issue the student a letter indicating whether the student is determined to be a qualified student with a disability and, if applicable, the accommodations the University will provide to the student.

After accommodations have been arranged, the Campus Dean, or, for Strayer University Online students, the Dean of Students of Strayer University Online, will contact the student’s instructors by the first day of classes each quarter informing them of the special accommodations to be made. At any time, students having difficulty with the accommodation process or having any questions about the University’s policies for disabled students may contact the Office of the Dean of Student Affairs, whose contact information is as follows:

Dean of Student Affairs
Strayer University
1133 Fifteenth Street, NW, Suite 300
Washington, D.C. 20005
Phone: (202) 419-0400
Fax: (202) 419-1423
studentaffairs@strayer.edu

Civil Rights Compliance

Strayer University, in compliance with Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; and other applicable federal and state civil rights laws, does not discriminate on the basis of race, sex, color, age, religion, sexual orientation, political affiliation, national origin, marital status, veteran status, or disability in any of its policies, practices, or procedures. This includes, but is not limited to, admission, employment, financial aid, and educational services.

Sexual Harassment Policy

Strayer University strictly prohibits sexual harassment of students, faculty, or staff. Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; or other physical conduct, verbal, non-verbal, or written communication of a sexual nature when the conduct of such is sufficiently severe, persistent, or pervasive that it denies or limits a student's ability to participate in or benefit from the education program or that it creates a hostile or abusive educational environment.

Sexual harassment violates Strayer University policy as well as state and federal law. Any incidents of sexual harassment should be reported immediately to the Campus Director, or, for Strayer University Online students, the Director of Strayer University Online, or to the Dean of Student Affairs so that prompt and effective actions can be taken. The Dean of Student Affairs may be reached at (202) 419-0400; the office is located at 1133 Fifteenth Street, NW, Ste 300, Washington, D.C. 20005. Allegations of sexual harassment will be investigated thoroughly and expeditiously, and appropriate corrective actions will be taken, which may include discipline or dismissal of the harassing party. (Refer to Code of Student Conduct, Disciplinary Procedures (Non-Academic), and Grievance Procedures (Non-Academic)).

It is unlawful to retaliate or discriminate in any way against any person who has expressed concern or made any complaint regarding sexual harassment, and Strayer University will not retaliate or discriminate against any person who expresses concern or files a complaint alleging sexual harassment or discrimination.

Student Rights and Responsibilities

This statement of rights and responsibilities is designed to clarify those privileges which the student may expect to enjoy as a member of the student body of Strayer University and the obligations which admission to the University places upon the student.

Rights and Responsibilities

Application for admission to Strayer University represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and guidelines of the University as established or approved by the Board of Trustees. Approval of that application, in turn, represents the extension of a privilege to join the University community and to remain a part of it so long as the student meets the required academic standards and abides by the policies and procedures of the University.

Each student is guaranteed the privilege of exercising his/her rights within University and Federal policies without fear of reprisal. Such rights include the following:

1. Students are free to pursue their educational goals, both inside and outside the classroom. The University provides opportunities for learning through appropriate curricula offerings.
2. Academic evaluation of student performance shall be fair and clear; it shall not be arbitrary.
3. Free inquiry, expression, and assembly are guaranteed to all students, provided their actions do not interfere with the rights of others or violate established University policies.
4. No disciplinary sanctions may be imposed upon any student without due process.
5. Members of the University community have the right to expect safety, protection of property, and the continuity of the educational process.

Student Disciplinary and Grievance Policies and Procedures

Code of Student Conduct

Strayer University expects its students to conduct themselves as business professionals as they progress toward their goals of academic achievement and career success. Strayer University also expects its students to act responsibly in all areas of personal conduct when on University premises and to take full responsibility for their actions. Generally, Strayer limits disciplinary action to conduct which adversely affects the University community's pursuit of its educational objectives. Conduct subject to disciplinary action includes, but is not limited to, the following:

1. **Dishonesty**
 - a. All forms of dishonesty, including cheating, plagiarism, forgery, knowingly furnishing false information to the University, and alteration and/or use of University documents, financial instruments, or identification cards with intent to defraud.
 - b. Violation of the University's Academic Integrity Policy.
2. **Unprofessional Conduct**
 - a. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities conducted by a Strayer official.
 - b. Disrespect of or insubordination to University personnel.
 - c. Use of oral or written profanity.
 - d. Physical and/or psychological abuse or the threat of such abuse of any person on University premises or at University activities. This includes "hazing," which is defined as initiation or discipline of fellow students by means of horseplay, practical jokes, and tricks, often in the nature of humiliating or painful ordeals.
 - e. Sexual harassment of other students, faculty, or staff.
 - f. Breach of the peace on any Strayer University premises.
 - g. Repeatedly contacting faculty or staff when the person contacted has indicated that a response is pending or requests not to be contacted.
3. **Misuse of University Property**
 - a. Unauthorized use of, damage to, theft or seizure of any property or facilities of the University, or emergency equipment located within the boundary of University premises, or threat to do so, or refusal to depart from any property or facilities of the University upon direction by University officials or other persons authorized to represent the University.
 - b. Littering, defacing, destroying, or damaging property of the University or property under its jurisdiction.
 - c. Unauthorized entry into, presence in, or use of any University building or facility.
 - d. Violation of the University computer use policy.
 - e. Violation of the University's policy on solicitation and sales.
 - f. Improper use of library materials, including damage to materials and failure to return materials when due. This may include misuse, damage or failure to return materials used by a student for his or her disability accommodation plan.
4. **Alcohol and Drug Violations**
 - a. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such

- items, except where specifically authorized in the policies and guidelines of the University.
- b. Possession, use, sale, or distribution of any type of drugs for illegal purposes.
 - c. Appearing at any Strayer University premises while intoxicated or while under the influence of an illegal substance.
 - d. Violation of the University policy pertaining to smoking.
- 5. Criminal Activity and Violent or Dangerous Behavior**
- a. Violation of any local, state, or federal law.
 - b. Possession on University property or at any University activity of weapons, such as knives, firearms, or any dangerous chemical or explosive elements or their component parts.
 - c. Physical detainment or restraint of another person or the removal of such person from any place where he is authorized to remain or to in any way obstruct the free movement of persons or vehicles on University premises or at University activities.
 - d. Threatening of any member of the Strayer University community.
 - e. Violation of University fire policies, e.g., tampering with fire protection apparatus or failure to comply with emergency evacuation procedures.
 - f. Gambling or holding of a raffle or lottery on University premises.
 - g. Participation in unauthorized and/or disorderly assembly or incitement of a riot.
- 6. Other Violations**
- a. Violation of any other University rule or policy not contained in official University publications but announced as administrative edict by a University official or other person authorized by the President.
 - b. Willful encouragement of others to commit any of the acts herein prohibited.

Sanctions

The following sanctions may be imposed:

1. **Admonition:** A written statement to a student that he/she is violating or has violated University rules and may be subject to more severe disciplinary action.
2. **Disciplinary Probation:** Exclusion from the privilege of participation in extracurricular activities of the University, including the holding of any office, for a period of time not exceeding one academic year.
3. **Restitution:** Required reimbursement for damage to or misappropriation of property. This may take the form of appropriate services or other compensation.
4. **Discretionary Sanctions:** Sanctions that combine one or more of the listed sanctions or sanctions specific to a particular violation.
5. **Interim Suspension:** If, in the opinion of the Dean of Student Affairs, the presence of a student poses a serious threat to others, the Dean of Student Affairs may suspend the student immediately. If the student requests an appeal of the decision, a hearing shall be held at the earliest reasonable time.
6. **Suspension:** Exclusion from the University for a definite period of time not to exceed one academic year.
7. **Withdrawal without refund:** A student will be administratively withdrawn from the current or future quarters at Strayer University and the course withdrawal refund policies described in the catalogue will be followed.
8. **Dismissal:** Termination of student status for an indefinite period. The conditions of readmission, if any, will be stated in the order of dismissal.
9. **Revocation of Degree:** If, in the opinion of the Disciplinary Committee, the student has committed gross violations of the University's Academic Integrity Policy, the Disciplinary Committee may revoke the student's degree.

Disciplinary Procedures (Non-Academic)

Any academic or administrative official, faculty member, or student may file a complaint with the Dean of Student Affairs against any student for violations of University policies and procedures.

If a student poses a threat to any person on Strayer premises, or through Strayer online, is disruptive or uncontrollable, damages or threatens to damage any property, or some other serious behavioral issue exists, the Dean of Student Affairs may immediately suspend the student and may have the student escorted from Strayer University premises, or removed from Strayer online, in accordance with the University's policy on Suspension for Mental Instability or Violence. If none of the above behaviors is involved, the following procedure will be followed:

Level I (Warning) – If a Strayer University Campus Administrator (i.e. the Campus Dean or Campus Director or the Online Dean of Students or Dean of Global Region for online Students) observes, or is told by a Faculty member or staff member of, a violation of the Student Code of Conduct, the Campus Administrator will immediately investigate the matter. If the Campus Administrator finds that the Code of Conduct has been violated, the Campus Administrator will issue a written admonition to the student. The student will have the opportunity to submit his or her response to the admonition. The student must put his or her response in writing to the Campus Administrator within five days of receiving the admonition. The admonition letter and student response will be kept in the student's campus record. A copy of the letter will also be sent to the Regional Academic Dean or Regional Director, Records and the Dean of Student Affairs.

Level II – If the Campus Administrator observes, or is told by a Faculty member or staff member of, a second violation of the Student Code of Conduct by a student, the Campus Administrator will immediately investigate the matter. The Campus Administrator will also immediately inform the applicable Regional Administrator (i.e. Regional Academic Dean, Regional Vice President) of the possible violation. If a violation of the Code of Conduct is found, the Campus Administrator, in conjunction with the Regional Administrator, within five days will forward the case to Dean of Student Affairs for further action. The Dean of Student Affairs will provide written notice within ten (10) working days to the student that the matter has been referred to the Office of the Dean of Student Affairs, the section of the Code of Conduct the student has been charged with violating, and the sanction that will be imposed. The Dean of Student Affairs will also provide the student with the opportunity to appeal the decision. The student will have ten days to appeal the decision.

The Disciplinary Committee has three members. The Provost will appoint the three members of the Committee upon receiving the student's request to appeal.

1. If a student requests an appeal, the request must be in writing to the Dean of Student Affairs. The request must be postmarked within ten days of the Dean's decision letter. The Dean of Student Affairs will forward the appeal to the Disciplinary Committee along with all other information collected in the matter.
2. The Disciplinary Committee will schedule a disciplinary hearing via teleconference, giving the student reasonable time to prepare for the hearing. The student has the right to be accompanied by counsel and/or other advisers such as parents or relatives. The counsel and/or advisers will be at the student's own expense. (No more than three of the aforementioned shall be present in the hearing at any one time.) Although counsel and/or advisers may be present for the teleconference hearing, counsel and/or advisers may not speak or participate directly in the hearing. The student must speak for him or herself. A student also has the right to remain silent at disciplinary

- hearings; such silence will not be used as a factor in the determination or outcome of the matter.
3. Witnesses may be called on the student's behalf or on the University's behalf and the student may confront all adverse witnesses.
 4. A recording of the hearing will be kept by the University. A copy of the recording will be furnished to the student upon request at the student's own expense.
 5. A written decision will be issued by the Disciplinary Committee within ten (10) days after the hearing. This decision will be final.

Suspension for Mental Instability or Violence

If a student poses a danger to him/herself or to any other person on University premises or through Strayer online, exhibits extreme mental confusion or has lost touch with reality, is disruptive or uncontrollable, damages or threatens to damage any property, or demonstrates some other violent or serious behavioral problems, the Dean of Student Affairs may immediately suspend the student, refer the student to mental health treatment resources and may bar the student from all Strayer University premises and activities.

The Dean of Student Affairs, in consultation with the Legal Department and the Regional Dean and/or Regional Director, may decide after a thorough review of the facts to expel the student or suspend the student for an indefinite period.

The conditions of readmission, if any, will be stated in the letter of dismissal and may include a requirement that the student submit evidence that the student has been in a course of treatment with a licensed mental health provider and that the mental health provider believes that the student is no longer a danger or threat to him/herself or others.

A student suspended under the above policy who wishes to contest the University's decision, may submit a written appeal to the Dean of Student Affairs. The Dean of Student Affairs will evaluate the appeal and may request to interview the student, by telephone or in person, prior to making a decision. The decision of the Dean of Student Affairs is final.

Grievance Procedures (Non-Academic)

The grievance procedure described below is applicable to non-academic student complaints, including complaints of unlawful discrimination or unfair treatment on the basis of the following:

Title VI and Title VII of the Civil Rights Act of 1964;
Title IX of the Education Amendments of 1972;
Section 504 of the Rehabilitation Act of 1973, as amended;
The Family Rights and Privacy Act of 1974;
The Age Discrimination Act of 1975; and
The Americans with Disabilities Act of 1990.

Level 1 — Since grievances should be raised and settled promptly, a grievance shall be raised as soon as the event occurs or the student gains knowledge of it and in no event more than **60 days** after the event occurred.

If a complaint cannot be resolved informally, the student may file a written grievance following a written response from the Strayer administrative official. The written grievance is filed with the Campus Director and shall contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the redress sought.

The Campus Director shall provide a written response to the student typically within thirty days of receipt, unless the situation requires additional research or investigation. All discrimination or sexual harassment matters should be brought immediately to the attention of the Dean of Student Affairs.

Level 2 — If not satisfied with the grievance disposition at Level 1, the student may file a written grievance with the Regional Director within thirty days of receipt of the written decision from the Level 1 official. The written grievance shall contain the name of the complainant, the date of the filing, a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at Level 1.

The Regional Director will contact the student upon receipt of the written grievance and will issue a written response typically within thirty days of receipt, unless the situation requires additional research or investigation.

Level 3 — If not satisfied with the grievance disposition at Level 2, the student may submit a written request to the Dean of Student Affairs, who coordinates the appeal at this level, within thirty days of receipt of the written decision from the Regional Director. The written grievance shall contain the name of the complainant, the date of the filing, a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at Level 2. Contact information for the Office of the Dean of Student Affairs is as follows: 1133 Fifteenth Street, NW, Ste 300, Washington, D.C. 20005, Phone: (202) 419-0400, Fax: (202) 419-1423.

Personnel who review the appeal at this level include the Dean of Student Affairs and any additional person the Dean of Student Affairs deems relevant to the appeal, e.g., the Director of Financial Aid or the Director of Records. The Dean of Student Affairs will reply in writing typically within thirty days after receipt of the written request. The decision of the Dean of Student Affairs will be final.

Please note that all discrimination and sexual harassment matters will be heard by the Dean of Student Affairs, whose decision shall be final. Both parties have the right to copies of all information presented at the grievance proceeding. A recording will be made of the discrimination and sexual harassment grievance hearings and retained for future reference. The student is entitled to a copy of this recording at his/her expense. In discrimination and sexual harassment cases, revision of the deadlines for filing appeals and rendering responses may be made by mutual agreement, in writing, between the student and the Dean of Student Affairs.

Academic Grievance Procedures

Grade Disputes

Disputes regarding grades (not including grade disputes involving academic integrity, discussed below) may be raised only on FINAL grades. The student must dispute a final grade within thirty (30) calendar days after the end of the course for which the grade was awarded or the date the grade was awarded, whichever is later. After this time, the University will not evaluate grade disputes from the student.

Grade disputes are subject to a 3-level review process, outlined below. Grades are subject to revision by persons other than the instructor of the course only if there is (1) a mathematical error (error in the calculation process) or technical process error (error leading to improper or untimely posting of assignment) in the grading or (2) they were awarded in an arbitrary and capricious fashion.

“Arbitrary and capricious” means any or all of the following:

- The grading procedures used to award the grade were not those outlined in the course syllabus.
- The grade was awarded on a basis other than academic merit, such as blatant favoritism, discrimination of any type, or romantic or sexual relationships between students and faculty.

Level 1 — The student must first submit the grade dispute in writing to the instructor of the course for which the grade was received. The dispute must include copies of any documentation that supports the student’s request for a change of grade. Within ten (10) working days of receiving the student’s dispute, the instructor will respond to the student to explain the grade awarded and/or will provide a detailed written explanation that includes the final grade calculation as specified by the syllabus grading criteria.

Level 2 — If the instructor is unavailable or does not respond within ten (10) working days, or if the student feels there is additional information that needs to be reviewed in response to the faculty member’s decision, the student should contact his or her Campus Dean (for on campus classes), or the Online Help Center (at <http://online.strayer.edu>.) within ten (10) working days. The student must state, in writing, the basis of the dispute, must provide relevant documentation and, if necessary, must submit the work when a particular graded assignment is in question. The Campus Dean or Online Associate Dean will contact the instructor to obtain the grading criteria and any other relevant data. The Campus Dean or Online Associate Dean will review this information and send a detailed written response within ten (10) working days to the student, giving his/her determination of the grade dispute.

Level 3 — If the student feels there is additional information that needs to be reviewed in response to the decision made at the previous levels, he or she may appeal the grade within ten (10) working days from the date of the Level 2 decision. This appeal must be made in writing to the Dean of Student Affairs. The student must clearly state, in writing, the basis of the dispute, provide relevant documentation, submit the work when a particular graded assignment is in question, and include the disposition of the complaint at Level 2. The Dean of Student Affairs may consult with the Regional Academic Dean, the Dean of the student’s school, the Online Dean of Students, and/or the Provost. The Dean of Student Affairs will review the information and send a detailed written response within ten (10) working days to the student giving his/her determination of the grade dispute. The Dean of Student Affairs’ decision will be final.

Concerns About Academic Quality of Instruction

Complaint Process for Campus-Based Students

Concerns about the quality of academic instruction in courses taught by members of the University’s faculty should be filed with the Campus Dean within 60 days after the end of the course in which the complaint arose. After this time the University will not evaluate instructor complaints from the student. The student should clearly state the areas of concern, give examples, and provide specific documentation. The Campus Dean will investigate appropriately, including talking with and/or observing the instructor. Thereafter, the Campus Dean will convey to the student in writing his/her detailed evaluation of the complaint and, if appropriate, a solution to the problem. If the student is dissatisfied with the response received at this level, the student may submit a further complaint in writing to the Regional Academic Dean, who, in conjunction with the Dean of Student Affairs, will follow the same procedure of evaluation and written response to the student as the Campus Dean. If the student is dissatisfied with the response of the Regional Academic Dean and the Dean of Student Affairs, he/she may submit a final appeal to the Provost, who will further investigate the matter and send a detailed explanation in writing to the student.

Complaint Process for Online Students

Concerns about the academic quality of courses taught by the members of the University's faculty should be filed with the Online Dean of Students within 60 days after the end of the course in which the complaint arose. After this time the University will not evaluate instructor complaints from the student. The student should clearly state the areas of concern, give examples, and provide specific documentation. The Online Dean of Students will investigate appropriately, including talking with and/or observing the instructor. Thereafter, the Online Dean of Students will convey to the student in writing his/her detailed evaluation of the complaint and, if appropriate, a solution to the problem. If the student is dissatisfied with the response received at this level, the student may submit a further complaint to the Online Dean of Faculty and Quality Assurance, who, in conjunction with the Dean of Student Affairs, will follow the same procedure of evaluation and written response to the student as the Online Dean of Students. If the student is dissatisfied with the response of the Online Dean of Faculty and Quality Assurance and the Dean of Student Affairs, he/she may submit a final appeal to the Provost, who will further investigate the matter and send a detailed explanation in writing to the student.

Complaints that an instructor engaged in discrimination, sexual harassment, or sexual relationships with students, or denied an accommodation previously negotiated under the Americans with Disabilities Act (ADA) should be communicated verbally and in writing directly to the Dean of Student Affairs, who may be reached by phone at (202) 419-0400, by fax at (202) 419-1423, by e-mail to deanofstudentaffairs@strayer.edu or by mail at 1133 Fifteenth Street NW, Washington, D.C. 20005.

Academic Integrity Policy

Strayer University holds its students to high standards of academic integrity and will not tolerate acts of falsification, misrepresentation, or deception. Such acts of intellectual dishonesty include, but are not limited to, cheating, plagiarism, fabricating data or citations, stealing examinations, using instructor editions of textbooks without authorization, taking an exam for another, using technology to disseminate exam questions and answers, tampering with the academic work of another student, facilitating other students' acts of academic dishonesty, and resubmitting work completed in another course (with the exception of compiling previous coursework, if approved, into a Directed Research Project).

Honor Pledge

Upon application to the University, each student will be asked to sign the Honor Pledge, a copy of which may also be found in each course syllabus. The Honor Pledge reads as follows:

I have read and understand Strayer University's Academic Integrity Policy. I promise to conduct myself with integrity in the submission of all academic work to the University and will not give or receive unauthorized assistance for the completion of assignments, research papers, examinations, or other work. I understand that violations of the Academic Integrity Policy will lead to disciplinary action against me, up to and including suspension or expulsion from the University. I understand that all students play a role in preserving the academic integrity of the University and have an obligation to report violations of the Academic Integrity Policy committed by other students.

Name (Signed) _____ Date _____

Name (Printed) _____

Any student who, upon application to the University, refuses to sign the Honor Pledge must submit an explanation in writing that will be reviewed by the Campus Dean, or the Online Dean of Students (Campus Administrator). If the Campus Administrator does not accept the student's explanation, the student will not be permitted to enroll at Strayer University.

The Honor Pledge will remain in the student's file in the Records Office until such time as he or she graduates, completes his or her program of study, terminates enrollment, or is administratively withdrawn from the University.

Procedures for Reporting Academic Integrity Violations

Strayer University does not tolerate intellectual dishonesty, whether intentional or un-intentional.

Violations or suspected violations of the University's Academic Integrity Policy may be reported by students, faculty, or any member of the University community. When an instructor discovers an academic integrity violation through review of a student's submitted work, the instructor will carefully document and/or collect evidence of the violation. Students who provide evidence of other students' violations must have such evidence corroborated by a Strayer University instructor or administrator.

Depending on the severity of the violation, those reviewing the case (Campus Dean, Academic Integrity Committee members, or the President) may discuss the nature of the violation with other instructors who have taught the student and/or administrative personnel who may have first-hand information about the student and/or this specific violation.

Sanctions for Academic Integrity Violations

Disciplinary action for violations of the Academic Integrity Policy will depend on several factors, including the following:

- Whether the student is a first-time offender or a repeat offender
- Whether the violation was intentional or due to carelessness or a lack of knowledge
- Whether the student acknowledges the offense when presented with overwhelming evidence
- Whether the offense occurs early or late in the student's academic program
- Whether the offense involves a minor assignment or a major endeavor toward a degree, such as the Directed Research Project for graduate students
- Whether the violation has major impact on the learning environment at the University

Once it is determined that a violation has occurred, the instructor normally imposes the sanction. The sanction may include:

- **Written warning** - Instructors may issue a written warning at any time - consistent with a reasonable determination that a violation has occurred - to students for minor violations of the Academic Integrity Policy. The warning shall include a description of the violation and the corrective action needed to prevent further violation. The instructor will provide notification of the action to their Campus Dean for forwarding to the Records Department for inclusion in the student's official record and to Student Affairs.
- **Grade reduction or failing grade on assignment involved in academic integrity violation** - Instructors may determine whether a grade reduction or failing grade on an assignment is justified given the extent of the violation. Such decisions will be upheld unless determined to be arbitrary and capricious. The instructor will provide notification of the action to their Campus Dean for

forwarding to the Records Department for inclusion in the student's official record and to Student Affairs.

- **Grade reduction or failing grade in the course** - Instructors may determine whether a grade reduction or failing grade in the course is justified given the extent of the violation. The reduction of a grade or issuance of a failing grade in the course must be made in conjunction with the appropriate Campus Dean or their designee. Such decisions will be upheld unless determined to be arbitrary and capricious. The instructor will provide notification of the action to their Campus Dean for forwarding to the Records Department for inclusion in the student's official record and to Student Affairs.
- **Immediate interim suspension, suspension, expulsion, or revocation of a degree** - If an instructor recommends suspension, expulsion, or revocation of a degree, the instructor, in conjunction with the Campus Dean, must forward the case within ten (10) working days to the Academic Integrity Committee for action. The Campus Dean will notify the student of the referral of the case to the Academic Integrity Committee and give the student the information on how to submit his or her written information.

Note: Online-based Classes

All incidents of intellectual dishonesty involving an Online-based class resulting in a grade reduction or failing grade in the course, or immediate interim suspension, suspension, expulsion, or revocation of a degree, will also be reported to the Online Help Center. The Online Help Center is located at www.online.strayer.edu. The online dean(s) will directly review the incidents and documentation logged in the Online Help Center. They will review the work that the student submitted and, if appropriate, also have it processed through computer plagiarism-detection software.

Academic Integrity Committee

Only serious violations that the instructor, in conjunction with the Campus Administrator, believes justify suspension, expulsion, or revocation of a degree awarded will be forwarded to the Academic Integrity Committee for action.

The Academic Integrity Committee has three members. The Dean of Student Affairs will chair the Committee and the other two members of the Committee will be the Provost and the student's Regional Academic Dean. If any member of the Committee is unavailable or unable to render an impartial judgment in a given case, the Dean of Student Affairs is permitted to select different Committee members from the list of individuals below:

Dean of Schools	Campus Deans
Department Chairs	Faculty Members
Online Dean of Students	

The Committee will review all materials submitted by the instructor and the Campus Dean. The Academic Integrity Committee will also ask the student to submit a written statement. The Committee will issue a written decision within ten (10) days of the receipt of the matter. The Committee will provide the written decision to the Records Department for inclusion in the student's official record.

Appeals

For each sanction above, the student will be given the opportunity to appeal as follows:

1. Appeals of written warnings may be made to the Campus Dean, whose decision shall be final.
2. Appeals of grade reductions or failing grades on individual assignments may be made to the Campus Dean, whose decision shall be final.
3. Appeals of grade reductions or failing grades issued as the final course grade may be made to the Academic Integrity Committee as described below, whose decision shall be final.
4. Appeals of interim suspension, suspension, expulsion, or revocation of a degree may be made to the President of the University, as described below, whose decision shall be final.

Appeals to the Academic Integrity Committee should be submitted in writing within ten (10) working days of the decision. The Academic Integrity Committee will review the information submitted by the student, the Campus Dean, and the instructor. The Committee will send a written decision to the student within ten (10) working days of the receipt of the appeal.

Appeals of decisions of the Academic Integrity Committee should be submitted in writing within ten (10) working days of the decision to the President.

The only grounds for this final level of appeal shall be:

- (1) that new evidence has been discovered;
- (2) that the penalties set were not commensurate with the offense;
- (3) that failure to follow procedure constituted an error.

Evidence

Because Academic Integrity Committee hearings are not formal court proceedings, the Academic Integrity Committee is not bound by the rules of evidence. The Academic Integrity Committee will consider all evidence that, in its reasonable discretion, is pertinent to the case before it.

The President will submit his or her decision to the student within ten (10) working days. This decision will be final.

Policies and Procedures in University Catalog

The current University Catalog contains explanations of the following policies and procedures. All Strayer University students should be familiar with them and are required to comply with them. Please note that, from time to time, the University may adopt new policies and revise or supplement existing policies.

The University will disseminate any new or revised policies, which must also be complied with by students of the University. Information on such changes will be available on the Strayer Web site at <http://studentserver.strayer.edu>. Failure to comply with University policies and procedures will result in disciplinary sanctions, including suspension or dismissal from the University.

Alcohol and Drug Policies

Drug-Free Policy

The possession, use, or distribution of alcohol and illicit drugs by members of the Strayer University community on any campus facility during class, study, or work periods is incompatible with the goals of the University. No employee or student should report to work or class while under the influence of alcohol or illegal drugs. Violators of these rules are subject to evaluation/treatment for a substance use disorder, or to disciplinary action as set forth in the Student Handbook, up to and including suspension or dismissal from the University.

Alcohol Policy

The possession, consumption, or sale of alcohol on campus or at University-sponsored activities is prohibited, unless specifically sanctioned by the University and allowed by state and local alcoholic beverage regulations. The use of alcoholic beverages in the following instances must be approved by the President or his designee: (1) on campus and at functions sponsored by, or primarily for, students; and (2) at off-campus student functions sponsored by recognized student organizations.

Non-alcoholic beverages and food items must be available at the same place as the alcoholic beverages and readily accessible as long as alcoholic beverages are available. Advertisements for social functions may not describe the availability of alcohol as a promotional tool nor promote consumption of alcohol by minors.

All persons must have proof of age at any activity involving the consumption of alcoholic beverages. If alcoholic beverages are served, the sponsoring organization must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear to be intoxicated.

Individuals involved in the illegal use or distribution of alcohol are subject to arrest and University disciplinary action.

Drug Policy

Strayer prohibits the possession, use, or distribution of illegal drugs on University property. Possession, sale, use, or distribution of controlled substances, including marijuana, is a violation of federal and state laws and University policy. Students and employees who violate state or federal drug laws will be referred by Strayer University to the appropriate authorities for criminal prosecution, and, if convicted, may be subject to suspension, termination, or expulsion from the University.

Legal Sanctions for Unlawful Possession of Alcohol and Drugs

In addition to violating University policy, unlawful possession of alcohol and drugs may violate federal and state laws. Students and employees entering University property under the influence of alcohol or drugs will be referred to treatment and/or reported to local authorities. All other persons will be reported to local authorities immediately. The following summary provides information on some of the potential legal penalties for drug and alcohol violations:

Alcohol Violations

The legal drinking age in the United States is 21 in all 50 states and the District of Columbia. Legal drinking age is 18 in the U.S. Virgin Islands, Puerto Rico and Guam. Persons possessing or consuming alcohol under the legal drinking age may face fines or jail time. Many states impose severe penalties for persons using false identification to purchase or consume alcohol.

Driving while under the influence of alcohol is a serious offense. In addition to restrictions on blood alcohol content for drivers above the legal drinking age, many states also have strict “zero tolerance” laws prohibiting driving under the influence of any amount of alcohol if the driver is under the age of 21.

Specific information on legal penalties for alcohol violations in the states in which the University has physical campuses can be located at the following websites on the next page.

District of Columbia

District of Columbia Alcoholic
Beverage Regulation Administration
<http://abra.dc.gov>

District of Columbia Metropolitan Police
Department
<http://mpdc.dc.gov>

Florida

Florida Department of Business and
Professional Regulation
(Division of Alcoholic Beverages and Tobacco)
<http://www.state.fl.us/dbpr/abt/>

Georgia

Georgia Department of Revenue
(Alcohol and Tobacco Division)
<http://www2.state.ga.us/departments/dor/alcohol/index.shtml>

Georgia Governor's Office
on Highway Safety
<http://www.gobs.state.ga.us/main.html>

Maryland

Comptroller of Maryland
Alcohol and Tobacco Tax Bureau
<http://compnet.comp.state.md.us/red/attb/default.asp>

Montgomery County
Department of Liquor Control
<http://www.montgomery-countymd.gov/dlc>

North Carolina

North Carolina ABC Commission
http://www.ncabc.com/education/college_corner.asp

Pennsylvania

Pennsylvania State Police — Bureau of Liquor
Control Enforcement
<http://www.psp.state.pa.us/blce/site/default.asp>

South Carolina

South Carolina Department of Alcohol and
Other Drug Abuse Services
<http://www.daodas.state.sc.us/web/>

Tennessee

Tennessee Alcoholic Beverage
Commission
<http://www.state.tn.us/abcl/index.html>

Virginia

Virginia Department of
Alcoholic Beverage Control
<http://www.abc.state.va.us/education.html>

Drug Violations

Possession of any controlled substance, including drugs such as marijuana, cocaine, LSD, and ecstasy, as well as unauthorized prescription medications, drug paraphernalia, and materials used to manufacture or distribute illegal drugs, can result in serious penalties under federal and state laws, including imprisonment and large fines. Penalties increase sharply if the conviction involves possession, distribution, or manufacture of controlled substances while on the grounds of a school or college.

In addition, students convicted of possessing or selling illegal drugs (not including alcohol and tobacco) may be ineligible to participate in federal student loan programs offered by the U.S. Department of Education. Additional information on penalties for violating controlled substance laws can be found at the website for the Drug Enforcement Administration, located at the following link:

<http://www.deadiversion.usdoj.gov/21cfr/21use/21idusct.htm>

Health Risks of Alcohol and Drug Use

Health risks associated with use of alcohol and illicit drugs include physical and psychological addiction; permanent damage to vital organs, such as the brain and liver; complications during pregnancy; loss of motor coordination; psychological and mood disorders; and increased risk of several types of cancers. For additional information on alcohol- and drug-related health risks, please visit www.factsonap.org, www.drugfreemerica.org and www.whitehousedrugpolicy.gov.

Treatment Resources for Alcohol and Drug Addiction

Students or employees who need assistance in overcoming alcohol- or drug-related problems are encouraged to contact the substance abuse organizations listed below:

Substance Abuse and Mental Health Services Association

1-800-662-HELP, www.samhsa.gov

SAMHSA is the Federal agency charged with improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and cost to society resulting from substance abuse and mental illnesses. The SAMHSA Web site has a treatment facility locator searchable by type of treatment, form of treatment, and forms of payment accepted.

American Council on Alcoholism

1-800-527-5344, www.aca-usa.org

The American Council on Alcoholism (ACA) is a national non-profit health organization dedicated to educating the public about the effects of alcohol, alcoholism, and alcohol abuse, as well as the need for prompt, effective, available, and affordable treatment.

Alcoholics Anonymous

www.aa.org

Alcoholics Anonymous is worldwide with meetings in almost every community. Contact a nearby central office, intergroup, or answering service to find specific locations. Telephone numbers for Alcoholics Anonymous are often listed in local telephone directories. Outside of the United States and Canada, contact the International General Services Office.

Washington Area Intergroup Assn
4530 Connecticut Ave, NW,
Suite 111
Washington, DC 20008
(202) 966-9115
TDD (202) 966-9782
E-mail: aa-dc@starpower.net
<http://www.aa-dc.org>

Florida Alcoholics Anonymous Intergroups

Tri-County Central Office, Inc
8019 N. Himes Ave, Ste 506
Tampa, FL 33614
(813) 933-9722
24 hour answering service
(813) 933-9123
<http://www.aatampa-area.org>

Georgia Alcoholics Anonymous Intergroups

Central Office
127 Peachtree Street, Ste 1310
Atlanta, GA 30303
(404) 525-3178
atlantaaa@mindspring.com
<http://www.atlantaaa.org>

Oficina Intergrupala Hispana
3146 Chamblee Dunwoody Rd.
Ste 215

Chamblee, GA 30341
(770) 452-0059

Maryland Alcoholics Anonymous Intergroups

Annapolis Area Intergroup, Inc.
169 Duke of Gloucester Street
Annapolis, MD 21401
(410) 268-5441

Baltimore Intergroup
Council of A.A.
8635 Loch Raven Blvd, Ste 4
Baltimore, MD 21286
(410) 663-1922
E-mail: aabalt@smart.net
<http://baltimoreintergroupaa.org>

Southern Maryland Intergroup
P.O. Box 767
Charlotte Hall, MD 20622
(800) 492-0209

Oficina Intergrupala Hispana
P.O. Box 8584
Silver Spring, MD 20907
(301) 587-6191

North Carolina Alcoholics

Anonymous Intergroups
Metrolina Intergroup
1427 South Blvd, Ste 106
Charlotte, NC 28203
(704) 377-0244

Tri-County Intergroup
3948 Browning Place, Ste 205
Raleigh, NC 27609
(919) 783-8214

24 hour Help Line
(919) 783-6144
<http://www.nctriaa.org>

Pennsylvania Intergroups

Intergrupala Hispana De PA
3565 North 7th Street
Philadelphia, PA 19140-4401
(215) 229-3800

South Eastern Pennsylvania
Intergroup Assoc
444 North 3rd Street, Ste 3E
Philadelphia, PA 19123-4179
(215) 923-7900
TDD (215)-574-6906
info@sepennaa.org
<http://www.sepennaa.org>

South Carolina Intergroups

Greater Columbia Intergroup
P.O. Box 50484
Columbia, SC 29250
(803) 254-5301

Greenville Intergroup
P.O. Box 1002
Greenville, SC 29602
(864) 233-6454
greenville@yahoo.com

Tennessee Central Offices of Alcoholics Anonymous

Memphis Area Intergroup
5119 Summer Avenue, Ste 315
Memphis, TN 38122
24 hour answering service (901)
454-1414
<http://www.memphis-aa.org>

Middle Tennessee
Central Office
176 Thompson Lane, Ste G-1
Nashville, TN 37211
24 hour answering service (615)
831-1050
E-mail: mtcoaa@aol.com
<http://www.aanashville.org>

Virginia Alcoholics Anonymous Intergroups

Oficina Intergrupala Hispana
P.O. Box 6011
Richmond Hwy
Alexandria, VA 22306
(703) 360-5447

Jefferson District Intercrop
P.O. Box 6911
Charlottesville, VA 22906
(434) 293-6565

Northern Virginia Intergroup
8501 Lee Highway
Fairfax, VA 22031
(703) 876-6166

Richmond Intergroup, Inc.
3600 W Broad Street, Ste 684
Richmond, VA 23230-4916
(804) 355-1212

Williamsburg Area Intergroup
P.O. Box 1525
Williamsburg, VA 23185
(757) 253-1234

Narcotics Anonymous www.na.org

Narcotics Anonymous is an international, community-based association of recovering drug addicts with more than 31,000 weekly meetings in over 100 countries worldwide. To find a meeting in your area, contact one of the registered Narcotics Anonymous service committees and groups.

District of Columbia

Chesapeake and Potomac Region of Narcotics Anonymous (Washington DC Metropolitan Area, including Maryland and Northern Virginia)
<http://www.cprna.org>
(202) 399-5316
1-800-543-4670 (MD, DC, and VA only)

Florida

Tampa Funcoast Area (Hillsborough County)
24 Hour Helpline (813)-879-4357
<http://www.tampa-na.org>

Georgia

Georgia Region Service Committee of Narcotics Anonymous (GRSCNA)
<http://www.grscna.com>

North Atlanta
(Dunwoody, Chamblee, Decatur, etc.)
(770) 451-7373
northatl@grscna.com

South Atlanta
(College Park, Griffin, Newnan, etc.)
(404) 362-8484
southatl@grscna.com

Maryland

Free State Region of Narcotics Anonymous (Baltimore area and vicinity)
<http://www.freestatena.org/>
(410) 566-4022

North Carolina

Greater Charlotte Area of Narcotics Anonymous
<http://www.charlotte-na.org/>
24 Hr. Helpline (704) 366-8980

Capital Area (Raleigh/Durham)
<http://www.crna.org/capital.html>
(919) 831-5100

Pennsylvania

Greater Philadelphia Regional Service Office of Narcotics Anonymous
<http://www.grpsona.org>

Bucks County (215) 943-8866
Delaware County (610) 534-9510

South Carolina

Upper South Carolina Area of Narcotics Anonymous
<http://www.crna.org/lippersc.html>

Greenville (864) 282-0109

Tennessee

Nashville and Middle Tennessee Area of Narcotics Anonymous
<http://www.nanashville.org/>

Nashville 24 hr. helpline (615) 251-7462
Memphis 24 hr. helpline (901) 276-5483

Virginia

Dulles Corridor Area of Narcotics Anonymous
<http://www.dcana.org>
24 hr. helpline (703) 435-1230

Battlefield Area Narcotics Anonymous (Manassas, Warrenton, Remington, and Culpeper)
<http://www.pwcweb.com/banal>
1-800-543-4670 (MD, DC, VA only)

Peninsula Area Narcotics Anonymous (Hampton, Newport News, Warsaw, Williamsburg, and York County)
<http://peninsulana.com>
1-800-777-1515

Rappahannock Area Narcotics Anonymous (Caroline County, Fredericksburg, Spotsylvania County, and Stafford County)
<http://www22.brinkster.com/js42dealrappahannock.htm>

Richmond Area
<http://www22.brinkster.com/js42dealrichmond.htm>
1-888-747-4047

Tidewater Area (Chesapeake, Norfolk, Portsmouth, Suffolk and Virginia Beach, VA; and Kill Devil Hills, NC.)
<http://www22.brinkster.com/js42dae/tidewater.htm>
(757) 459-8467

Animals on Campus

Animals are not permitted in campus buildings, with the exception of seeing eye dogs or other dogs trained for assistance to individuals with disabilities. Animals found unattended are subject to being impounded by local animal control authorities. The owner of any animal impounded by local animal control authorities is responsible for resulting fines and fees. Civil litigation may result if injuries or damages are inflicted by the animal.

Bicycles on Campus

Bicycles and skateboards are not permitted inside campus buildings or outside on sidewalks or ramps.

Cellular Telephones and Pagers

To prevent disruption or obstruction of teaching, cellular telephones, pagers, and other such electronic devices must be turned off or placed in silent mode during classroom instruction and during use of computer labs and Learning Resources Centers.

Children on Campus

To maintain an environment conducive to learning, children are not permitted in classrooms or computer labs. In addition, they may not be left unsupervised on campus.

Computer Use Policy

The following policies apply to all connections to and use of the Strayer University website, Strayer University Online courses, computers located in University computer labs, and use of the University's network to access the Internet.

1. All use of University networks and computers, including e-mail accounts, may be monitored by the University at any time without notice.
2. Only currently enrolled students, faculty, staff, and authorized alumni are eligible to access University networks and computers. Individuals may be requested to present student identification or other University authorization. No one shall assist unauthorized users in accessing University networks or computers, such as by the sharing of passwords.
3. The University's networks and computers may only be used for the educational-related objectives of the University and not for any other purposes. Unauthorized uses include, but are not limited to, the following:
 - a. The University's computers and networks may not be used to gain unauthorized access to the accounts of other University students, faculty, or staff or unauthorized access to computers and networks located outside of the University.
 - b. The University's computers and networks, including e-mail, may not be used to view, download, or distribute obscene, offensive, threatening, harassing, intimidating, or otherwise inappropriate material.
 - c. Computer viruses, spyware (including password sniffing software), "Trojan horse" programs, or other similarly destructive programs may not be installed or attempted to be installed on any University computer or network.
 - d. University networks and computers may not be used to operate file sharing programs, including downloading of copyrighted materials.

- e. The e-mail addresses of University faculty, students, and staff are privileged and confidential information. Such e-mail addresses may not be used for any unauthorized, non-educational purpose, especially the distribution of unsolicited commercial e-mail (i.e. “spam”) or chain letters. The University reserves the right to discard incoming mass mailings without notifying the sender or recipient and block all communications from sites or e-mail addresses with a known history of sending unsolicited mass mailings.
4. Installation of all software and hardware on the University’s computers and networks is limited to authorized University faculty and staff.
5. Students are individually responsible for the content of postings they make in University-sponsored websites, discussion boards, chatrooms, and other forums. No one shall use the University’s computers or networks to transmit content that is defamatory, libelous, harassing, obscene, threatening or otherwise inappropriate or illegal.

Violation of this policy may result in an immediate suspension or loss of computer or network privileges at the University and will also subject a student to disciplinary action, up to and including suspension and expulsion from the University. If appropriate, violations will also be reported to local or federal law enforcement agencies for prosecution.

Non-Smoking Policy

To protect the health and safety of Strayer students, faculty, staff, and visitors, smoking is prohibited inside all campus facilities.

Parking Guidelines

Limited parking is provided free of cost to students, faculty, staff, and visitors at the following campuses: Alexandria, Anne Arundel, Arlington, Cary, Chamblee, Center City, Chesapeake, Chesterfield, Christiana, Cobb County, Columbia, Delaware County, Fredericksburg, Greensboro, Greenville, Henrico, King of Prussia, Loudoun, Lower Bucks County, Manassas, Montgomery, Morrow, Nashville, Newport News, North Charlotte, North Raleigh, Owings Mills, Prince George’s, Shelby Oaks, South Charlotte, Takoma Park, Tampa East, Tampa Westshore, Thousand Oaks, White Marsh, and Woodbridge. Students are encouraged to display a Strayer University parking sticker for identification; parking stickers can be obtained from the Learning Resources Center (LRC). Students should be aware that parking in campus lots is at their own risk and should take all precautions to lock their vehicles and to keep valuables out of sight.

Alexandria Campus students *must* obtain a parking sticker from the LRC. Parking is permitted at 2730 Eisenhower Avenue in the Strayer parking garage and its surrounding spaces. Additional parking is available at the satellite parking lot at the end of the complex, and, for night classes only, at 2760 Eisenhower Avenue (VSE Building) and at 2800 Eisenhower Avenue (external spaces only).

The **Arlington Campus** is located over the Courthouse Road Metro Station. Students are encouraged to utilize the Metro subway system. A public metered parking lot is available directly across 15th Street adjacent to the campus. Parking is free in the Court House parking lot only after 6:00p.m. Monday through Friday, after 12:00p.m. on Saturday, and throughout the day on Sunday.

The **Takoma Park Campus** is one block from the Takoma Metro Station, which is located at the corner of Eastern and Carroll Avenues. Students are encouraged to use the Metro subway system. Nearby on-street parking has specified time limits. On a limited basis, free off-street parking is available at a nearby Seventh Day Adventist Church, Monday through Friday and Sunday. Entrances to the lot are on Laurel Street and on Second Street; spots are designated “SC”. This free parking is **not** available on Saturday.

At the **Washington Campus**, parking arrangements have been made with the parking garage managed by MetroPark. MetroPark has two locations near the Washington campus, one at 1125 15th Street NW and another at 1120 Vermont Avenue, NW. MetroPark offers discounted parking to Strayer students of \$4 during weekday evenings (4:00 p.m. - 10:30 p.m.) and on Saturdays (8:30 a.m. - 5:00 p.m.). Student identification is required to receive the discount. Students are also encouraged to use the metro system. There is convenient access to the campus from the Metro stations at McPherson Square (blue/orange) and Farragut North (red).

Posting, Solicitation, and Distribution of Materials

Posting of printed materials to the University community by students or non-students must comply with established University procedures as to location, time limits, distribution procedures, and removal requirements. Normally, permission to post or distribute an item is granted by the Student Services Manager. Officials of the University may require materials printed in a foreign language to be translated into English prior to approving them.

1. Failure to adhere to these guidelines will lead to loss of posting or distribution privileges.
2. Decisions on requests to distribute and/or solicit on University premises will be based on University policies and procedures.
3. The University reserves the right to restrict, remove, or prohibit posted or distributed materials.

Non-Commercial Distribution

Students may not distribute printed materials (e.g., brochures, pamphlets, newspapers, tabloids, flyers, or petitions) or make other distributions of materials through e-mail to members of the University community unless they have prior written approval from the Student Services Manager.

When no special facilities or equipment (e.g., room space, audiovisual equipment, copy machine, maintenance setup services, or use of University e-mail) are requested by students, then the following apply:

1. Distribution of approved printed material may be made in student lounges and on authorized bulletin boards.
2. Distribution must be consistent with all student conduct guidelines.
3. Any material remaining after distribution must be properly discarded.

When special facilities or equipment are requested, then the following apply:

1. An “event form” or “facilities use form” must be completed and submitted to the Student Services Office.
2. The Student Services Manager will forward the request to the appropriate department.
3. The Student Services Manager will inform the student whether or not the request has been approved.

Commercial Distribution and Solicitation

Solicitation is defined as any sale or offering of services, the solicitation of donations for any purpose, or the recruitment of students for any non-University organization.

1. No commercial distribution is permitted except through the sponsorship of a University organization and with the written approval of the Student Activities Committee or the Dean of Student Affairs. All requests for commercial distribution will be reviewed in light of existing University contracts, and approval may be subject to conditions related to time, place, and manner to ensure non-interference with operations of the University.
2. Obtaining approved sponsorship and registering the event must be accomplished in accordance with the policies specified by the Student Activities Committee or the Dean of Student Affairs.
3. Solicitation may occur only in student lounges.
4. All solicitation must comply with University policies and procedures and any additional rules established by the Student Activities Committee.

Security Policy

The safety and welfare of students, faculty, and employees are of the utmost importance to the University.

Any person in immediate danger due to crime or emergency should contact local police immediately by dialing 911. When the emergency has subsided, the victim should also report the crime as soon as possible to the Campus Director of the location where the incident occurred.

For non-emergency situations, any person who is a victim, witness, or has knowledge of any criminal activity or other emergency on campus should report it immediately to the Campus Director of the campus where the incident occurred or, during the evening hours, to security personnel, if available.

Persons reporting crimes will be asked to complete incident or witness report forms, including the date, time, place, nature of the incident, names of witnesses, if any, and any other pertinent facts. The report will be co-signed by the Campus Director, who will then send it immediately to the University's Chief Security Officer. The Chief Security Officer will distribute the report to other appropriate University officials as the situation warrants.

All reports will be investigated. The University does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law by students, staff, or faculty will be referred to law enforcement agencies and, when appropriate, to the Office of the Dean of Student Affairs or of Human Resources for disciplinary action. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

No later than March 1st of each year, the University will distribute an Annual Campus Security Report to all students, staff and faculty. This report contains additional information on campus security regulations, recommended personal safety practices, campus crime reporting guidelines, and campus crime statistics for the most recent three-year period. The report is distributed via e-mail with hard copies available in the Student Services Office. The report is also available via the University Web site at <http://studentserver.strayer.edu>

The University, in its discretion, may place security cameras on campus in order to improve security monitoring. Cameras are placed in visible locations in publicly accessible areas and will not record audio signals. Viewing of footage recorded by security cameras is restricted to authorized University officials.

Student Financial Aid Policies and Procedures

Educational Opportunity

Strayer University subscribes to the philosophy that educational benefit programs exist to help students who are unable to attend college without financial assistance. Federal financial aid is awarded to students who meet all federal eligibility requirements.

Strayer University offers four categories of financial aid: grants, loans, work-study, and scholarships. Grants and scholarships are gifts of money which do not have to be repaid provided they are used to complete the student's education. Loans are borrowed money which must be repaid with interest. Work-study lets students earn money while enrolled in school to help pay for educational expenses.

The amount and type of financial aid that students may receive are determined through federal and state guidelines. The typical financial aid award is a combination of grants, loans, work-study, and/or scholarships.

General Eligibility

The general requirements for receipt of student financial aid include the following:

1. Demonstrated financial need (except for some loan programs)
2. United States citizenship or eligible non-citizen status
3. High school diploma or equivalent
4. Acceptance by the University for enrollment in a degree or certificate program
5. Enrollment in an eligible academic program
6. Valid social security number
7. Registration with Selective Service, if applicable
8. Maintenance of satisfactory academic progress standards established by the University
9. Not in default on a federal student loan or owe money on a federal student grant
10. Certification that student will use federal student aid funds for educational purposes
11. Student loan borrowing has not exceeded aggregate loan limits

Applying for Financial Aid

The process of applying for student assistance is a partnership between the student and Strayer University. The process requires the student to complete all necessary forms and procedures. Once all necessary information has been provided, the University is required to complete the processing of the request in a timely manner.

Application packages for financial aid are available in the Student Services Office at each campus. The package includes instructions for applying for financial aid online; a Free Application for Federal Student Aid (FAFSA); and The Student Guide, a comprehensive financial aid brochure published by the U.S. Department of Education.

Overview of the Application Process

Prospective and continuing students are encouraged to apply for financial aid using the Virtual Financial Aid Office, i.e., the Student Financial Aid Processing Center (SFAPC) at <http://studentserver.strayer.edu>.

This SFAPC is administered by a third party processor, Weber & Associates, who uses Strayer University student information solely for the purpose of processing Strayer University financial aid applications and is bound by confidentiality obligations.

The first step is to complete the FAFSA on the Web (www.fafsa.ed.gov or also available as a link on the Strayer Web site, <http://studentserver.strayer.edu>) using a personal computer or the University's computer lab facilities. Students who choose to complete and mail the paper FAFSA to the Central Processing System (CPS) may experience a delay in the University's receipt of the Institutional Student Information Report (ISIR).

Prospective students who have been accepted for admission in a degree or certificate program, or continuing students who are currently enrolled in a degree or certificate program that plan to utilize Title IV funds to finance their education, may register for classes as soon as the following steps have been completed:

1. The FAFSA on the web is transmitted.
2. The paper forms listed below are delivered to the Student Services Office or the verification of electronic submission is confirmed by the Student Services Office.
 - Original FAFSA signature page or verification of submission of electronic signature to U.S. Department of Education and confirmation page,
 - The four financial aid forms generated from the Strayer University Virtual Financial Aid Office, and
 - A copy of the Master Promissory Note or verification of submission via e-signature (if the student has opted to participate in the Federal Family Education Loan Program).

Once a valid ISIR is received, the SFAPC matches the ISIR with the electronic financial aid applications for review and processing. The scheduling of financial aid awards is completed if the electronic financial aid applications are correct. If additional information is needed or if the ISIR is rejected, chosen for verification, or has "C" flags, the student will be notified by letter or e-mail advising of what is needed to complete the process.

If the requested information is not received by the SFAPC within 30 days, the review of the application for financial assistance will cease. The student will be notified of the deactivation and advised to make other payment arrangements with the Student Services Office.

Once all required documents are submitted and eligibility is finalized, a Student Financial Assistance Award Notice is generated and mailed to the student, indicating the types of aid, amount of aid, and terms for which funds will be disbursed. If there are questions regarding the disbursement of funds, students should contact the Student Services Office at their home campus.

Student Responsibilities

Receiving financial aid is a long-term process which begins with the application and does not end until loan repayment is completed. The process is complex, but there are a few steps students can take to make it more manageable:

1. Read all financial aid documents thoroughly, especially those which require a signature.
2. Complete all required documents accurately and promptly.
3. Apply early. Some funding is limited; therefore, awarding is based on a firstcome, first-served basis. Applications for each award year are available online at <http://studentserver.strayer.edu>.
4. Notify the Student Services Office of any financial assistance from other sources, i.e., scholarships, grants, loans, employer sponsorship, veterans benefits, or tuition reimbursement.
5. Notify the Student Services Office of name and address changes as well as changes in enrollment status.

Crediting of Account

After the application has been processed and the funds received, the student's account is credited per the following disbursement schedule.

Federal Student Assistance Disbursement Schedule

Federal Pell

1. Disbursements are scheduled on a quarterly basis.
2. Payment is disbursed after attendance is verified for all courses for which the student is registered.
3. First payment report of the quarter is generated the day after the add/drop period.
4. First payments of the quarter are posted to student accounts by Friday of the third week of classes.
5. Subsequent payment reports of the quarter are generated each week of the quarter.
6. Subsequent payments of the quarter are posted to student accounts each week of the quarter.

Federal Supplemental Educational Opportunity Grant (FSEOG)

1. Disbursements are made per the FPELL disbursement procedures.

Federal Stafford Loans

1. Stafford and PLUS loans are disbursed in multiple payments.
2. Payments are received for each quarter in the loan period. If it is a one quarter loan period, two disbursements are made. The first disbursement is made at the beginning of quarter, and the second disbursement is made at the mid-point of the quarter.
3. Payment is disbursed when general eligibility requirements are verified (i.e., attendance is confirmed for all courses for which the student is registered, enrollment status is verified, etc.).
4. First payment report of the quarter is generated the day after the add/drop period.
5. Payments are posted to student accounts within 24 hours of report date.
6. Subsequent payment reports of the quarter are generated daily.
7. Payments are posted to student accounts within 24 hours of report date.

Funds Received in Excess of Charges

1. Funds received in excess of charges are released to the student seven business days from the date the credit on the account occurred.
2. Funds are issued via check made payable to the student.
3. If a PLUS loan generated the credit, the check is made payable to the parent borrower. Funds may be released to the student if the parent has provided the University with written authorization.

Satisfactory Academic Progress Standards

Students receiving financial aid are required to meet satisfactory academic progress standards in order to continue receiving aid. To meet these standards, students must successfully complete a minimum percentage of attempted credit hours and achieve a defined grade point average (GPA).

Attempted credits

Attempted credits are accumulated from courses in which students receive a grade of A, B, C, D, F, I, R, W, or WF. A successful attempt is obtaining a passing grade. All other grades are unsuccessful attempts. Chart A outlines, by program, the minimum credit hours full-time students must complete successfully on a yearly basis (three academic quarters). Chart B outlines the cumulative credits required for full-time students over the entire program of study.

Financial Aid Probation, Cancellation, and Reinstatement

A student who fails to meet either the attempted credit hours or the grade point average requirements will be placed on probation for one quarter. If the student fails to meet the required standards by the end of the probationary quarter, the student is not eligible to participate in the federal financial aid programs until eligibility is regained. Eligibility for participation in the federal student aid programs will be reinstated when the student meets both the attempted credit hours and the grade point average requirements. Payment for educational costs incurred while attempting to regain eligibility is the individual student's responsibility.

Chart A

Undergraduate Certificate	18.0 credits per academic year
Graduate Certificate	18.0 credits per academic year
Diploma Program	31.5 credits per academic year
Undergraduate Degree	27.0 credits per academic year
Graduate Degree	13.5 credits per academic year

Chart B

Academic Year	Minimum Credits	
	Undergraduate	Graduate
1	27	13.5
2	54	27.0
3	81	40.5
4	108	54
5	135	n/a
6	162	n/a
7	189	n/a

Undergraduate and graduate students must successfully complete 67% of attempted credits for every three quarters of attendance.

Grade Point Average Requirement

Students are required to achieve a minimum cumulative grade point average at the end of each academic quarter. Chart C outlines the required minimum grade point average (GPA) based on accumulated credit hours.

Chart C

Credits	Level	GPA
0-45	Freshman	2.0
46-90	Sophomore	2.0
91-135	Junior	2.0
136-180	Senior	2.0
0-54	Graduate	3.0

Provisional Enrollment

A student whose eligibility to participate in the federal student aid programs has been terminated and whose program of study has been interrupted due to failure to make satisfactory academic progress is not eligible to receive federal student aid funds during a provisional quarter of enrollment. Eligibility may be reinstated if the undergraduate student achieves a cumulative GPA of 2.0 and the graduate student achieves a cumulative GPA of 3.0 during the provisional quarter of enrollment.

Appeals for Reinstatement

Students who believe they have extenuating circumstances which impaired their ability to meet satisfactory academic progress standards must appeal their case **no later than three weeks after the quarter ends**. Appeals and supporting documentation must be submitted in writing to the Student Services Officer at the student's home campus. If the appeal is approved by the Director of Financial Aid, the student will be allowed to enroll and receive funds for the time period defined in the reinstatement notice. If, after this time period, the student still does not meet these standards, he/she will remain ineligible to receive federal funding.

In Georgia, if a complaint is not settled to the student's satisfaction, the student may appeal the decision to the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220,

Tucker, GA 30084-5305. Telephone: 770.414.3300 or <http://www.gnpec.org/MainMenu.asp>.

In South Carolina, if a complaint is not settled to the student's satisfaction, the student may contact the South Carolina Commission on Higher Education, 1333 Main St., Suite 200, Columbia, SC 29201. Telephone: 803.737.2260 or

<http://www.che.sc.gov>. In Tennessee, if a complaint is not settled to the student's satisfaction, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243. Telephone: 615.741.5293.

In Virginia, if a complaint is not settled to the student's satisfaction, the student may contact the State Council of Higher Education for Virginia, 101 N. 14th St., James Monroe Bldg., Richmond, VA 23219. Telephone: 804.225.2600 or <http://www.schev.edu>. Strayer University does not retaliate or take any unfair actions against students who file complaints with the University.

Maximum Completion Time

Students are allotted a maximum time frame in which to complete a program of study. If they are unable to complete their program of study within this time frame, they will no longer be eligible for federal funding. Chart D shows by program the number of enrolled quarters in which full-time students must complete their program of study.

Chart D

Certificate Programs (3/4 time)	5 Quarters
Diploma Programs	6 Quarters
Associate's Degree	11 Quarters
Bachelor's Degree	21 Quarters
Master's Degree	9 Quarters

Withdrawal from the University

Withdrawal from the University and Return to Title IV

Students should consult with the Campus Director or Campus Dean for the University's policies on absences and withdrawal from individual courses. This policy addresses situations in which a student withdraws from all of his/her courses in a given term and thus withdraws from the University. A student who withdraws only from a single course, while continuing enrollment in one or more courses, is not subject to Return of Title IV funds.

Process for Withdrawal from the University

Any student who wishes to withdraw from the University must complete the University Withdrawal Form and provide it to a campus representative, who in receipt of the Form must provide it to the Campus Director. The Campus Director will immediately fax the University Withdrawal Form to the Director of Corporate Financial Aid (fax # 703-563-7419).

Administrative Withdrawal from the University

A student who is absent from four consecutive classes will be administratively withdrawn from the University, regardless of whether the student has submitted a University Withdrawal Form.

Definition of Withdrawal from the University

Withdrawal from the University is defined as the dropping of the entire academic program in a given term. The Director of Corporate Financial Aid determines the withdrawal date for purposes of returning financial aid funds. The withdrawal date can be one of the following:

- The date the student began the institution's withdrawal process or officially notified the institution of the intent to withdraw by following the procedures described in this policy. If the University determines that a student did not follow the withdrawal procedures prescribed in this policy because of illness, accident or other circumstances beyond the student's control, then the withdrawal date is the date the University determines is related to that circumstance.
- The midpoint of the term (i.e., 50%) for those students who are administratively withdrawn or otherwise cease attendance without providing notification.

Date of Determination of Withdrawal

The date of determination that a student withdrew varies depending on the type of withdrawal and triggers the timeframe for Return of Title IV funds.

If a student formally withdraws from the University by completing the University Withdrawal Form, then the date of determination is the date Corporate Financial Aid receives the withdrawal form or the date Corporate Financial Aid is aware that the student begun the withdrawal process, whichever is earlier.

In cases of administrative withdrawal, or in other circumstances where there is no official notification of withdrawal, the date of determination is the date Corporate Financial Aid becomes aware that the student has ceased attendance (the Corporate Financial Aid Department actively reviews for these situations to identify them as they occur). This date will be identified no later than 30 days after the end of a term.

Return of Financial Aid Funds

When a recipient of Title IV funds withdraws from the University (whether by formal withdrawal or administrative withdrawal), the University must calculate how much federal financial aid was earned by the student based on the "withdrawal date."

If the amounts of Title IV grant and/or loan assistance disbursed to the student are more than the amount earned, the difference between the two amounts will be returned to the Title IV programs and no further disbursements will be made. Funds required to be returned will be returned within 45 days after the date of determination.

The University is required to return to the applicable federal program account the unearned percentage of institutional charges. The University's tuition refund policy is separate from the federal requirement to return unearned aid. Whether or not the student receives a tuition/fee refund has no bearing on the amount that must be repaid under the federal formula. If the amount returned on the student's behalf is greater than the amount he/she would receive under the University's refund policies, the student will be billed by the University for the difference.

Please note that refund, repayment and withdrawal policies are subject to change, without notice, in order to comply with administrative and regulatory requirements.

Enrollment Status Defined

Enrollment status at Strayer University is contingent upon two variables: credit hours attempted by the student and the student's level of study (undergraduate or graduate). All classes at Strayer University are 4.5 credit hours.

Undergraduate Enrollment

Full-time enrollment in an undergraduate program of study is defined as 13.5 credit hours, and students who are enrolled in three or more undergraduate courses are considered to be enrolled full-time. Students attempting 9.0 credit hours are considered to be enrolled on a three-quarter basis. Students who enroll in one undergraduate course are considered to be enrolled on a less than half-time basis.

The Veterans Administration (VA) defines students attempting 9.0 credit hours at a school on the quarter system as half-time. Therefore, all students, regardless of their program who are attempting 9.0 credit hours and are eligible for Veteran Educational Benefits will be paid at a half-time rate.

Graduate Enrollment

Full-time enrollment in a graduate program of study is defined as 9.0 hours. Students enrolled in two or more graduate level courses are considered to be enrolled on a full-time basis. Students attempting 4.5 graduate level credits are considered to be enrolled on a half-time basis.

Note: If a graduate student attempts one graduate level course and one undergraduate level course, the student is considered to be enrolled on a three-quarter time basis. The enrollment status of a graduate student who attempts only undergraduate level courses is the same as that of an undergraduate student.

Mini-Session Enrollment

A student who enrolls in two five-week concurrent mini-sessions is considered to be enrolled on a three-quarter time basis. Although the enrollment status constitutes an eligible enrollment status, the student may not be eligible to receive Title IV funds due to the length of enrollment and proration of eligibility.

Enrollment in mini-session courses may affect Veterans Education Funds. Mini-sessions which are five weeks in length are classified as three-quarter time by the VA. Mini-sessions that are six weeks in length are classified as half-time with the VA. This may affect the amount of VA funding a student receives.

International Student Policies and Procedures

Student Responsibilities

International students in F-1 status must follow the rules set forth by the United States Citizenship and Immigration Services (USCIS) in order to maintain lawful status. While enrolled at Strayer University, international students are under the jurisdiction of local USCIS Offices. Office locations are available on the USCIS website.

Florida

United States Citizenship and Immigration Services
7880 Biscayne Blvd.
Miami, FL 33138

Georgia, North Carolina, and South Carolina

United States Citizenship and Immigration Services
77 Forsyth Street, SW
Atlanta, GA 30303

Maryland

United States Citizenship and Immigration Services
31 Hopkins Plaza
Baltimore, MD 21201

Pennsylvania

United States Citizenship and Immigration Services
1600 Callowhill Street
Philadelphia, PA 19130

Tennessee

United States Citizenship and Immigration Services
1341 Sycamore View Road,
Ste 100
Memphis, TN 38134

Virginia (Northern) and Washington, D.C.

United States Citizenship and Immigration Services
2675 Prosperity Avenue
Fairfax, VA 22301

Virginia (Southern)

United States Citizenship and Immigration Services
5280 Henneman Drive
Norfolk, VA 23513

Citizenship and Immigration Services Call Center

(800) 375-5283 or
(800) 767-2833

Students have ten days to notify USCIS of any changes made to their I-20. Please note that this also applies to changes of major, degree, name, and address. Address and other updates should be submitted to the Office of International Student Affairs (ISA) at Strayer University and can be emailed to internationalstudent@strayer.edu.

Questions and concerns should be directed first to the Campus Dean or Director. This individual will research the answer or contact a Designated School Official (DSO) if necessary. While the maintenance of a student's F-1 status ultimately is the responsibility of the student, Strayer University provides the following information to assist in this endeavor:

Maintenance of F-1 Status

In order to maintain F-1 status, students must be enrolled in a full course of study. Undergraduate students must take at least 13.5 credit hours per quarter, and graduate students must take at least 9.0 credit hours per quarter. Only one class per quarter can be taken through Strayer Online (distance learning) as applied towards full-time student status. Students also must maintain a 2.0 or above cumulative grade point average (GPA) in undergraduate study and 3.0 or above cumulative GPA in graduate study in accordance with Strayer's probation and suspension procedures. Failure to comply with these rules may cause a student to fall out of F-1 status.

Registration

Students should register for courses in the Campus Academic Office though they may register at <http://studentserver.strayer.edu>. International students may request to register for less than full-time status under the following conditions: 1) with a licensed medical doctor's recommendation (which must be presented each quarter, but not to exceed one year); 2) in the last term of program completion; and 3) with Campus Dean's recommendation for USCIS allowable academic reasons. Campus Dean approval must be submitted to the International Student Affairs Office for DSO verification each quarter. International students attempting to register for less than full-time without approval from the Campus Dean will not be permitted to register.

Vacation

After they have attended the University for three consecutive quarters, in active status F-1 students who have maintained lawful non-immigrant status may take one quarter off or enroll for one quarter in a less than full-time status. After the quarter off or quarter enrollment with less than full-time enrollment, the student must be enrolled for another three consecutive quarters full-time before taking another vacation. For example, students who begin their studies in the Winter Quarter would not be eligible to take a quarter off until the Fall Quarter (if they have maintained their full-time status during the Winter, Spring, and Summer Quarters). The Summer Quarter is not an automatic quarter-off.

Travel

Students wishing to travel must submit their I-20 to the Campus Dean or Director to be endorsed for travel by a Designated School Official; the I-20 should be submitted at least one week prior to departure. Passports must be valid at all times. Immigration regulations recommend that passports be valid for a minimum of six months beyond students' scheduled graduation or anticipated departure date. Foreign passports may be revalidated in the United States by the authorized representatives of foreign governments, usually officials of the consulates. Some countries can take up to six months to issue a new passport, so students should contact the appropriate embassy well in advance of the expiration date. For a listing of embassies in Washington, DC, www.embassy.org/embassies.

Students also should inspect the visa stamp in their passports to ensure it has not expired. A valid visa is required to enter the United States, and students should consider the time necessary to obtain a new visa before it expires. As long as the visa indicates an F-1 visa type, is multiple entry, and has not yet expired or been canceled, the student does not have to apply for a new visa. Once a visa has expired, the student will be unable to reenter the United States. Expired visas must be renewed in the student's country of origin; third country renewals of expired visas are not recommended. Students must consider the time and travel necessary to obtain a new visa when making such arrangements.

Reinstatement

Students who have not maintained their F-1 status must apply for reinstatement with USCIS in order to be eligible to continue their studies at the University. Students are not eligible for reinstatement if they have held unauthorized employment, have been out of F-1 status for over five months, or are in deportation proceedings. Students must be enrolled full-time in order to make application for reinstatement with USCIS. Students may obtain the necessary forms required for reinstatement from their Admissions Office or from Online; in addition, they must write a letter to the USCIS explaining the reason for their being out of status and supply supporting documentation. (2) All documentation should be submitted to the student's home campus.

Students also may be reinstated by traveling and reentering the United States with a new I-20. After verification of eligibility of academic study and financial support, the DSO may issue a new I-20 prior to the travel. Because this is not formal reinstatement, the nine month in-status rule becomes effective with the new entry. Thus, students will have to wait nine months to apply for an employment authorization document (EAD card).

Graduation

Students in F-1 status are required by the USCIS to leave the United States within 60 days of the completion of their program. Students wishing to participate in their commencement ceremony may apply to the USCIS to change their status to B-2 (visitor) if their classes end more than two months prior to graduation. Please note that Strayer holds separate regional commencement ceremonies with different dates.

Work Authorization

Students having non-immigrant F-1 status generally are not permitted to work. Students in F-1 status are in the United States to attend school and must have full financial support for this objective. However, special instances exist where a work authorization may be granted.

Students who have been in F-1 status for at least nine months (or three consecutive quarters) at this institution and are in good academic standing (minimum GPA of 2.0 for undergraduate students and 3.0 for graduate students) may be eligible to apply for the types of work authorizations listed below. Students who are granted work authorization must maintain their full-time status while completing their program as required by the regulations for F-1 students. Employment is limited to 20 hours per week during enrolled terms but has no limitation during vacation periods.

Post Completion Optional Practical Training

Students must process their application for Post Completion Optional Practical Training (OPT) before the completion of a course of study, but no earlier than 120 days before completion of program requirements. This does not mean the commencement date; this refers to the actual quarter of completion of all degree requirements or last day of attendance. Optional Practical Training candidates should submit their applications no later than 30 days prior to program completion for processing. Note: Students may be authorized for twelve months of practical training after completion of a bachelor's degree, a second twelve months after completion of a master's degree, and a third twelve months after completion of a doctoral degree. Students who chose to utilize OPT prior to graduation will be allowed only part-time work and will lose a pro-rated portion of the twelve months of post completion OPT.

Work Authorization Based on Economic Hardship

Work authorization based on economic hardship is a temporary, part-time work authorization granted for one year to enable students with financial hardship time to resolve financial problems without having to withdraw from their studies. Students who are eligible to apply for either of these work authorizations should obtain an application packet from their Academics Office or from Online. After students have completed the application, they should return it to the Academics Office for processing.

Off-Campus Employment Under Sponsorship of Certain International Organizations

Certain international organizations are eligible to sponsor international students for employment. Students must obtain written certification from the organization that the proposed employment is within the scope of the organization's sponsorship. Students eligible for off-campus employment under this program must submit this information to the International Student Office at Strayer University. This work authorization is not bound by the nine month residency requirement and does not need to be related to the student's course of study.

For all types of work authorizations, permission to begin work is not granted until the student receives the Employment Authorization Document (EAD card) from the USCIS. Obtaining a social security card is a separate process from obtaining an EAD card. Institutional support letters for social security card applications may be provided only after the student has secured lawful employment. Students may not work prior to the date indicated on the EAD card.

It is recommended that students do not travel prior to receiving the approval of a work authorization. Students who have completed their program of study may not be permitted to re-enter the United States without an EAD card or proof of employment.

On-Campus Employment

Students are authorized to work on-campus without an EAD card only at the institution that has granted their Form I-20. Initial students may begin work no earlier than thirty days prior to the start of the quarter. Transfer students may not begin work until the transfer process is complete. Students between academic levels may continue on-campus employment with confirmation of intent to enroll in the next academic term. Students may not engage in on-campus employment during the sixty-day grace period following graduation without an EAD card.

Additional information on policies affecting international students can be found in the International Student Welcome Brochure.

University Services and Policies

Academic Advising Services

A student's initial contact with Strayer University is normally with an Admissions Officer who facilitates the application process, submits requests for transfer credit, and arranges for placement tests. Admissions Officers then review test results and talk with students about personal goals and primary reasons for wanting to pursue a degree in higher education. This information enables Admissions Officers to assist students in selecting a program for the student and determining a tentative schedule for the first quarter of enrollment.

Students are then taken to Academic Advisors to discuss educational goals and review the recommended selection of courses. University-wide sequencing guidelines set by Discipline Advisors provide a roadmap to assist students in developing educational degree plans that maximize their academic success. These course-sequencing guidelines are a reference tool used by Admissions Officers, Student Retention staff, and Academic Advising staff.

The Academic Advising Center is staffed primarily by program specific Academic Advisors in accounting, business, and computer information systems. The university uses a team approach to advising, which provides expanded advising hours by experienced academic advisors across various discipline areas, so that a student may get specific degree-related advice from a knowledgeable professional in the field.

The Academic Advising staff works in partnership with students to assist them in achieving their educational goals. They work with students to develop the skills students need to successfully navigate their university experience. The ultimate responsibility for a student's educational experience lies with the student. Support services like advising are a resource to provide the student a partnership in the educational experience.

Tutorial Services

Tutoring is offered in subject areas such as English, mathematics, accounting, and computer information systems. All students have access to these free tutoring services, whether they are taking classes at a bricks and mortar campus or via Strayer Online. Tutoring services are provided by either full-time or part-time faculty that have a strong background in the subject area in which they are tutoring.

Campus-based tutoring schedules vary slightly, but typically tutoring services are available in the late afternoon Monday through Friday and on Saturday morning in order to accommodate the needs of our adult student body. To participate in campus tutoring, students can either make an appointment or drop in. Students should check with their Academics Office for a tutoring schedule and information on how to schedule an appointment.

Faculty may also make referrals for students to receive tutoring. In such cases, the instructor will complete a "Tutoring Referral – Student Confirmation" form so that the student understands the purpose of the referral. For all tutorial sessions, the student should come prepared by bringing course materials, having tried to do the required course reading and/or homework, and having formed specific questions for the tutor. Tutors will provide feedback to course instructors on topics covered in individual sessions. Although the instructor is always the first person the student should turn to for further clarification or assistance, a tutor can provide additional one-on-one assistance to help in reaching educational goals.

Adult Student Readiness Course

Adult Student Readiness 100 (ASR100) is an elective course designed to help students successfully transition from being working adults to being working adult students. The purpose of the course is to create a positive experience for new students and assist them in developing the skills and acquiring the tools they need to succeed in their academic programs. By focusing on self-assessment, information literacy, skill/resource development, and academic success strategies, this course helps students who have been out of school for an extended period of time or who need support in honing their skills for success.

Career Development Services

Career development services are available through the Learning Resources Centers and through the Regional Career Development Officers on an individual basis. These services include resume evaluation and assistance, individual consultations, job search workshops, career fairs, and job postings. Within each Learning Resources Center, there is a “Career Corner” which provides up-to-date career resources, job postings, and a dedicated computer for posting resumes to our career management system called MonsterTRAK.

Regional Career Development Officers provide a range of seminars and workshops at every campus; topics include resume writing, interviewing techniques, and networking strategies. Regional Career Development Officers are available for consultation via e-mail, telephone sessions, and in-person meetings with students and graduates. Two Career Fairs are held each year in each region with a wide range of companies attending. In addition, companies or government agencies may also request to come on campus for individual recruiting sessions.

The Career Development Web site, which can be found at <http://studentserver.strayer.edu>, offers many career resources. Students can find information about resume and cover letter writing, interviewing techniques, and job search strategies. There are sample resumes as well as direct links to valuable career sites available on the Internet. In addition to MonsterTRAK, the web site also offers direct access to Ferguson’s Career Guidance Center, an online database that provides detailed information on job prospects, salary expectations, and education and experience needed in specific fields and job positions. The Career Development Web site offers these useful and varied resources, which can be accessed at any time.

Computer Services

Strayer University provides a variety of computer services to students. The University has multiple computer labs at each campus location, including an open lab that is available for student use during normal campus hours. A number of courses are also taught in Strayer teaching and networking labs. All labs are equipped with state of the art computer systems and high-speed Internet connections. Each lab has an array of software for use by students. This software includes, but is not limited to, the Microsoft Office Suite, Peachtree accounting software, and Microsoft Visual Studio.

The computer labs also have connections to online databases for use in research and related projects. Databases include EBSCO Host, Electric Library, ProQuest’s NA5 Newspapers, Britannia Online, Mergent Online, Congressional Quarterly Suite, Oxford Reference Online, and Strayer Directed Research Papers. These databases have proven to be an excellent resource for Strayer students.

Each university location has an onsite Lab Monitor and/or Learning Resources Center Manager who can assist students with basic computer questions. They can also help students in the use of online databases as well as basic functions of Microsoft Word and Excel.

Commencement

To accommodate the growing number of graduates from the different regions and Strayer University Online, in 2008 Strayer began holding regional graduation ceremonies in different locations at various times of the year. Each campus is assigned a particular graduation ceremony for its graduates based on location. Strayer University Online graduates may select to participate in any of the ceremonies. See <http://studentserver.strayer.edu/commencement/> for specific graduation dates, times, places, and graduation application and commencement registration deadlines.

Students expecting transfer credits, advanced standing credits, or CLEP/DANTES credits for remaining courses may apply for graduation; however, all credits must be successfully completed prior to participation in their scheduled commencement ceremonies. Students will receive a confirmation notice after their application has been evaluated by the Records Office. Students with outstanding course requirements are not considered for graduation. Detailed information on commencement will be mailed to degree candidates. Students must successfully complete all graduation requirements to be considered a Strayer University graduate. They should not confuse participation in commencement exercises with graduation.

To participate in a commencement ceremony and/or receive a diploma from Strayer University, all candidates must pay a \$125 graduation fee and file a graduation application with the Records Office through the Student Services Office. In addition, graduates are required to register if they wish to participate in commencement. Registration to participate in commencement is separate from applying for graduation in order to receive the diploma. Please note that graduates registering past the deadline will incur a \$35 late fee. All information as to graduation application dates and commencement registration deadlines for each regional ceremony are available on the Strayer Web site listed above.

Graduates who wish to participate in the commencement ceremony will purchase their cap, gown, and hood online directly through the registration site. A specified number of guest tickets per graduate will be issued as well as complimentary commencement announcements. Additional announcements may be purchased separately.

Release of Student Information Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student wishing to review his/her records should submit a written request to the Records Office of the University at the following address:

Strayer University
Office of Records
P.O. Box 1310
Newington, VA 22122-1310
mp@strayer.edu

The request should identify the record(s) the student wishes to inspect. A University official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should submit a written request to the Records Office at the address above, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the student is notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. These exceptions include the following:
 - Disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, financial aid processing agent, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
 - Disclosure to officials of another school in which a student seeks or intends to enroll upon request by the enrolling institution.
 - Disclosure to United States federal, state, and local law enforcement, immigration, health, and other government agencies for the purpose of assisting such agencies in the administration of financial aid programs or to address matters of public health and safety, or if the Strayer application requires such consent.
4. The right to object to the release of "directory information." The University may disclose appropriately designated "directory information," which is information that is generally not considered harmful or an invasion of privacy if released without the student's prior written consent. The University has designated the following information as "directory information."
 - Name of Student
 - Address
 - Telephone number
 - Electronic mail address
 - Date and place of birth
 - Major field of study
 - Participation in official school activities
 - Dates of attendance
 - Degrees, honors, and awards received
 - Most recent previous educational agency or institution attended

Directory information will be released upon request unless a student specifically files written notification of his/her desire not to have such information released with the Records Office within 30 days of enrollment. The contact information for the Records Office is:

Strayer University
Office of Records
P.O. Box 1310
Newington, VA 22122-1310
hls@strayer.edu
Fax: (703) 339-3961

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

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

Health Insurance

Strayer strongly recommends that all students maintain health insurance coverage during their enrollment. Through Student Benefits International, the University offers voluntary health insurance options for various needs: temporary health insurance for short-term needs, a plan for full-time domestic students, and two different plans for international students (and their dependents) engaged in full-time study outside their home country. An affordable non-insurance healthcare protection and medical savings plan is also available. Online enrollments, complete details of each plan, and contact information can be found at www.StudentBenefitsInternational.org. Brochures are also available in the Student Services Office.

Identification Cards

Student photo identification cards are required of all registered students, who should carry the card at all times when they are on University property. The ID card is required for borrowing privileges at the Learning Resources Centers. Depending on a student's status, the ID card carries with it benefits and privileges at various cultural and entertainment facilities in the area.

The photo ID card can be obtained at the Learning Resources Center of the student's home campus. Validation stickers are available quarterly.

Learning Resources Centers (LRC)

Research and study facilities are available at all campuses of the University. The main library is the Wilkes Library, which is located at the Washington Campus. All LRCs have books, periodicals, and computer software that can assist students with class work as well as with independent study. Through the online library catalog and the inter-campus delivery service, circulating materials may be borrowed from any LRC collection. To ensure the availability of circulations resources, the LRC reserves the right to seek reimbursement for delinquent, damaged, or lost items.

Strayer University campuses are linked to the Internet, which enables students to conduct extensive research. The Learning Resources Center section of the Strayer Web site (http://studentserver.strayer.edu/Cont_STD/libs2.htm) is available from any personal computer connected with the Internet and provides access to databases, the online library catalog, thousands of electronic books, and other useful research sites. Online students can access these resources with the above link or through their course shell.

Students are encouraged to utilize the materials and services of the LRC in support of their academic requirements and lifelong learning goals. The LRC is a major resource in the development of information literacy skills – skills needed to find, retrieve, analyze, and use information. These skills are gained and improved through classroom instruction as well as through independent use of the LRC’s collections and services. LRC orientation sessions are scheduled throughout the quarter to acquaint users with these available collections and services.

When Strayer students need additional library and learning resources, they have access to over 400,000 print and electronic books through Strayer’s contractual agreement with the University of Alabama in Huntsville. In addition, many local public libraries and community colleges may offer borrowing privileges for which the student is eligible. Students also may request interlibrary loan privileges to obtain resources from libraries throughout the United States. The LRC webpage identifies local, regional, and national libraries.

Each Campus LRC contains several computer laboratories which are used for assigned classes but are open to all students during free periods. The hours of operation are posted outside the LRCs. During the quarter breaks, the hours may vary and are posted accordingly. A full-time LRC staff member and student assistants are available to help students.

Lost and Found

Students who have lost or found items should contact the Student Services Office. Lost and found articles will be kept for ninety days; thereafter, unclaimed articles may be disposed of by the Student Services Manager.

Student Organizations

Student organizations may be established within the University. The following policies apply to all student organizations recognized by Strayer University.

1. The entire program of student activities, including student organizations, shall be under the review of the Student Activities Committee (SAC).
2. All student organizations must have a faculty advisor, approved by the Campus Dean.
3. Each student organization must provide a full membership list, names of organization officers, and copies of the organization’s Constitution and By-Laws to the Campus Dean, the Office of Student Affairs, and the Student Activities Committee. All amendments to the Constitution and/or By-Laws must be submitted for approval before they become effective.
4. Organizations must be open to all members of the Strayer University student community regardless of race, ethnicity, gender, age, political affiliation, religion, physical challenges, national origin, marital status, or sexual orientation.
5. Student organizations may use University facilities to hold regular club meetings, social events, and activities that are open to the Strayer University community. However, the use of University facilities must be approved by the Campus Dean.
6. Invited guests must have the written approval of the organization’s faculty advisor.
7. No individual, group, or organization may use the University’s name, logo, or specific applications thereof (e.g., official stationary) without the expressed authority of the Office of the President.
8. Any organization engaging in illegal activities, on or off campus, is subject to sanctions, including admonition, probation, or withdrawal of University recognition.
9. Private clubs and associations are not authorized or recognized at Strayer University.

Recognition of Student Groups

The following policies and procedures govern the formation of student groups, provide a mechanism to clearly recognize the existence of these organizations, and establish a support system for their successful operation.

Small groups of students may wish to meet regularly on a short-term basis to support a particular curriculum or special interest. Due to the informal or temporary nature of the group's status, development of a constitution and formal structure may not be necessary. Such an interest group may be formed by obtaining written approval from the Student Activities Committee (SAC). Special interest student groups that anticipate a more permanent existence must go through the official recognition process.

This process includes a period of interim recognition of one academic quarter, during which time the leaders of the group become familiar with student activity procedures and university policies, write the constitution, and solicit membership.

Interim Recognition

Any group of students wishing to form a recognized club or organization should submit a "Letter of Intent" to the Dean of Student Affairs, who will review it and then forward it to the Student Activities Committee for final approval or disapproval. The letter should include the following:

1. Statement of organization objectives;
2. Names, permanent addresses, e-mail addresses, and telephone numbers of ten currently enrolled Strayer University students who are interested in forming the organization;
3. Statement of acceptance from the faculty advisor and statement of approval by the Campus Dean.

Official Recognition

After the quarter of interim recognition, the student organization must apply to become a university-recognized club or organization. All official recognition applications should include the following:

1. Names, permanent addresses, e-mail addresses, and telephone numbers of at least ten currently enrolled Strayer University students;
2. Names, permanent addresses, e-mail addresses, and telephone numbers of the organization's major officers who were selected according to the organization's constitution;
3. A constitution approved by a majority of the organization's members;
4. Statement of acceptance from the faculty advisor;
5. Statement of acceptance of the faculty advisor from the Campus Dean; and
6. Submission of an outline of organization activities that has been approved by the faculty advisor.

All information must be sent to the Office of Student Affairs for submission to the Student Activities Committee. The Student Activities Committee will approve or disapprove the request for official recognition within thirty working days.

Inactive Status and Loss of Recognition

Before an organization is declared inactive, the organization's president may request a hearing before the Student Activities Committee. At the hearing the president must provide evidence that demonstrates the organization's ability to continue. Loss of recognition may result from the following:

1. Failure to maintain the required number of members in the organization (a minimum of ten currently enrolled students);
2. Failure to maintain a faculty advisor;
3. Failure to provide lists of officers or constitutional changes as required;
4. Failure to submit financial reports as required by the Student Activities Committee; and
5. Failure to comply with the University policies and guidelines, e.g., failure to hold regular meetings, submit quarterly activities and financial reports, etc.

An organization may declare itself inactive for a given quarter or quarters by submitting a written request to the Student Activities Committee. Until the organization corrects all deficiencies that caused it to become inactive, the following sanctions apply:

1. The organization will lose its recognized status;
2. The organization's name will not appear in campus publications; and
3. The organization will be ineligible for any awards or honors available to recognized organizations.

Student Organization Bank Accounts

Funds collected or disbursed must be accounted for in conformity with policies established by the Student Activities Committee or the Dean of Student Affairs. Among these policies are the following:

1. Any funds provided to an organization by the University can be used only for academic and professionally related activities, such as seminars and educational videos. University funds may not be used for social activities, awards, letterhead, etc.
2. An accounting of expenditures, by receipt, must be made by the student organization at the request of the Student Activities Committee or the Dean of Student Affairs.
3. No bank accounts may be opened by student organizations in the name of Strayer University.

Virtual Bookstore

Textbooks and supplementary materials may be ordered from the University's official textbook provider, MBS Direct, by mail, telephone, fax, or Internet as follows:

MBS Direct
2805 Falling Leaf Lane
Columbia, MO 65201
Phone: (800) 325-3252
International Phone: (573) 441-9179
Fax: (800) 499-0143
<http://direct.mbsbooks.com/strayer.htm>

Toll-free orders are accepted from 7:00 a.m. to 10:00 p.m. on Monday through Thursday (Central Standard Time); from 7:00 a.m. to 6:00 p.m. on Friday; from 8:00 a.m. to 5:00 p.m. on Saturday; and from 12:00 noon to 4:00 p.m. on Sunday. Orders received by noon Central Time Monday through Friday will be shipped the same day the order is placed. Saturday and Sunday orders are shipped on Monday.

Delivery times range from two to seven business days, depending on the student's distance from Columbia, Missouri. Students requiring faster service may elect to have their order shipped via expedited methods at additional cost. As is common with most universities, Strayer University may benefit financially from sales of textbooks purchased through the virtual bookstore.

Course textbooks are not normally a part of a LRC book collection. If a current text is owned by any LRC, it is available for in-LRC use only as part of the library's Reserve Collection.

Textbook Return Policy

MBS Direct offers a full refund (less original shipping charge) for students returning books within two weeks after original class start date or within one week of the date received, whichever is later. If a textbook needs to be returned due to Strayer's cancellation of a scheduled class, the student should contact the Campus Academic Office for a pre-paid return shipping label.

Vendor Purchase of Used Books

Following each quarter, MBS Direct will purchase from students current editions of used textbooks. Students will receive a letter quoting a buy-back price and shipping instructions approximately two weeks prior to the completion of a course. The prices quoted are good until the date specified. Students may also receive a buy-back quote online at <http://direct.mbsbooks.com/strayer.htm>. Buy-back books may be shipped back pre-paid to MBS Direct. When MBS Direct receives the book, they will mail a check to the student for the price quoted. In addition, MBS Direct makes quarterly buy-back visits to several campuses; notices of locations and times are posted at the campuses. Please note that not all books have a resale value.

Virtual Gift Shop

Strayer merchandise can be viewed online at <http://studentserver.strayer.edu>. Instructions for purchasing items can be found under "Gift Shop."

Weather Policy

In the event of inclement weather, consult the Strayer University Web site at <http://studentserver.strayer.edu> for information on University closings and delays.

Web Site

Strayer University maintains a Web site on the Internet (<http://studentserver.strayer.edu>). Information is available regarding academic programs, admissions requirements, campus locations, student services, career development, and more. From this Web site, current students can perform many functions, including the following:

- View current class schedules
- Register for classes
- Conduct research through the Learning Resources Center
- Apply for financial assistance and scholarships
- Check grades
- Utilize career services
- Make suggestions and/or provide feedback to Strayer concerning offerings and services

Directory

For Information About:..... Contact This Department:

Academic advising	Academic Office
Adding or dropping courses	Academic Office
Admissions.....	Admissions Office/Web site
Alcohol/drug problems.....	Campus Director/Office of Student Affairs
Billing.....	Student Services Office
Books and supplies.....	Student Services Office/Web site
Career counseling.....	Learning Resources Center/ Regional Career Development Officer
Cashier.....	Student Services Office
Catalogs	Admissions Office/ Student Services Office/ Academic Office/Web site
Change of address.....	Student Services Office
Change of course schedule	Academic Office
Change of major	Academic Office
Change of program	Student Services Office/Retention Manager
Clubs and organizations.....	Campus Dean/Office of Student Affairs
Commencement	Student Services Office/Strayer Web site
Computers	Learning Resources Center/Computer Labs
Cooperative education	Regional Career Development Officer/ Academic Office
Copying machines	Learning Resources Center
Counseling.....	Academic Office
Course registration.....	Academic Office/Web site
Crime reporting.....	Campus Director
Degree requirements	Academic Office
Disability needs.....	Campus Director/Campus Dean/ Office of Student Affairs
Disciplinary issues	Campus Director/Campus Dean/ Office of Student Affairs
Financial aid.....	Student Services Office/Web site
Food (vending machines)	Located in Student Lounge
Grades.....	Academic Office/Web site
Grants.....	Student Services Office/Web site
I.D. cards (new and lost)	Learning Resources Center
International students	Admissions Office/ International Student Affairs Office
Job fairs	LRC/Regional Career Development Officer
Job search	LRC/Regional Career Development Officer
Library resources	Learning Resources Center/Web site
Loans	Student Services Office/Web site
Lost and found.....	Student Services Office
Photocopies.....	Learning Resources Center
Registration.....	Academic Office/Web site
Scholarships	Student Services Office/Web site
Security	Campus Director/ Student Services Office
Student activities	Campus Dean/Office of Student Affairs
Suggestions/feedback.....	Campus Dean/Campus Director/Web site
Telephones, public.....	Located in Student Lounge
Transcript.....	Student Services Office
Veterans	Student Records Office
Virtual bookstore	Student Services Office/Web site
Withdrawal.....	Academic Office

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Delaware County Campus

Peter Laruy (acting)

King of Prussia Campus

Sanford Thomas

Lower Bucks County Campus

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Penn Center West Campus

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