



NORWICH UNIVERSITY[®]

Student Rules and Regulations

2017



NORWICH UNIVERSITY[®]

Expect Challenge. Achieve Distinction.

Office of the President

158 Harmon Drive, Northfield, Vermont 05663-1035
(802) 485-2135 • Fax (802) 485-2137

LETTER OF PROMULGATION

August 1, 2017

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

Richard W. Schneider
RADM, USCGR (Ret.)
23rd President



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FOREWORD

August 1, 2017

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

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

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

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

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

Frank T. Vanecek, D.B.A.

Brigadier General, Vermont State Militia

Senior Vice President for Student Affairs and Technology

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CHAPTER 1 — THE NORWICH PHILOSOPHY

SECTION I — Philosophy

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

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

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

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

Norwich University. *Expect Challenge. Achieve Distinction.*

SECTION II — Norwich Community Standards

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

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

Norwich's proud military college heritage provides students with many opportunities to participate in or observe special ceremonies.

SECTION III — Student Disciplinary Systems

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

SECTION IV — Vision Statement

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

SECTION V — Mission Statement

1843 Catalogue

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

Note: Material in quotes is attributed to Thomas Jefferson.

SECTION VI — Statement of Guiding Values

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

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

SECTION VII — Student Support

Norwich University provides support to students in many ways and through numerous offices to aid in achieving their academic and co-curricular goals. Assistance and routing to the appropriate University office may be obtained during normal duty hours via the Office of the Dean of Students, Jackman Hall, Room 227, the Office of the Senior Vice President for Student Affairs and Technology (SVPSAT) and the Office of the Commandant of Cadets, Jackman Hall, Room 233, or in any student affairs office throughout campus. After hours the Cadet Guard Room, ext. 2589, the Residence Life team member on duty, the Student Affairs Duty officer, the Night Residence Hall and Barracks Supervisor, and NU Public Safety, ext. 2525, can assist you.

SECTION VIII — Loyalty

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

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

SECTION IX — Student Bill of Rights**The Student Bill of Rights**

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

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

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

1. Providing for a respectful university community where our shared beliefs are centered around our unique NU Mission, Vision and Guiding Values.
2. Providing for free speech, including academic freedom and freedom from censorship.
3. Providing for free press, including academic freedom and freedom from censorship.
4. Providing for free peaceful assembly, including the right to request to meet, as an individual or as a group, with the administration, and the right to have one’s questions answered by the faculty, the staff and the administration so long as these questions do not infringe on the rights of others in our community.
5. Providing for privacy, including the right against harassment, and unauthorized search and seizure of property or bodily fluids.
6. Providing for privacy as defined by *Federal Law in the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended*; medical/health issue privacy as defined by the *Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended*; and good practice.
7. Providing for the free exercise of religion, including the right to practice one’s faith beliefs with those who wish to engage or learn about those beliefs, and

the right not to practice or be present at any university required event which includes prayer or other religious beliefs.

8. Providing for due process as defined by the NUSRR for any suspected disciplinary or honor violation, or other alleged violation of university policy or regulations.
9. Providing for access to and responsible use of the various means of communications including the NU computer network and other communications media provided by the university for student use, so long as one's use does not violate the laws of the State of Vermont or the regulations of the University.
10. Providing the right to seek redress of any issue where the student believes these rights and responsibilities have been withheld, violated or taken advantage of.
11. Providing the right of all full time students to access all University provided support services.

In no case shall a student right established by this NU Student Bill of Rights or the NUSRR infringe on Federal Law or Regulation, or Vermont State Law or Regulation.

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

CHAPTER 2 — THE NORWICH UNIVERSITY HONOR SYSTEM

SECTION I — The Honor Code

“A student will not lie, cheat, steal or tolerate those who do.”

The University Honor Code describes the minimum standard of ethical behavior by which all Norwich students have chosen to live. Initiated in the fall of 1951, its underlying principle is “truth.” The Honor Code provides a foundation for a way of life at Norwich and in the community. It is the cornerstone for the development of our core institutional values of integrity, duty, respect, service and perseverance. The Honor Code requires that every student conduct himself or herself in a completely honest and forthright manner at all times, whether at the University or in the community. As a Norwich student, one accepts the responsibility to live by the Honor Code and our core values. It is the responsibility of every student to live by and uphold the Honor Code, and thus uphold the good name of Norwich University.

SECTION II — The Spirit of the Code

The ideal standard for members of the Norwich community is the “*Spirit of the Code*.” This is an affirmation of a way of life that marks *citizens and leaders of character*. The Spirit of the Code goes beyond mere external adherence to rules. Rather, it is an expression of integrity and virtue emerging from within and is manifested in the actions of honorable men and women. Persons who embrace the Spirit of the Code think of the Honor Code as a set of broad and fundamental principles, not as a list of prohibitions. In deciding to take any action, a Norwich student must ask whether it is the right thing to do. It is the “*Spirit of the Code*” that gives rise to the specific tenets of the Honor Code itself:

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

A Norwich student is Truthful, Fair, Respectful, and Responsible. This intent of the Honor Code not only shapes the University environment, but sets the ethical standards for the Norwich community. Each student progresses from adhering to a code that explicitly outlines unacceptable behavior to internalizing the fundamental principles of integrity that promotes honorable living. Therein lays the essence of becoming a *citizen and leader of character*, dedicated to living a life of personal integrity and responsibility.

SECTION III — The “Three Rules of Thumb” Principle

In keeping with the positive nature and purpose of the Honor Code, the “Three Rules of Thumb” act as a guide for behaving honorably. These rules aid students in determining

whether an action is honorable or not. If a student can answer “Yes” to any of these questions, the act is likely dishonorable. An action that is dishonorable or unethical is not necessarily an Honor Code violation; hence, the Honor System emphasizes striving for the higher standard rather than adhering to the explicit prohibitions of the Honor Code.

The “Three Rules of Thumb” are as follows:

1. **Does this action attempt to deceive anyone or allow anyone to be deceived?**
2. **Does this action gain or allow the gain of privilege or advantage to which I or someone else would not otherwise be entitled?**
3. **Would I be dissatisfied by the outcome if I were on the receiving end of this action?**

SECTION IV — Honor Code Definitions

Lying is defined as *“deliberately deceiving another by stating an untruth or by any direct form of communication, oral or written, including the telling of partial truths, the use of vague or ambiguous language, or use of information with the intent to deceive or mislead.”* Lying, evasiveness, and deceit are closely related violations of the Honor Code for all three are predicated upon dishonest action which is designed to prevent the whole truth from being known. Half-truths, evasive answers, verbal subterfuge, chicanery, or deceit cannot and will not be tolerated. The use of false identification or false signature constitutes an honor violation.

Note: *Possession of and not just use of a “Fake ID” is deemed to be an Honor Code violation. A student in possession of a fake ID should dispose of or destroy it immediately or risk its discovery and anticipate facing serious consequences for this honor violation.*

Cheating is defined as *“stealing one’s ideas or words.”* Acts of academic dishonesty, including plagiarism, are offenses against established standards of the academic community and the University’s Honor Code. Cheating includes giving or receiving unauthorized aid or information on a recitation, quiz, examination, or other academic assignment. A student violates the Honor Code by cheating if he/she wrongfully acts out of self-interest, does work or obtains results, or assists another to do so, to gain or to give unfair advantage or to (or assist another to) deceive or mislead. Cheating includes such acts as plagiarism (presenting someone else’s ideas, words, data or work as one’s own), misrepresentation (failing to document the assistance of another in the preparation, revision or proofreading of an assignment), and using unauthorized references (crib sheets, notes, texts) during an examination. Plagiarism is a form of theft. The plagiarist appropriates the words, ideas, concepts, or works of someone else and puts them to a specific use without proper acknowledgment. In this way he/she gains credit for the work which belongs originally to another (see below).

Stealing is defined as *“taking, obtaining or withholding, by any means, personal monies, property, articles, or service of value of any kind from an establishment or another person without the explicit permission of the person or establishment who owns the item.”* A student violates the Honor Code by stealing if he/she wrongfully takes, obtains or withholds, by any means, from the possession of the owner or another person’s money, personal property, articles or services of value of any kind, with intent to deprive or defraud another person of the use and benefit of property or to appropriate it to either their own use or the use of any person other than the owner. In the determination of guilt the actual or intrinsic value of the object stolen is of no consequence, for the important fact

to be considered is that all Norwich students must respect the property of others. The act of “borrowing” without receiving specific permission may be considered wrongful appropriation or stealing.

Toleration is defined as “*failing to act on and to report potential violations of the Honor Code.*” A student violates the Honor Code by tolerating if he/she fails to report an unresolved incident with honor implications, about which he/she has first-hand knowledge (e.g. personally observed), to proper authority within a reasonable length of time. “Proper authority” is customarily an identified member of the University honor committee, but may also be a cadet commander at any level, a resident coordinator, a member of the commandant’s staff, a member of the dean of students professional staff, the Director of Disciplinary Systems (DDS), or any member of the University staff and faculty. A “reasonable length of time” is the time it takes to approach the student suspected of the honor violation and clarify whether the incident was a misunderstanding or actually a possible violation of the Honor Code. A reasonable length of time is usually considered not to exceed 48 hours (two (2) business days). Withholding information is also considered toleration, subject to violation of the Honor Code. Here, students should keep in mind that speedy resolution of the issue is in the best interest of all concerned. In the event that a student witnesses what he/she knows to be a questionable act in his or her presence, a “reasonable length of time” may be much shorter. One should seek to clarify a questionable act made in one’s presence immediately.

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

SECTION V — Academic Dishonesty

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

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

Plagiarism: The use of words, ideas, concepts, or work of another without proper acknowledgment, constitutes plagiarism. The direct quotation of the words of another must be set off in quotation marks and acknowledged in a footnote or other acceptable

form of citation. The use of paraphrased material, or the ideas, concepts, or work of another must also be acknowledged in a footnote or other acceptable form of citation. Acknowledging sources used in the preparation of an assignment solely in a bibliography does not constitute an acceptable acknowledgment of the words, ideas, concepts, or work of another used in the assignment. Students should be careful as they prepare assignments to take adequate and accurate notes so that all work which is not their own can be properly acknowledged. In any case where a student is found to have used plagiarized material, an academic penalty will be assessed, since the use of plagiarized material violates the standards of acceptable academic performance. **Seek out your instructor or the Academic Achievement Center with questions, concerns, or for guidance.**

Note: Any violation of academic integrity, to include plagiarism, is also considered a general honor violation.

SECTION VI — Regulations and the Honor Code

The disciplinary and honor systems are distinct. Regulatory violations may violate or simply not support one of the Norwich core values of integrity, duty, respect, perseverance, and service (e.g. failure to perform a specific duty or disrespect towards a university official or fellow student). Such infractions will be addressed, but not under the student honor system. For example, if a student consumes alcohol in the dorms or barracks and then lies about the action, he/she is likely to appear before a Class I summary session or disciplinary board for consuming alcohol in the dorm or barracks and appear before an honor board for lying about alcohol consumption. The two actions are entirely distinct and will lead to an investigation under both systems. Conversely, if in the process of committing an honor violation, a student violates the NUSRR or NUCC SOP or any other university policy; he/she may be investigated for both the honor offense and the disciplinary offense.

SECTION VII — University Honor Committee

- A. Mission.** The mission of the University Honor Committee is to enforce the honor code, inform the student population about the purpose and requirements of the honor code, and to administer the honor code in the event that a student is alleged to have violated this minimum ethical requirement. The Honor Committee in adjudicating these cases will follow University due process, board procedures, and standard of proof, to ensure a fair, impartial, consistent, and prompt decision and recommendation for punishment..
- B. Composition.** The University Honor Committee will consist of groups from both the Corps and civilian student lifestyles. Student members will be from the senior, junior, and sophomore classes and in a number deemed necessary to support the committee's mission. An Honor Chairperson will be appointed from both lifestyle groups in the committee and will serve as Honor Co-Chairpersons to fulfill their duties and responsibilities. All members will serve the University Honor Committee in various functional areas i.e. adjudication, investigation, administration, education, etc. Committee members will be assigned positions with specialized duties and responsibilities and will work together to achieve the functions assigned. Assigned positions for members from both lifestyle groups will include Honor Chairperson, Honor Vice Chairperson for Investigations, Honor Chief of Honor Education, Honor Chief of Investigations, Honor Chief of Administration, Honor

Adjudication Board Member, Lead Honor Investigator/Honor Investigator, and Honor Administration Clerk.

- C. Position Duties and Responsibilities.** All members of the University Honor Committee will serve in an assigned position (listed above) and receive training in functional areas with the objective of achieving proficiency in fulfilling their duties and responsibilities. The Office of Disciplinary Systems will maintain University Honor Committee organizational structure and detailed descriptions of the duties and responsibilities for each assigned position (maintained by the Director of Discipline Systems (DDS) and reviewed annually). Select honor committee members will be assigned duties to receive self-admit/self-report information and participation in working groups to examine honor committee issues and improve future committee operations. Honor committee members involved in specific cases will participate in After Action Reviews (AAR) to improve the application of current procedures.
- D. Honor Professional Staff Mentor/Advisor.** The Director of Discipline Systems (DDS) is responsible to provide professional staff oversight, mentoring, and advice to the University Honor Committee. He/she will work directly with the assigned honor co-chairpersons and other committee leaders to provide guidance and direction to establish effective working relationships amongst members of the committee and on putting into effect honor procedures with University due process, board proceedings, and standard of proof. He/she will provide monitoring, supervision, and assessment of all elements of the honor process to ensure the University provisions and honor system objectives are being achieved. The Director of Disciplinary Systems will also serve as the Honor Code Adjudicating Official for all honor cases. Consistent with these responsibilities, the DDS will receive all honor board reports and adjudicate each case to determine a fair and consistent outcome (see below). The DDS has discretionary authority to modify the number required for a quorum of voting members for any honor board if the situation warrants (e.g. availability of board members based on recusals, conflicts, and member numbers by lifestyle, etc.) In the circumstance in which students or staff members are not available for hearings due to member recusals or conflicting commitments, primarily in Joint AIC hearings, the DDS is authorized to hear the honor case in an Honor Adjudicator Summary Session resulting in a finding and decision on punishment. If an Honor Committee Co-Chairperson is available they may also listen to the case and provide input to the DDS to consider in his or her decisions. This provision is designed to ensure consistency and efficiency and should be used on an exceptional basis at the discretion of the DDS. The DDS will appoint and train additional honor committee members if necessary to ensure the mission of the University Honor Committee is accomplished and sustained. The DDS will arbitrate any conflicts in University honor system policy and decide on a resolution. The Director of Disciplinary Systems (DDS) will administer the imposition of the Honor Restitution Work Hours (see Section VIII, Paragraph B, Honor Board Recommendations for Punishments), imposed with an official letter of reprimand. Note: Once granted due process (to include the appeal process), a student does not have the right to refuse a punishment. If a student refuses to accept or comply with the requirements of a punishment, the SVPSAT has the authority to suspend or dismiss the student from the University. This action will be expressed in a formal letter to the student.
- E. Honor Code Adjudicating Official.** The Director of Disciplinary Systems will serve as the Honor Code Adjudicating Official for the University. The Honor Code Adjudicating Official's function will be to receive the findings and recommendations from all honor boards. The DDS when appropriate may convene

an Honor Adjudicator Summary Session per provisions outlined in the special cases section (see below). The Adjudicating Official will review all the materials involved in the case and consider the recommendation by the Honor Board, prior precedent, review the case with a focus on adherence to procedural fairness, and make the final decision regarding the imposition of punishment. Because of these considerations, the punishment imposed by Honor Code Adjudicating Official may or may not follow the honor board's recommendation and may include increasing, or decreasing, a recommended punishment. The Honor Code Adjudicating Official has the authority to impose the punishments described in this chapter.

F. Selection of the University Honor Committee.

1. *Methods used to form the committee.* The committee is formed following a process of nomination, vetting, evaluation, and appointment. Population voting may also be utilized. Students will be nominated by a staff or faculty member or student petition and submit an application to express his or her interest and qualifications. Each applicant will be vetted to ensure they meet the standards expressed below. Applicants will be evaluated by an honor review committee to determine suitability to serve on the committee. If necessary, based on necessary numbers, qualified applicants may be presented to their population for a majority vote. All members will be appointed to their honor committee positions by the SVPSAT.
2. *Standards for selection.* All honor committee applicants will be vetted to determine if they meet the following criteria. These criteria must be met to be appointed to the honor committee and must be maintained by students serving on the committee.
 - Academic standing – minimum GPA 2.50.
 - Disciplinary record – must be in good standing with no more than one serious Class I disciplinary action and no previous honor violations (finding of guilty).
 - The minimum cumulative GPA for the Chair or Vice Chair is 2.75.

SECTION VIII — Honor Board Hearings

- A. General.** An honor board may be convened by the honor co-chairperson, who is of the same lifestyle as the respondent, in cases involving an alleged violation of the Norwich University honor code. All honor boards will be conducted on an individual basis. In cases in which there are more than one respondent involved in an incriminating incident, each respondent has the right to face an honor board considering their case independently. An honor board is formed to hear honor cases in one of two forums, a Full Honor Board Hearing and Honor Summary Hearing. Special honor boards are described in sections that are specific to those provisions.

Students who are charged with a violation of the honor code will be given the opportunity to enter a plea to the charge(s).

- If a student enters a plea of “not guilty,” the student will be scheduled for a Full Honor Board Hearing. The board will hear evidence, determine guilt or innocence and make a recommendation for punishment to the Honor Code Adjudicating Official.

- If a student enters a plea of “guilty,” the student will be scheduled for an Honor Summary Hearing comprised of honor board members who will hear matters of extenuation and mitigation and make a recommendation for punishment to the Honor Code Adjudicating Official.
1. **Full Honor Board Hearing.** A full honor board hearing is comprised of individuals appointed by the honor co-chairpersons of both lifestyles. The honor co-chairperson from the respondent’s lifestyle will convene the honor board as warranted. The adjudicating body (honor board) will consist of a maximum of twelve (12) and a minimum of six (6) with an honor co-chairperson and (optional) vice chairperson for investigations or designee. The body will consist of approximately 2/3 members of the respondent’s lifestyle and approximately 1/3 of the other lifestyle. Five (5) voting members will be considered a quorum. The appropriate co-chairperson will serve as the president of the board and will not be a voting member, but will preside to ensure due process is followed. The co-chairperson from the respondent’s lifestyle may appoint the vice chairperson for investigations or other qualified member of the honor committee to present the case to the panel. The individual presenting the case will not be a voting member. One student observer from the class of the respondent is allowed to be present at open sessions of the board at the behest of the respondent. The respondent will be at all open portions of the hearing although a full honor board hearing will generally be considered closed to the Norwich community.
 2. **Honor Summary Hearing.** An honor summary hearing is comprised of individuals appointed by the honor co-chairpersons of both lifestyles. The honor co-chairperson from the respondent’s lifestyle will convene the honor board as warranted. The adjudicating body (honor board) will consist of a maximum of twelve (12) and a minimum of six (6) with an honor co-chairperson and (optional) vice chairperson for investigations or designee. The body will consist of approximately 2/3 members of the respondent’s lifestyle and approximately 1/3 of the other lifestyle. Five (5) voting members will be considered a quorum. The appropriate chairperson will serve as the president of the board and will not be a voting member but will preside to ensure due process is followed. The co-chairperson from the respondent’s lifestyle may appoint the vice chairperson for investigations or other qualified member of the honor committee to provide a summary of the case to the panel. The individual providing a summary of the case will not be a voting member. One student observer from the class of the respondent is allowed to be present at open sessions of the board at the behest of the respondent. The respondent will be at all open portions of the hearing although an all honor boards will generally be considered closed to the Norwich community.
- B. Honor Board Recommendations for Punishment.** An honor board will recommend punishments for violations of the honor code that range from an official letter of reprimand to dismissal. The recommendation for punishment will not vary from the punishment options of:
- Official letter of reprimand.
 - Official letter of reprimand with 30 Honor Restitution Work Hours.
 - One semester suspension.

- Two semester suspension.
- Dismissal.
- The honor board may also recommend no further action be taken in terms of punishment.

One Honor Restitution Work Hour is defined as an hour working for an approved community or campus organization as specified in a letter issued by the Director of Disciplinary Systems (DDS) . The sitting honor board may also recommend additional specialized preventative measures (e.g. Academic Achievement Center (AAC) interaction, etc.) attached to the official letter of reprimand punishment. A report of the honor board proceedings (including audio recording) and recommendation will be given to the Honor Code Adjudicating Official. The Honor Code Adjudicating Official will consider the recommendation by the Honor Board, prior precedent, review the case with a focus on adherence to procedural fairness, and make the final decision regarding the imposition of punishment. Because of these considerations, the punishment imposed by Honor Code Adjudicating Official may or may not follow the honor board's recommendation and may include increasing or decreasing a recommended punishment. The Honor Code Adjudicating Official alone has the responsibility to consider and decide if a punishment of suspension or dismissal is warranted for students found guilty of two or more honor violations.

C. Special Cases. A special out of session honor board will hear cases during final exam periods (starting on reading day) and during times when the University is not in traditional session, as determined by the Director of Disciplinary Systems (DDS). The DDS will convene an Honor Adjudicator Summary Session to resolve all out of session Special AIC Honor cases. All non AIC cases will authorize the DDS to convene a special out of session honor board consisting of three (3) members of the staff and/or faculty, including ROTC staff. Three (3) voting members will be considered a quorum. The DDS will appoint a professional staff board president to ensure that these cases are adjudicated in accordance with University due process, board procedures, and standard of proof. The DDS will exercise his or her discretion to modify the honor board procedures and communication and notification methods (e.g. telephone conference, WebEx connections, email correspondence, etc.) while maintaining University due process for the respondent. On an exceptional basis the DDS may also convene Honor Adjudicator Summary Sessions and special case boards if circumstances exist in which Honor Committee Co-Chairpersons are unable to gain a sufficient number of students to gain an Honor Board quorum (e. g. member recusals, conflicting commitments, academic requirements, etc.). The activation of this special case provision is at the discretion of the DDS . An Honor Adjudicator Summary Session will consist of the DDS, a staff witness (if available), the respondent with advisor and/or observer as appropriate. The hearing will be conducted in accordance with established procedures to ensure due process and standard of proof. The Honor Code Adjudicating Official will provide a formal letter to the respondent informing him/her the finding, decision on punishment, and right to appeal.

D. Format for Completed Honor Packets. Completed Honor Packets for Full Honor Board Hearing and Honor Summary Hearing will contain as a minimum: NU Form 12.2, Notification of Investigation Memorandum (as applicable), NU Form 12.3.1, Honor Charge Sheet (Modified for Honor Use), Case Evidence (written and physical), Board Appointment Notification, Respondent Disclosure Letter,

Respondent Receipt of Materials Letter, Respondent Observer Notification Letter, and Board President's (Honor Co-Chairperson) board report (attach all relevant information introduced during the hearing) and complete recording of the proceeding. The honor packet may also include emails and documents that reflect the administrative actions taken to provide due process.

SECTION IX — Standard of Proof

- A. General.** The standard of proof for all Norwich University honor boards (Full Honor Board Hearing, Honor Summary Hearing, and Special Honor Boards), will be decided based on a preponderance of the evidence.
- B. Preponderance of the Evidence.** Adjudicating officials and honor boards must decide whether a case against the accused has been made under the Norwich University Honor Code by a fair balance of the evidence, or as it is usually called—by a preponderance of the evidence. To understand the term—preponderance of the evidence—it is best if you conceive that you are weighing the evidence of the respective parties as in a balance. On one side you are weighing the case against the accused; on the other side you are weighing the evidence on behalf of the accused. If the evidence against the accused makes the down weight, your decision should be against the accused. However, if the accused's evidence makes the down weight, or if the scales hang even in your mind, then your decision should be for the accused. The preponderance of the evidence does not consist merely in having the greater number of witnesses. Witnesses are to be weighed and not counted. Thus, one clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with murky testimony. In the final analysis, it is a question of credibility, and each individual adjudicating official or board member is the sole judge of that credibility. Another way to state preponderance of the evidence in a percentage form is that a preponderance of the evidence is over 50%, that by a preponderance of the evidence, over 50%, it is more probable than not that the infraction or offense occurred as alleged.

Note: All Full Honor Board Hearings, Honor Summary Hearings, and Special Honor Boards will be conducted in accordance with Instructions for University Honor Board Hearing Procedures. These are procedures for use in all honor boards and will be maintained and reviewed annually by the DDS to ensure best practices. University Honor Board Hearing Procedures include Honor Board Deliberation Instructions that will be maintained and reviewed in the same manner.

SECTION X — The Academic Integrity Committee (AIC) and University Honor Committee Procedures

- A. General.** The Academic Integrity Committee (AIC) and the University Honor Committee will conduct a joint hearing to adjudicate alleged cases of academic dishonesty and subsequent alleged violations of the University honor code. Both committees will hear all the evidence involved in the case. The AIC will evaluate the evidence to determine if the respondent is guilty or not guilty of academic integrity. The honor board will await the decision from the AIC and, if referred as guilty, accept that decision and take appropriate action. Both committees will make decisions regarding recommended punishments based on the requirements of their respective systems. Both committees will conduct the joint hearing and

subsequent activities in accordance with their requirements and procedures. The chair of the Academic Integrity Committee (AIC) will serve as the president of this joint hearing and will ensure that the respondent's due process rights are observed by both adjudicating bodies. All open sessions of this joint hearing will be recorded and the recording will be maintained as an internal case record of the proceeding.

- B. Academic Integrity Committee (AIC).** The AIC is comprised of faculty or staff representatives from each of the University's academic schools and is charged with the task of determining if an act of academic dishonesty has occurred. The Academic Integrity Committee is chaired by the Provost/Dean of the Faculty or his or her designee and is responsible for implementing University regulations involving violations of academic integrity. All suspected acts of academic dishonesty, including plagiarism, must be referred promptly to the Academic Integrity Committee. In cases where there is sufficient evidence to support an allegation of academic misconduct, the committee will review all available facts and authorize an appropriate academic penalty if its review confirms that an act of academic dishonesty or plagiarism occurred. Students found guilty of academic dishonesty by the AIC are eligible to appeal the decision to the Provost/Dean of the Faculty in accordance with due process. If the decision of the AIC is upheld by the Provost/Dean of the Faculty, it is final.
- C. University Honor Committee.** The University Honor Committee will convene a special AIC honor board specifically for hearing cases involving academic dishonesty. This special AIC honor board will be convened by the honor co-chairperson that is of the same lifestyle as the respondent. The adjudicating body (special AIC honor board) will consist of a maximum of seven (7) and a minimum of five (5) with an honor co-chairperson. The body will consist of approximately 2/3 members of the respondent's lifestyle and approximately 1/3 of the other lifestyle. Five (5) voting members will be considered a quorum. In these cases the appropriate honor co-chairperson will assist the president of the joint hearing in ensuring due process and will lead their board members in fulfilling their requirements as an honor board. When notified by the AIC that sufficient evidence exists to call a hearing the special AIC honor board convening authority will inform the respondent of the alleged charges and his or her due process rights prior to and during the joint hearing. All documents resulting from these notifications will be made available to the president of the joint board prior to the joint hearing.
- D. University Honor Committee Special AIC Honor Board Procedures.**
1. Receive notification and case materials from the Academic Integrity Committee (AIC) Chair (Ten (10) days prior to a joint hearing).
 2. Determine if the AIC allegations requires any additional investigation and/or information/evidence needed to determine alleged honor violations and charges.
 - Conclude that more investigation is needed – assign investigators and receive additional information/evidence (notify respondent of confidential investigation).
 - Conclude there is sufficient information forwarded by the AIC Chair – take case forward to charging (notify respondent case is being reviewed for action).
 3. Complete an Honor Charge Sheet (NU Form 12.3.1) (modified for honor use) annotated with the alleged honor violation(s).

4. Summon the student (48 Hours, two (2) business days prior to joint hearing) and begin the charging action by informing the student of their due process rights using the Due Process Checklist (NU Form 12.2) (use the same form if the student was previously informed of these rights during the investigation and repeat the notification).
5. Inform the student of the alleged honor violations (resulting from the AIC and other evidence) as indicated in the specific honor charge(s) and read verbatim paragraph 3 of the Disciplinary Charge Sheet (NU Form 12.3.1) (modified for honor use).
6. Provide the student with case materials and other evidence upon which the allegations are based.
7. Allow the respondent to plead to the charge(s).
8. Inform the respondent, in the case of a “guilty” or “not guilty” plea, that they will be required to appear before a joint hearing, including both the AIC and a special AIC honor board, which will hear all matters involved in the case.
9. Provide the respondent with a copy of the Honor Charge Sheet (NU Form 12.3.1) (modified for honor use) and all applicable statements/evidence. Provide a 48-hour period (two business days) prior to conducting the joint hearing.
10. Adjudicate the case convening a special AIC honor board and participate in all aspects of the joint hearing with the AIC. Recess the special AIC honor board while the AIC deliberates to determine findings on the question of the alleged academic misconduct. Return to joint session to hear AIC findings and witness the respondent being informed.
 - Finding of not guilty from the AIC. Dismiss the honor case.
 - Finding of guilty from the AIC. Receive verbal report from AIC and additional recommendations as provided.
 - Assume responsibilities as board president from the AIC Chair. Record the result and include in honor board report.
11. Accept the AIC referral of the case and finding of guilty of the AIC violation. Inform the respondent that he/she is guilty of the alleged honor violation(s) based on the facts brought forth in the joint hearing.
12. Consider matters of extenuation and mitigation.
13. Deliberate and determine a recommendation for punishment based on the facts of the case and reconvene the special AIC honor board.
 - Inform the student of the punishment recommendation.
 - Inform the student that the results will be forwarded for further action.
14. Forward board report containing the punishment recommendation to the Honor Code Adjudicating Official.
15. Honor Code Adjudicating Official considers findings and recommendations from the board.
16. Honor Code Adjudicating Official will provide student with formal letter indicating his or her decision regarding punishments, provisions for appeal, and conditions for return as appropriate.

17. The Senior Vice President for Student Affairs and Technology (SVPSAT) will consider any appeal and provide a formal letter to the respondent regarding his/her final decision.

SECTION XI — University Due Process

A. Introduction. Norwich University provides students with procedural due process which includes, but is not limited to, timely investigation; a hearing; cross-examination of available witnesses; warnings about self-incrimination; production of pertinent witnesses, and the provision for appeal. The fundamental concept of fairness requires the provision of several of these tenets in our University due process. See Section B, below. In a particular case, the SVPSAT or DDS (honor cases) has the authority to add additional due process steps or processes to the above if he/she believes that it is central to fairness.

Note: The due process provided below for use in the honor system is nearly identical to those provided students facing disciplinary action. The differences are related to the fact that the honor system is administered by students with professional staff oversight. The Corps of Cadets and Civilian Student due process is contained in Chapters 7&9 of these rules and regulations.

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

1. Conducting an impartial, expeditious investigation to determine if the evidence supports the imposition of charge(s).
2. The following people cannot serve as a board member on an Honor Board:
 - the person who investigates an alleged violation.
 - the adjudication official.
 - the appellate authority for that incident.
3. Notifying the accused of the potential charge(s) against him or her as soon as possible. He/she must be told at this time of his or her right to remain silent on matters that may be self-incriminating, that anything he/she says may be held against him or her, and that silence on these matters will not be taken as an indication of guilt.
4. Informing the respondent (charging action) if the investigation indicates that an honor violation(s) has occurred, and providing him or her with all the evidence that the investigation has disclosed.
5. Informing the respondent that he/she may choose any student he/she desires to advise him or her in the presentation to an honor board or agree to be assisted by an (honor) student advisor provided by the University honor committee. For all honor boards the respondent's identified student advisor will be permitted to attend all open sessions of the hearing but will not be permitted to communicate to the board. The respondent may quietly consult in the hearing room or ask

for a short recess if he/she would like to communicate with his/her advisor. Consultation and/or recess will be granted for this purpose at the discretion of the board president. Failure by the advising student to comply with these instructions will result in their dismissal from the proceedings. Recording devices other than that approved by the board president are not permitted.

6. Informing the respondent of his or her right to request voluntary resignation pending disciplinary or honor action. Such request must be made prior to appearing before an honor board. If approved, the respondent will not be eligible for future readmission and cannot appeal the decision.
7. Providing the respondent with a minimum of 48 hours during business days [weekdays (Mon-Fri)] to prepare his or her presentation.
8. During the hearing, providing the respondent the right to be present at all open segments of the hearing.
9. Allowing the accused to challenge any member of the honor board for cause. The President and other non-voting members of an honor board may not be challenged.
10. Providing the respondent with the right to present any material witnesses on his or her behalf, as to the facts in the case. And after the findings of the board have been announced, allowing the respondent to introduce any mitigation or extenuation he/she feels relevant to the case, to include character witness statements. Allowing the respondent to have at a maximum one faculty member, one staff member, and one member of the student population, or any combination totaling three, attend the hearing to speak on his or her behalf. In addition, a maximum of three written statements are permitted for submission to the board.
11. Informing the respondent of his or her right to appeal should a finding of guilty be adjudged or if the student feels the punishment assessed is not in keeping with the University honor system.
12. If an accused student fails to report for a scheduled hearing board the case may be heard with the accused student “in absentia” based on the evidence and witnesses provided.

SECTION XII — Honor Reporting Procedures

- A. **General.** Every Norwich University student is a guardian of the Honor Code, and thus must accept responsibility for reporting all known or suspected violations of the Honor Code to the Honor Committee. Allegiance to the Honor Code supersedes all personal friendships and loyalty. Whenever a student violates the Honor Code he or she gives himself or herself a dishonest advantage over every other Norwich student, and in so doing compromises not only his or her honor, but also the honor and integrity of the University. No individual may assume authority for disregarding an honor violation.
- B. **Reporting an Alleged Honor Violation.** When a student observes a possible honor violation, or believes an honor violation may have occurred, he/she should proceed in one of two ways:

1. The observing student may choose to approach the suspected student (approach for clarification) to ascertain that no misunderstanding has occurred. Once the observing student has done this and still believes an honor violation has occurred, the observing student should report the incident directly to the “proper authority” within 48 hours, two (2) business days, of the observed offense, even if the suspected student has chosen to self-admit.
2. The observing student can choose to report the incident directly to the “proper authority” within 48 hours, two (2) business days.

It is important to understand that “proper authority” is customarily an identified member of the University honor committee, but may also be a cadet commander at any level, a resident coordinator, a member of the commandant’s staff, a member of the dean of students’ professional staff, the DDS, or any member of the University staff and faculty. The observing student should expect to record the information relating to the potential violation/incident on a sworn statement form, incident statement form, or other forms of memorandum annotated with the date/time written and an identifying signature. Student failure to report a suspected violation could be a violation of the toleration clause of the Honor Code. All reports should be forwarded to the DDS as soon as is practical.

- C. **Self-Admit.** This occurs when a student confesses to an honor code violation after the “approach for clarification” or if he/she confesses to the violation to avoid being reported by another individual. A student may admit that he/she has violated the University honor code to identified members of the University honor committee or the DDS at any time. The student should directly inform the receiving official of their intent to self-admit. The self-admitting student can expect to be informed of their due process rights (NU Form 12.2) and to be asked to record the information relating to the potential violation/incident on a sworn statement form, incident statement form, or other forms of memorandum with the date/time written and an identifying signature affixed. Any member of the University honor committee receiving a self-admit will provide the information to the DDS as soon as is practical.
- D. **Self-Report.** A case is considered self-reported when a student comes forward to report his or her own honor violation without being confronted by anyone and without doing so to avoid being reported by another individual. Generally, this means that the University Honor Committee would not have learned of this honor violation had the student not come forward to report it him/herself. Self-reports are handled and documented the same as the self-admit (see above).

SECTION XIII — Honor System Procedures

- A. **General.** The co-chairpersons of the University honor committee from both lifestyles are responsible for upholding the University honor code. All students at Norwich University are guardians of the honor code, and thus must accept the responsibility for reporting all known or suspected violations of the honor code to selected honor committee members. Students may also report incidents to the “proper authority” as outlined above. Any person identified as a “proper authority” should report alleged violations directly to the honor mentor/advisor (DDS) for dissemination to the appropriate committee co-chairperson. The honor co-chairpersons and members of the honor committee may also report potential violations resulting from their personal knowledge or information from investigative and administrative activities. Suspected violations of the honor code should be promptly reported, investigated,

and heard, so that justice may be served in a timely manner. Reports of potential violations and/or information relating to the incident should be recorded on a sworn statement form, incident statement form, or other forms of memorandum annotated with the date/time written and an identifying signature.

- B. Honor Committee Responsibilities and Actions.** This series of steps provides a general outline of those actions taken by the appropriate honor committee chairperson. The chairpersons have the authority to review potential honor violations and initiate investigations based on a reasonable suspicion that a violation of the honor code may have occurred. All of these steps should be applied with a full understanding and application of due process as described in Section XI, above.
1. Determine if there is reasonable suspicion that an honor violation may have occurred by an accused student(s).
 2. Inform the accused that they are the subject of a confidential investigation. Investigation team assigned investigation responsibilities.
 3. Conduct an investigation to determine if there is evidence to support one or more honor charges. Inform the accused of his/her due process rights as they relate to the investigation using the Due Process Checklist (NU Form 12.2).
 4. Evaluate all the evidence to determine if reasonable grounds exist to believe the accused committed the alleged honor violation(s).
 5. Complete an Honor Charge Sheet (NU Form 12.3.1) (modified for honor use) annotated with the alleged honor violation(s).
 6. Begin the charging action by informing the student of his or her due process rights using the Due Process Checklist (NU Form 12.2) (use the same form if the student was previously informed of these rights during the investigation and repeat the notification).
 7. Inform the student of the alleged honor violations as indicated in the specific honor charge(s) and read verbatim paragraph 3 of the Honor Charge Sheet (NU Form 12.3) (modified for honor use). Provide the student with case materials and other evidence upon which the allegations are based.
 8. Allow the respondent to plead to the charge(s).
 9. Inform the respondent, in the case of a “guilty” plea, that they will be required to appear before an Honor Summary Hearing which will hear matters of extenuation and mitigation to determine a recommended punishment.
 10. Inform the respondent, in the case of a “not guilty” plea, that they will be required to appear before a Full Honor Board Hearing which will hear matters of defense, extenuation, and mitigation. The board will adjudicate the case and provide a recommended punishment as required.
 11. Provide the respondent with a copy of the Honor Charge Sheet (NU Form 12.3.1) (modified for honor use) and all applicable statements/evidence. Provide a 48-hour period (2 business days) prior to conducting the honor board (full honor board hearing or honor summary hearing).
 12. Adjudicate the case convening the appropriate honor board (full honor board hearing or honor summary hearing). Render a decision: based on the result of an honor board (full honor board hearing or honor summary hearing).

- a) Conclude that the student did not commit the alleged honor violation(s) if there are not sufficient grounds for a finding of guilty. Inform the student and terminate the proceeding.
- b) Conclude that the student committed one or more of the honor violations alleged (already established by a “guilty” plea when heard by an honor summary hearing).
 - 1) Inform the student of conclusion and consider matters of extenuation and mitigation (primary task if an honor summary hearing).
 - 2) Honor Board will inform the student of the recommended punishment to be forwarded to the Honor Code Adjudicating Official.
 - 3) Honor Code Adjudicating Official considers findings and recommendations from the board.
 - 4) Honor Code Adjudicating Official will provide student with formal letter indicating his or her decision regarding punishments, provisions for appeal, and conditions for return as appropriate.

13. The SVPSAT will consider the appeal and provide a formal letter to the respondent regarding his/her final decision.

- C. Failure to Appear.** If a student cannot appear due to a valid reason, the student should immediately notify the DDS . If a student fails to report to any honor board (full honor board hearings, honor summary hearings, special AIC honor board, or special case out of session honor boards (honor board or honor adjudicator summary session) the case may be heard without the student present based on evidence and witnesses provided. During the school year and out of session periods students are obligated to monitor their Norwich email account on a daily basis. Notification by email constitutes official notification for information on due process, charging, and honor hearings.

SECTION XIV — Honor Appeals

- A. General.** Under due process, students adjudged guilty and punished under the provisions of an honor system action enjoy the right to have their case reviewed by the next higher judicial authority, as described below. The next higher judicial authority, acting as the appellate authority in the case, has several options available to him or her after reviewing the evidence in the case: uphold the finding and punishment imposed by the adjudicating official; uphold the finding and amend the punishment (decrease); or set aside both the finding and the punishment.
- B. Appellate Authority for Honor System Actions.**

Adjudicating Official

Honor Code Adjudicating Official

Appellate Authority

SVPSAT(appointed)

Note: In extraordinary cases where the SVPSAT must recuse himself or herself, appellate authority will be assumed by the President or his or her designee. Otherwise, the SVPSAT makes these decisions for the President and the Board of Trustees, and his or her appellate decisions are considered final.

- C. Appeal Process.** A student has 48 hours (two business days) after the imposition of punishment to submit an appeal to the appropriate appellate authority. The appellate authority may approve an extension of time beyond the 48 hours if circumstances warrant an extension. An appeal must be typed, doubled spaced and hand delivered. In the case where an appeal cannot be delivered to the appellate, then the student making the appeal shall deliver the appeal to the DDS or the Honor Code Adjudicating Official. Any appeal initiated after 48 hours must be approved in writing by the Honor Code Adjudicating Official for transmittal to the SVPSAT. All decisions rendered by the appellate authority are final. There is only one appeal in each case.
- D. Requirements for Consideration of an Appeal.** In order to be considered by an appellate authority, an appeal must include one or more of the following:
1. The introduction of new evidence that was not considered by the adjudicating official.
 2. Reasonable grounds to argue that the evidence was insufficient for a finding of guilt.
 3. Reasonable grounds to argue that due process was not provided.
 4. The punishment imposed by the adjudicating official exceeds the punishments described in NUSRR Chapter 2, Section VIII, B. Honor Board Recommendations For Punishment.

CHAPTER 3 — GENERAL REGULATIONS

SECTION I — Alcohol Policy

- A. Vermont State Law.** The legal age of consumption is 21 years of age in the State of Vermont. It is therefore against the law to possess or consume alcohol, under the age of 21, on or off campus, anywhere in Vermont. The State of Vermont prohibits those under 21 from misrepresenting their age for the purpose of procuring, possessing or consuming alcoholic beverages. The State of Vermont also prohibits a person of any age from selling, giving or causing to be sold or given alcoholic beverages to a person less than 21 years old.
- B. General.** Norwich University requires that students conduct themselves in a lawful, responsible manner at all times whether on or off campus. We expect our students to obey all Federal and State Laws and behave in accordance with the law and Norwich University regulations that pertain to alcohol. A student who decides to consume alcohol assumes full responsibility and consequences from its use or abuse, and his or her subsequent actions, both on and off campus. The possession or furnishing of alcoholic beverages anywhere on Norwich University grounds is strictly prohibited, while consumption is strictly regulated. Restrictions include:
1. Unlawful consumption (e.g. underage consumption, Driving Under the Influence -DUI), disorderly conduct under the influence of alcohol, possession, furnishing alcohol to minors, on or off campus, is unlawful and therefore prohibited. Refusal to submit to sobriety testing is evidence of consumption.
 2. Misrepresentation of age or the actual or attempted use of false identification to obtain alcoholic beverages is considered evidence of a violation of the Honor Code and will be referred to the University Honor Committee.
 3. Operating a motor vehicle, on or off campus, while under the influence of alcohol is unlawful, and, therefore, clearly a violation of state laws and University policy.
 4. The presence of empty beverage containers (e.g. beer cans/bottles, wine bottles, flasks, or any container used to store or consume alcohol anywhere on campus (room, vehicle, etc.) is prima facie evidence of possession.
 5. Disorderly conduct under the influence of alcohol anywhere on campus (regardless of age) is a violation of the Norwich University alcohol policy. No student will be intoxicated and endanger the safety of another person or property, or cause a disturbance.
- C. Exceptions.** Upon approval of the SVPSAT, an approved licensed vendor (i.e., Sodexo) may provide alcohol for consumption at select campus events or locations (e.g. Wise Campus Center Partridge Pub, Regimental Ball, NU “Late Nite” Party, Goal Post Party, etc.). In such cases, students must be of legal age to consume alcohol and those who are of legal age are expected to drink responsibly.
1. Commemorative items bearing Norwich University logo are permitted (e.g., wine glass, beer mug, etc) provided these items are clean and free of alcohol or beverage residue.
 2. Possession of a poster or unauthorized trophy, or possessing or wearing an

item of clothing that depicts or advertises alcoholic beverages is a violation of community standards and not a violation of the alcohol policy.

D. Consequences.

1. **Students under the Legal Age.** Possession or consumption of alcohol by students under the legal age is a violation of state law and this regulation. These actions will result in a University officials reporting violations to local law enforcement. In the instance that local law enforcement is not available or delayed in their response, University officials will proceed in enforcing the University alcohol policy. Any resulting law enforcement action will be a matter between the student and the police. Norwich University officials will obtain information regarding the incident and take appropriate disciplinary action as a violation of the University alcohol policy and/or other related policies. Refusal to consent to and/or comply with law enforcement officers or Norwich officials to take an alcohol breathalyzer test will be treated as prima facie evidence of alcohol consumption.
2. **Students over the Legal Age.** Possession or consumption of alcohol by students over the legal age will be adjudicated as an alcohol policy violation and not result in a report to law enforcement unless the situation produces threatening or disruptive behavior or a well-founded fear of danger to persons or property. In those situations, the decision to involve law enforcement authority's rests with the senior NU professional staff member on the scene or in consultation with the Student Affairs Duty Officer.
3. **Furnishing Alcohol to a Minor.** Students of any age who furnish alcohol to a minor will have their case referred to law enforcement for consideration as a violation of state law. Any resulting law enforcement action will be a matter between the student and the police. University officials will consider the action as a potential violation of the university's alcohol policy and adjudicate the case regardless of the action taken by law enforcement.
4. **Punishments for Alcohol Policy Violations.** Students found guilty of violating the alcohol policy will be subject to disciplinary action as prescribed in Chapter 7 (for civilian residential and commuter students) or Chapter 9 (for cadets). Monies collected as fines for violations of the alcohol policy will be used to provide alcohol awareness education on campus.
5. **Alcohol Use Assessment.**
 - **Referral.** Student Affairs staff members who adjudicate violations of the alcohol policy may require students who are found guilty of an alcohol violation to participate in an alcohol education program administered by a licensed drug or alcohol abuse counselor. Under normal circumstances, students have 30 calendar days from the date of the referral in which to complete the program and provide written documentation of completion or are considered as refusing to comply with punishment. The cost of the alcohol education program will be borne by the student as a 'fee for service' contract with the licensed drug or alcohol abuse counselor. Norwich University will provide the names and contact information for local program providers who meet the licensing requirement, but will not negotiate with the provider on the student's behalf.

- **Follow-on Treatment.** Once a student has been referred to a licensed counselor and an alcohol education program completed, the counselor will determine the appropriate level of follow-on education, counseling or treatment that is required for that student, if any. The cost of the alcohol education, counseling or treatment program will be borne by the student as a 'fee for service' contract with the licensed drug or alcohol abuse counselor, and the student is encouraged to provide written documentation upon completion of the follow-on treatment.
- E. **Designated Drivers.** Norwich University supports the concept of designated drivers as a safe, responsible option for students. Sober designated drivers will not be sanctioned for providing assistance to any Norwich student. Upperclass cadets are prohibited from using first year cadets as designated drivers.
- F. **Safe Rides.** Norwich will endeavor to provide a Safe Rides Program whereby any NU student within a twenty minute driving radius of the University may request a ride back to campus on Friday, and Saturday nights, during the published hours of operation. Note: This is a service provided free of charge to NU students by student volunteers, work study and non-work study students, and University Community volunteers. Norwich is not under any published or implied obligation to provide this service, which is designed to promote the safety of all students, provide for good decision making, and to aid in preventing a student from driving in an impaired state.
- G. **Duty to Aid the Endangered.** A student who knows that another is exposed to grave physical harm shall give reasonable assistance to the endangered person unless that assistance or care is being provided by others. Reasonable assistance requires the student to acquire the aid of a trained first responder (call 911, NU Public Safety, Northfield ambulance, police). The student requesting assistance should only do so if it does not endanger him or herself and it does not interfere with important duties owed to others. A student who provides reasonable assistance in compliance with this section shall not be sanctioned by the University under the Student Rules and Regulations unless his or her acts constitute gross negligence.
- I. **Definitions.** Definitions pertaining to the Alcohol Policy are located in the glossary.

SECTION II — Customs and Courtesies

- A. **General.** See Chapter 1, Section II, **Norwich Community Standards.**
- B. **Courtesy.**
- **First Year Cadets/Rooks:** First year cadets undergo a strict orientation and training period during their first few months. The rook system is an important part of the Corps training, tradition and heritage. Its purpose is to develop qualities necessary for military life. Rooks who have white nametags are not allowed to speak outdoors unless addressed by a cadet leader, faculty or staff member. The rooks may answer brief questions and give directions; however, it is against regulations for rooks to have casual conversations with other students outside academic buildings. If you identify a rook who appears to be having trouble adjusting to the military lifestyle or is having problems, it is important to notify someone in the Office of the Commandant, cadet chain of command, or

Dean of Students' Office. Civilian students are not allowed to visit rooks in their rooms; and rooks are not allowed to visit civilian students in their rooms. After rooks are recognized, they have more liberty and greater freedom to socialize.

- **Freshmen Cadets off Campus Without Proper Authorization.** No student, regardless of class year, will take a Corps freshman recruit (rook) or cadet freshman private off campus without a pass or leave signed by a member of the Office of the Commandant. This includes rides to the airport, medical appointments, or any other purpose. Taking a Corps freshman or cadet private off campus for any reason without one of the above signed forms from the Commandant's office will result in Class I Sanctions under the NUSRR Chapter 9 – "Disobedience of orders" or if a civilian Student, NUSRR, Chapter 7 "Failure to Comply with a University Official."
- **Addressing Faculty and Staff.** As a form of respect, faculty or staff members should be addressed by their rank, title, professor, or Sir/Ma'am; first names are not appropriate.
- **Military Courtesies.** Military formations, including Reveille and Retreat formations, parades, and special ceremonies, are formal occasions with a great deal of tradition and meaning that should not be interrupted in any way. Formations begin at first musical note that is sounded on the bugle. After first call no student should walk between members and groups in formation.
 - a) Courtesy rendered to the American flag, the playing of the American National Anthem, and cannon salutes to honor a person are signs of respect. As students at Norwich University, you may observe many military ceremonies that are common on campus.
 - b) During Reveille (when the flag is raised) and Retreat (when the flag is lowered) if you hear the music you should stop and face the flag.
 - c) In civilian attire, it is a courtesy to face the flag, remove your hat, and place your right hand over your heart during Reveille, Retreat, and the playing of the National Anthem. When the National Anthem is played indoors, remove your hat, and place your right hand over the heart.
 - d) When a color guard carrying the American flag is passing, remove your hat and place your right hand over your heart. Hold this position until the color guard has passed six paces (marching steps).
 - e) When a cannon salute is rendered as honor to a person, at the first note of the music or first round of the cannon fire, face the ceremonial party, remove your hat and hold this position until the last note of music or last round of cannon fire.

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

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

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

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

SECTION III — Dress and Grooming Standards

A. General. The dress code at Norwich University is established to promote the values and traditions upon which the University is founded. Dress and grooming standards promote the professionalism expected of Norwich students (irrespective of lifestyle) as they prepare to enter their profession, graduate school or the workforce upon graduation.

B. Appropriate Dress. :

1. Cadets see Chapter 5 of the NUCC SOP.
2. Civilian students are expected to wear proper attire, appropriate to the occasion. All students will wear appropriate attire (e.g. slacks and a shirt, jeans and a tee shirt, jeans and a sweater) and shoes at all times in all academic and administrative buildings, classrooms, and in the dining hall.
3. Students will wear business casual or business attire for special occasions when directed by a university official. Cadets are required to obtain a Special Uniform Authorization Slip from their assistant commandant.

Note: *Examples of business casual attire include slacks and a shirt with collar, a casual skirt and top. Examples of business attire include a jacket and tie for men and a dress or pant suit for women.*

Students with questions regarding appropriate attire should contact the Dean of Students, residence life staff, or an assistant commandant.

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

prior to 0745 for students who have just returned from physical training. (e.g., ROTC PT or Corps PT).

SECTION IV — Drugs/ Controlled Substances

- A. General.** Norwich University condemns the use of illegal drugs, the misuse of legal drugs and dietary supplements, and the use of performance-enhancing substances. The possession, use, or consumption of any controlled or illegal substances not prescribed by a physician is prohibited both on and off campus. The controlled or illegal substances are listed or to be listed in the US Drug Enforcement Agency's Drug Schedules I, II, III, IV, and V are included by whatever official, common, usual, chemical, or trade name designated. A current reference for these schedules can be viewed at: <http://www.justice.gov/dea/pubs/scheduling.html>. The selling, giving, enabling, providing or trafficking of controlled or illegal substances is prohibited.
- B. Drug Paraphernalia.** Drug paraphernalia is also prohibited. The term “drug paraphernalia” means all equipment, products, devices and materials of any kind which are used, or promoted for use or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, inhaling a regulated drug or otherwise introducing a regulated drug into the human body.
- C. Prohibited Substances.** Norwich University prohibits the possession, use, sale, distribution or manufacture of *Salvia Divinorum* or products containing synthetic cannabinoid compounds (e.g. Spice), as well as any derivative, analogue or variant of them. Norwich University also prohibits the actual or attempted possession, use, sale, distribution or manufacture of bath salts, as well as any derivative, analogue or variant of them not already listed in the US Drug Enforcement Agency's Drug Schedules I, II, III, IV, and V as a controlled or illegal substance. Students who violate the prohibitions listed above will be disciplined under these regulations for Possession or Use of Prohibited Substances.
- D. Drug Testing.**
1. The University has the authority to conduct random drug testing for students participating in varsity or club athletics. In addition, any student may be subject to directed testing at any time the SVPSAT determines there is reasonable suspicion the individual is using or has used a controlled substance or a prohibited drug. Such reasonable suspicion shall be based on objective information deemed reliable by the Dean of Students, or the Commandant of Cadets.
 2. Enrollment at Norwich University is a privilege not a right. As a condition of being permitted to enroll or continue enrollment at Norwich, all students must comply with this policy. Failure to consent to and/or comply with the requirements of this policy and its procedures will not be tolerated. Refusing to provide a urine sample for testing may be treated as *prima facie* evidence of guilt and may result in immediate suspension. Urine samples will be collected at the infirmary by the medical staff. Urine samples will be sent to a lab for analysis. If the laboratory reports a specimen as diluted, substituted, manipulated, or adulterated, the student will be deemed to have refused to submit to testing and this action may be treated as *prima facie* evidence of

guilt. A student who is readmitted to the University following a drug related separation may be required to submit to directed drug testing (at the student's expense) as a condition of continued enrollment:

- E. **Sanctions.** Students are cautioned that they are subject to Vermont state laws pertaining to possession, sale and consumption of controlled substances and related paraphernalia. Violators of the University Drug/Controlled Substances Policy are subject to suspension or dismissal. Students found guilty of selling or distributing controlled substances will be dismissed. Violation of the law will result in the student being turned over or reported to the proper authorities. In addition to University imposed sanctions, a student found guilty of violating any drug or controlled substance regulation on campus will be reported to local law enforcement authorities.
- F. **Prevention.** Norwich University supports programs for the prevention of substance abuse. If you are having a problem with alcohol and/or another substance, contact the counseling center, the Office of the Dean of Students or the Office of the Commandant.
- G. **Parental Notification.** The Commandant of Cadets or Dean of Students may notify the parents or legal guardians (provided a valid FERPA release is on record) if their son or daughter violates any federal, state, local law or any rule or policy of the University governing the use of a controlled substance.

SECTION V — Fire and Safety Standards

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

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

1. Any student found tampering with, removing, disconnecting, covering, inhibiting, damaging, or falsely setting off fire equipment, alarms, smoke or heat sensors, or igniting a fire on University grounds will be subject to dismissal or suspension along with a minimum fine of \$100 up to \$1000 and restitution of the cost of damages. In addition, the police may be notified and the student may be disciplined in accordance with these regulations.
2. Problems with smoke or heat detectors must be reported to Public Safety or Facilities Operations as soon as possible.
3. Fireworks, explosives, Meal Ready to Eat (MRE) heaters, or fabricated explosive devices, are prohibited in all University buildings and on University property.
4. Students found with fireworks or explosives are subject to suspension or dismissal from the University. NOTE: MRE bombs are considered a form of explosives that can cause injury.
5. Flammable liquids, gases or solids such as gasoline or oil and heat tabs may not be stored in University buildings.
6. Halogen lamps or lights are not authorized for use in barracks or residence hall rooms or University buildings.
7. All surge suppressors, power strips and extension cords used in University buildings must be the three prong, grounded, UL-approved type.

8. Natural cut Christmas trees, boughs or wreaths are prohibited from University buildings.
9. Students are prohibited from cutting down, digging up or in any way damaging trees and shrubs on campus.
10. Unauthorized fires are prohibited on University property. No student, organization, person, or function is authorized to have a fire, including any type of fire for the purpose of conducting a cookout, without advance, written permission from the SVPSAT. The only exception to this is in the vicinity of locations where the university has installed barbeque grills (e.g., Disney Field near the volleyball courts).

B. Barracks and Residence Halls.

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

- C. Emergency Blue Light Call Boxes.** Emergency Blue Light Call Boxes are located throughout the campus in the event of an emergency. Any student found tampering with, damaging, or falsely setting off a call box will be subject to a Class I disciplinary action and a minimum fine of \$100 up to \$500 and restitution for the cost of any damages.

SECTION VI — Hazing

- A. General.** Norwich University’s hazing policy reflects both State of Vermont hazing statutes, U.S. Military regulations which pertain to hazing, and the Norwich University guiding values. Hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization (program like the Corps of Cadets) which is affiliated with Norwich University; and which is intended to have the effect of, or should reasonably be expected to have the effect of humiliating, intimidating, or

demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. In the interpretation of this definition, each student is charged with the responsibility of applying good judgment, common sense, and the principles of leadership. Hazing may occur on or off campus. Hazing is not limited to superior-subordinate relationships. It may occur between peers or even, under certain circumstances, may involve actions directed towards senior personnel by those junior to them (for example a cadet private (senior class) hazing a cadet sergeant (junior class) or a sports team captain (junior class) hazing a team member (senior class). Expressed or implied consent to hazing is not a defense to violation of this provision. Hazing shall not include any activity or conduct that furthers legitimate curricular, extracurricular, or military training program goals, provided that:

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

B. Bullying. Bullying, like hazing, will not be tolerated. Bullying is defined by the State of Vermont/Department of Justice as:

“Bullying is unwanted, aggressive behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Bullying has two key components: repeated harmful acts and an imbalance of power. It involves repeated physical, digital, verbal or psychological attacks or intimidation directed against a victim who cannot properly defend him- or herself because of size or strength, or because the victim is outnumbered or less psychologically resilient.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically, verbally, digitally and excluding someone from a group on purpose.”

Bullying may occur on or off campus and in relationships that are considered cooperative in nature e.g. athletic teammates, members of the same Rook Platoon/Company, and roommates in a barracks or residence halls etc. Bullying is strictly prohibited in our community and should be reported immediately to a university official.

C. Prohibited Activities. Prohibited activities include but are not limited to:

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

D. Exceptions. When authorized by the Commandant of Cadets, Athletic Director, Director of Operations and Training, an assistant commandant, or Commandant, and when not cruel, abusive, oppressive, or harmful, the following activities do not constitute hazing:

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

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

1. All students are responsible for ensuring that hazing does not occur.
2. No student may, by act, word, deed, or omission, condone or ignore hazing if he/she knows or reasonably should have known that hazing may have or did occur.

F. Mandatory Reporting. It is the responsibility of every student to prevent hazing. In cases where hazing is alleged or has actually occurred, reporting is mandatory, and students will adhere to the following reporting procedures:

1. Students who become aware of any actual or alleged hazing must immediately provide a voice report (in person, by phone or voicemail message) to a student affairs professional staff member (i.e., a member of the commandant's staff, a member of the Dean of Student's staff, a coach, a member of the Center for Student Success, a member of the Counseling Center). Cadets should initially attempt to contact their assigned assistant commandant, and if unavailable then any student affairs professional staff member. Civilian students should initially attempt to contact a member of the residence life staff, and if unavailable then any student affairs professional staff member.
2. Within six hours of the initial voice report, the student who discovered the hazing allegation or incident must prepare and submit (via email) a written follow-up report. For cadets, the email report will be sent to their assigned assistant commandant; for civilian students, the email report will be sent to the Dean of Students.
3. Students who neglect their duty to report actual or alleged cases of hazing will face disciplinary action at a level of severity commensurate with those being punished for committing the hazing.

SECTION VII — Information Systems

- A. **General.** Information Technology (IT) has provided some degree of security against unauthorized use. However, it is impractical to provide a computer system that can resist a determined violator. It should not be assumed that if something is unprotected, it is available for public inspection.
- B. **Acceptable Use Policy.** <http://my.norwich.edu/resources/NU%20Information%20Assurance%20Standards/NU%20Information%20Assurance%20Security%20Policy%20Standards/NU%20Information%20Assurance%20interim%20standard%203.0.pdf>.
- C. **User's Responsibilities.** Users are expected to behave in a responsible and ethical manner. Irresponsible use will affect the service provided to others, while unethical behavior may be a violation of the rules governing academic honesty as well as federal and state laws concerning computer crime and privacy of information. Some examples of computer abuse are practices such as:
1. Inspecting, modifying or copying programs or data without authorization.
 2. Using facilities without proper authorization, or for the purpose other than those for which authorization is given.
 3. Tampering with the operation of Norwich University's computer resources.
 4. Sending offensive mail, text or pictures through University property. Upon receipt of a computer account, the owner assumes the responsibility to ensure that all users of this account abide by this policy. If there is any doubt whether a particular action constitutes computer abuse, please contact IT or your instructor.

SECTION VIII — Bias, Non-Discrimination and Sexual Assault

- A. **General.** Norwich University and federal or state law prohibit discrimination or harassment on the basis of gender, gender identity, race, ethnicity, national origin, color, religion, disability, sexual orientation, age, genetic information, ancestry and place of birth, or veteran's status ("protected characteristics"). This means that no individual may be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any NU program or activity on the basis of a protected characteristic.
- B. **The University seeks to protect and preserve** the dignity and integrity of all of its members; therefore, discriminatory behavior in such forms as epithets, crude gestures, threats or offensive pictures, is unacceptable under any circumstances and will not be tolerated. An individual who engages in behavior that is determined to be a violation of this policy shall be subject to appropriate disciplinary action.
- C. **Bias.** Bias, defined in the glossary, protects university community members from speech, acts, expression, or harassment that target or threaten or attack an individual or group because of their actual or perceived "protected characteristics." Protection against bias is the right of every student and community member. Suspected incidents of bias will be referred to the university official responsible for Title IX compliance.
- D. **Discrimination.** Discrimination generally may take either of two forms:
1. Differential treatment of an individual that is based on a protected characteristic

and that interferes with or limits the ability of that individual to participate in or benefit from a University program or activity.

2. Harassment of an individual based on a protected characteristic, which has the purpose or effect of substantially interfering with a student's or employee's educational or work performance or creating an intimidating, hostile, or offensive environment. Conduct will be examined to determine whether it was persistent, pervasive, or severe, based on a "reasonable person" standard.
- E. Sexual Harassment** is a form of discrimination on the basis of gender or sexual orientation. Both men and women may be victims of sexual harassment by persons of the same or opposite gender. Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature toward any student, faculty member or other employee when:
1. Submission to such conduct is made explicitly or implicitly a term or condition of a person's employment or academic advancement;
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting the person;
 3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.
- F. Definition.** Sexual harassment may range from sexual innuendo, even in the guise of humor, to coerced sexual relations. Harassment is judged on the basis of conduct and its effects on the recipient, not the intentions of the harasser. Conduct is examined to determine whether the victim "welcomed" the behavior or activity, not whether the victim "consented" to the acts.
- To view the Norwich University Non-Discrimination Policy and Complaint Resolution Process in full, please refer to the Norwich University web site: <http://about.norwich.edu/policy/non-discrimination/>.
- G. Statement of Prohibited Conduct.** Sexual misconduct, sexual assault, domestic violence, dating violence and stalking committed by a student, faculty, staff member or independent contractor and others who have a business relationship with the University are prohibited. Please refer to the full policy found at <http://about.norwich.edu/policy/sexual-assault-misconduct/>.
- H. Sexual Misconduct.** Sexual assault and/or sexual misconduct committed by a student, faculty, staff member or independent contractor and others who have a business relationship with the University are prohibited. Incidents will be reviewed in accordance with Norwich University policy.
- I. Norwich University Definition of Sexual Misconduct.** Sexual Misconduct includes ANY uninvited or unwelcome sexual touching or sexual contact that is not included in Norwich University's definition of sexual assault. This includes physical contact with a person's genital area, other bodily orifices or with a person's buttocks or breasts if the sexual contact or sexual touching is done without the person's consent. Sexual misconduct may include sexual contact carried out under coercion, with the threat of force, or by using or employing a weapon, through a position of authority, or when the victim/survivor is mentally handicapped or physically helpless including by reason of drug or alcohol consumption, sleep, or unconsciousness.

- **Sexual Misconduct.** Sexual misconduct may include sexual assault, sexual exploitation, or both. Use of alcohol or other drugs does not minimize or excuse a person's responsibility for conduct that violates this policy.
- **Sexual Assault.** Sexual assault may be either rape, fondling without consent, incest, or statutory rape, as defined in the Clery Act.
- **Sexual Exploitation.** Sexual exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that other person without that other person's consent.
- **Relationship Violence.** Norwich University prohibits two types specifically domestic violence and dating violence as defined below:
 - a) **Domestic Violence.** Domestic violence includes but is not limited to, sexual or physical abuse or the threat of such abuse, if involving individuals who are or have been in a domestic relationship.
 - b) **Dating Violence.** Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, if involving individuals who are or have been dating.
- **Stalking.** Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - a) Fear for the person's safety or the safety of others; or
 - b) Suffer substantial emotional distress.
- **Retaliation.** Retaliation directly or indirectly against an individual for reporting, in good faith, unwelcome conduct of a sexual nature, sexual misconduct, sexual assault, domestic violence, dating violence or stalking, or for cooperating in the investigation of a complaint of such conduct, may be unlawful and violates the policy. Retaliation includes, but is not limited to, adverse actions that have a substantial adverse effect on the working or educational environment of any individual involved in the complaint or the investigation, such as:
 - a) intimidation.
 - b) reprisal.
 - c) ostracism.
 - d) actions that alter the person's assignments, assessment of his or her work, or his/her living and learning environment.
 - e) threats, coercion, or otherwise discriminating against any individual for exercising his or her rights or responsibilities under the policy.

J. Norwich University Definition of Consent. Consent for sexual activity is clear indication, either through verbal or physical actions, that parties are willing and active participants in the sexual activity. Such authorization must be free of force, threat, intimidation, or coercion, and must be given actively and knowingly in a state of mind that is conscious and rational, and not compromised by alcohol or drug incapacitation.

Conduct may be considered sexual assault and/or sexual misconduct or sexual exploitation even if:

- the respondent is someone known by the complainant;

- the assault and/or sexual misconduct, or sexual exploitation happens on a date;
- either or both individuals have engaged in sexual touching and kissing prior to the assault, sexual misconduct, or exploitation;
- either or both individuals have engaged in consensual sexual activity in the past;
- either or both individuals are under the influence of alcohol or other drugs;
- there was no weapon involved;
- there was no evidence of a struggle or resistance; or
- there are no other witnesses.

K. Immediate Action. A victim of sexual assault should seek immediate medical and emotional support. Assistance is available by calling:

- Emergency** 911
Central Vermont Medical Center, Emergency Department (802) 371-4263
Sexual Assault Crisis Team of Washington County (802) 479-5577
Norwich Public Safety (802) 485-2585
Norwich Title IX Coordinator/Equal Opportunity Officer (802) 485-2144
Northfield Police (802) 485-9181
Norwich Student Infirmary (802) 485-2552

Campus Public Safety and/or other university personnel will assist victims with initiating police contact and can assist in arranging transportation to medical and counseling assistance.

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

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

You can view the Norwich University Policy on Sexual Assault & Sexual Misconduct and Complaint Resolution Process at: <http://about.norwich.edu/policy/sexual-misconduct-relationship-violence-and-stalking/>.

L. Norwich University has confidential resources and non-confidential resources available as defined below:

- **Confidential Resources:** A confidential resource is an individual who is legally and ethically bound to keep confidential all information shared with them in the course of providing counsel and support, except under the circumstances noted below. In general, the law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional, religious advisor or trained sexual assault advocate. The medical, mental health, and religious professionals (i.e., individuals acting in their religious professional capacity through the Chaplain’s Office) at Norwich, respect and

protect confidential communications from students, faculty, and staff to the extent they are legally able to do so. These professionals may have to breach a confidence, however, when they perceive a serious risk of danger or threat to any person or property. In addition, medical and mental health professionals may be required by law to report certain crimes (e.g., allegations of sexual and/or physical abuse of a person under 18).

- **Non-Confidential Resources:** Non-confidential resources are all faculty or staff members, including residential life staff who are not confidential medical or counseling professionals, religious professionals acting in that capacity through the Chaplain's Office, or trained sexual assault advocates, and who are therefore not permitted to honor requests for confidentiality. Non-confidential faculty or staff who learn of an incident of sexual misconduct, domestic and/or dating violence, stalking or related retaliation involving a student or employee are **REQUIRED** to report that information to the Title IX Coordinator/Equal Opportunity Officer, and they are "responsible employees" to this extent.
- M. Policy Implementation.** The successful implementation of the Non-Discrimination and Sexual Assault/Misconduct policies is the responsibility of every member of the University community. Discriminatory harassment of any form undermines this important commitment and is not appropriate or acceptable within the University community and will not be tolerated. It is therefore important to report information regarding incidences of discrimination, harassment, or sexual assault/misconduct that you personally experience or hear of second-hand.
- N. Notification to Victim.** Any student who is the victim of a crime of violence or any non-forcible sexual offense, may, if requested in writing, receive the University administered outcome (sanction administered against the perpetrator). (Higher Education Act).
- O. Questions** or concerns about these policies or about discrimination, harassment, sexual assault or sexual misconduct, relationship violence, stalking, or retaliation should be directed to the Title IX Coordinator/Equal Opportunity Officer at (802) 485-2144. Full policies may be found at <http://about.norwich.edu/policy/sexual-misconduct-relationship-violence-and-stalking/>.

SECTION IX — Motor Vehicle Control Policy

- A. Vehicle Registration.** Senior, junior and sophomore students (to include student teachers) are authorized to maintain and operate motor vehicles at the university provided they properly register their vehicle and obtain a NU Student Parking Decal with Norwich University Public Safety. Students must provide a valid driver's license, vehicle registration and proof of insurance to obtain a parking pass. Commuter students are asked to fill out additional address and contact information during the online registration process. Decals must be affixed to the motor vehicle for which they were issued. In certain cases, freshmen may register their car on campus but must get pre approval from the Commandant or Dean of Students before applying for a permit. Students can apply for a permit through the Dept. of Public Safety online. The URL will be posted on my.norwich.edu and the Public Safety web page on about.norwich.edu/offices-services/public-safety/. Students will be notified of their approval and will be given instructions to receive and pay for their permit. Registration is not complete until students have an approval from the Dept. of Public Safety.

Note: *The ability to register a vehicle is not guaranteed. Priority will be given to members of the National Guard, nursing clinical students, student leaders and student teachers. Availability will then be determined by academic class year. The number of student registrations issued may be subject to change, dependent on the availability of student parking.*

Students registering motor vehicles at any time during the first semester will be charged the annual fee and must display a Norwich University registration decal on the left rear window. If a student registers his/her vehicle at any time during the second semester a prorated fee will be charged. Any student registering a vehicle during the second semester and was ticketed while unregistered during the first semester will be charged the annual fee. No cash is required at the time of registration. Registration fees are outlined in detail in Section C (FEES).

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

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

B. Temporary Registration. Enrolled student temporary registration is defined as two weeks or less. There is a charge of \$20.00 for a temporary registration for more than one day, when available. Vehicles on campus longer than two weeks will need to be registered as delineated in Section A (VEHICLE REGISTRATION). Students who apply for temporary registration must satisfy the requirements for regular registration and are required to display a temporary registration card in their motor vehicle at all times when on university grounds.

Note: *Temporary parking space is NOT guaranteed. It is best to contact Public Safety prior to bringing a car to campus.*

C. Fees.

Vehicle registration for the academic year.....	\$250.00
Vehicle registration for spring semester.....	\$125.00
South Hall Premiere Student Parking, 1 year.....	\$500.00
Temporary registration (two weeks or less).....	\$20.00
Visitor/Guest temporary registration.....	NO FEE
Parking/Traffic violation ticket.....	\$30.00
On-campus parking ticket plus tow (registered vehicle).....	\$30.00 + cost of tow
Lost vehicle registration sticker.....	\$100.00
Faculty/Staff registration.....	NO FEE

Note: *Any student, registering a vehicle during the second semester and ticketed while unregistered during the first semester, will pay the annual fee.*

D. Visitors/Guests. Students are responsible for ensuring their visitors/guests park in student lots or as permitted by the on-duty Public Safety officer. Visitor registrations

(free of charge) is provided by Norwich University Public Safety. Visitor/guest vehicles parked in unauthorized areas will be ticketed and/or towed without notification. Visitors and guests can apply online for a visitor permit at no cost. Students may be held responsible for any fines incurred by their visitors/guests.

- E. **Abandoned Vehicles.** An unregistered vehicle left unattended on campus for more than fourteen (14) days will be considered abandoned and will be removed from University property at the owner/operators expense.
- F. **Vehicle Condition/Winter Conditions.** Central Vermont is susceptible to weather extremes, particularly in the winter months. Students are expected to maintain their cars in good working order. Be prepared for difficult, and at times dangerous, weather conditions. Norwich University strongly recommends that ALL vehicles (including front wheel and all-wheel drive vehicles) be equipped with snow tires from October 15 through April 15. It is also recommended that all vehicles be equipped with a collapsible snow shovel.
- G. **Snow Removal.** Norwich University clears snow in a strict order as follows:
 1. Campus safety roads to permit access for maintenance and emergency vehicles.
 2. Pedestrian routes and stairs.
 3. Campus roads.
 4. Faculty/Staff parking lots.
 5. Commuter parking lots.
 6. Resident student parking lots.

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

- H. **Transfer or Sale of Motor Vehicles Between Students.** Prior to transfer of ownership or sale of a vehicle from one student to another the original owner will:
 1. Remove the student registration decal and turn it into Public Safety.
 2. Inform Norwich University Public Safety of the transfer of ownership.
 The new owner will:
 1. Register the vehicle with Norwich University Public Safety.
 2. Affix the new student registration decal.
- I. **Vehicle Searches.** The Norwich University Administration reserves the right to search student vehicles whenever reasonable suspicion exists that University policies or state laws are in violation. For more detailed information, reference the Norwich University Student Rules and Regulations (NUSRR), Chapter 4, Section XII: Room, Vehicle and Personal Area Searches.
- J. **Accidents.** Students, Faculty or Staff involved in an on-campus motor vehicle accident MUST immediately notify Norwich University Public Safety.

K. Disciplinary Action. Disciplinary action for motor vehicle violations may be imposed as follows:

1. A student who is arrested and convicted by the civil authorities for a motor vehicle violation may be denied the privilege of operating or maintaining a motor vehicle at the university for a period to be determined by the Dean of Students or Commandant. The Chief of Public Safety is to be consulted.
2. A student who operates a motor vehicle on campus in a careless, reckless or negligent manner may, in addition to any disciplinary action assessed by the Dean of Students or Commandant, be denied the privilege to operate or maintain a motor vehicle at the university for a period to be determined by the Chief of Public Safety.
3. Any student who habitually violates the motor vehicle regulations, or receives more than a total of five parking violations, may have their vehicle operating privileges revoked by the Chief of Public Safety.
4. Appeals to parking and traffic violations are made to the Chief of Public Safety. Appeals must be submitted on the appeal form available in the Public Safety Office or online at about.norwich.edu/offices-services/public-safety/. Appeals must be submitted within 15 days after the violation has occurred. Copies of the appeals denied by the Chief of Public Safety are forwarded to the Director of Facilities Operations.
5. The Director of Facilities Operations is the final authority on all disputed appeals.

L. Miscellaneous Information. Norwich University Public Safety reserves the right to block off any parking area at any time as deemed necessary by the Administration. The campus is a busy community. Students must be aware that parking schemes change due to construction, weather and events. All changes in campus parking schemes, winter parking rules, or any other motor vehicle notices are posted on the current campus portal my.norwich.edu.

Students are expected to read and comply with these notices. The university continually uses video surveillance in and around many campus parking lots. Loitering in any parking areas owned by Norwich University is not permitted.

M. Student Parking Areas. Authorized parking areas for residential students are Lots B, C, D & E. Commuter students may park in Lots F and G (Disney Field). Commuters may also park in Plumley Armory, and Kreitzberg Arena lots. Commuter students may park in "Visitor Parking" at Jackman Hall only for the purpose of conducting business at Jackman Hall. It is the responsibility of the owner/operator to properly park in designated parking. Students requiring assistance for parking in any other authorized parking areas must first request and receive permission from the Chief of Public Safety. A list of parking lots and who may park in the lots is detailed in Section N, (DESIGNATED PARKING).

N. Designated Parking. Listed below are the University parking lots and who may park in these lots. All members of the University are expected to park in accordance with the Norwich University Motor Vehicle Rules and Regulations and signage as posted about the entrances to these parking lots. These parking areas are in effect 24 hours a day/ 7 days a week.

<u>Parking Lot</u>	<u>Faculty/Staff</u>	<u>Commuter Student</u>	<u>Resident Student</u>
Jackman Hill	X		
Jackman North	X		
Jackman West	X		
Sabine	X		
Webb	X		
Wise Campus Center	X		
Roberts	X		
Hayden	X		
Communications	X		
Alumni House	X		
Library	X		
Army Supply	X		
Plumley Lot	X	X	
Lot A	X		
Lot B			X
Lot C			X
Lot D			X
Lot E			X
Lot F	X	X	
Lot G (Disney Field)	X	X	
Kreitzberg Arena	X	X	

Parking Area Notes:

- Between October 15 and April 15, there is no overnight parking in Commuter and Faculty/Staff Lots. This will expedite snow plowing. Commuter vehicles parked elsewhere and encumbering plowing will be ticketed/towed at the owner's/operator's expense.
 - The area due north of the old North Gate, adjacent to Central Street and Garrison House, is not a parking area. Students parked in this area will be ticketed and/or towed at the owner's/operator's expense.
- O. Restricted Areas.** Vehicular traffic is restricted to established roads and drives. Driving or parking vehicles on grassed areas or walkways is prohibited. Student owned or operated vehicles are not permitted on the Upper Parade Ground (UP) or in front of South Hall unless granted permission by a Public Safety officer. If students or employees need access to the UP and South Hall, it will only be allowed between the hours of 7:00 AM and 7:00 PM or on days announced by the Senior Vice President for Student Affairs and Technology or designee and the Dept. of Public Safety. When UP access is granted, it will be for the express purpose of loading or unloading baggage, provided the vehicle does not block the roadway. Vehicles will depart the area immediately following loading/unloading.
- Overnight parking on the UP or in front of South Hall is prohibited. For the purposes of clarification of the Motor Vehicle Section, the UP is designated as all university property inside the Goodyear and Jackman Gates. Residential Students are not permitted to park in the Jackman Lot without permission from the on-duty Public Safety officer. Vehicles violating these restrictions may be ticketed and towed at the owner's/operator's expense.

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

Q. Important Notices.

1. 15 MPH speed limit on campus. Drive with courtesy, there are numerous pedestrians.
2. Norwich University is NOT responsible for damage, theft, vandalism, or breakage to vehicles parked on University premises; nor shall the University be responsible for articles lost or stolen from said vehicles.

SECTION X — Off-Limits Areas

A. General. The UP is a ceremonial area and its use will be strictly limited to scheduled training events or special ceremonies as directed by the SVPSAT or the Office of the Commandant. The access roads immediately behind all barracks and residence halls will be used in lieu of the UP for all other appropriate student activities.

B. Off Limits Areas. The following areas are off-limits to all students except as required in the conduct of official business:

1. Rooms of cadets on CMC.
2. All university maintenance areas.
3. All university storage and supply areas.
4. All janitorial rooms (except to properly utilize the cleaning equipment).
5. Dole Auditorium projection room, stage and dressing rooms.
6. Heating plant.
7. The roof of any building.
8. Railroad right of way (20 yards on each side of tracks) to include the train trestle, except for crossing to/from authorized activities at the wood crossing part near the north end of the soccer field.
9. Rappel Tower.
10. Obstacle Course.
11. Rook rooms and rook floors.
12. Barracks and residence halls closed during university break/vacation periods.
13. Construction areas.
14. Any other area of the university as announced by the SVPSAT, the Commandant, the Dean of Students, Athletic Director, or Director of Facilities Operations.

SECTION XI — Student Employees

Students employed by Norwich University including work-study students and concession operators must abide by all university regulations and privacy policies while working. Failure to comply with university regulations will result in disciplinary action along with work-study termination.

SECTION XII — Tobacco

At Norwich University, smoking and the use of smokeless tobacco products (dip, snuff, etc.), including electronic cigarettes, is prohibited except in designated smoking areas. Residence halls, including individual rooms, hallways and stairwells, campus buildings, the UP, and the front of Crawford Hall (Route 12 side) are tobacco-free areas. State law prohibits the use of tobacco products in any public areas. Possession or use of hookahs, water pipes or similar devices on University grounds is strictly prohibited.

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

SECTION XIII — Toleration of Violations

A student who has first-hand knowledge of a violation of these rules and regulations and fails to report the violation to the appropriate authorities as soon as is practical, is presumed to be in toleration of that violation. In addition, anytime a student is in the proximity or presence of another student who by their actions or circumstances are in direct violation of these rules and regulations, it is presumed that the student has knowledge of such actions or circumstances and is, therefore, tolerating those violations. Proximity/presence is prima facie evidence of first-hand knowledge.

SECTION XIV — Unauthorized Payment of Fines and Fundraising

Students may not impose, collect, or participate in any form of fining or assessing of monies for any reason.

All fundraising activities must be approved by the Office of the SVPSAT. Students directing, authorizing, permitting or participating in unauthorized fundraising activities are subject to disciplinary action. This will be adjudicated as “Disobedience of Orders” or “Failure to Comply with University Official” depending on lifestyle.

SECTION XV — Unauthorized Student Organizations and Secret Societies

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

As a private institution, Norwich University reserves the right to approve or deny sanctioning to any organization operating on its premises. No organization may operate on university premises without the express written consent of the university Chief Administrative Officer.

Any organization seeking approval to establish itself or operate on university premises is required to submit in writing their charter and a list of principal officers for review by the university Chief Administrative Officer or his designee.

SECTION XVI — Weapons and Firearms

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

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

The only exceptions to this policy are:

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

SECTION XVII — Separation from the University

- A. Administrative Separation.** Any student who consistently fails to maintain acceptable standards, who displays an inability to adjust to the Norwich lifestyle, or who requires an inordinate amount of supervision may be administratively separated from the university by the authority of the Commandant or Dean of Students. The SVPSAT will act as the appellate authority for administrative separation actions under this provision.
- B. Medical/Mental Health Removal.** Upon the recommendation of the University Physician or the University Psychologist, a student may be either Administratively Separated or removed from the university if his/her medical and/or mental condition makes him or her not otherwise qualified for participation in university programs.
- C. Command Directed Counseling/Directed Assessment.** A student who is deemed a threat to self or others through their actions may be directed to be assessed by Counseling Services to ensure their safety. Additionally, if it is determined that counseling is required, the Commandant or Dean of Students can require a student's attendance at regularly scheduled appointments as a condition of continued enrollment at the university.
- D. Voluntary Resignation.** (*Pending Disciplinary or Honor Action*) For students who have been charged, at the discretion of the SVPSAT, a student may be permitted to resign rather than face disciplinary action. A student who wishes to resign must submit a written request to the Commandant or Dean of Students for consideration. The Commandant or Dean of Students then recommends approval or disapproval of the request to the SVPSAT. A student requesting to resign with disciplinary or honor action pending must do so prior to the administrative discipline hearing board or honor board and will be required to sign a document releasing the university from

any liability. The student's department file will be permanently annotated to reflect that the resignation was with disciplinary or honor action pending. A student who resigns with disciplinary or honor action pending will not be eligible for future readmission nor may he/she appeal the decision.

- E. Voluntary Withdrawal.** A student may voluntarily withdraw from the university at any time. Students who choose to voluntarily withdraw from the university while involved in an investigation, that may result in him or her being charged with a violation of the disciplinary regulations or University Honor Code, will have a period of six (6) months to resolve the disciplinary or honor allegations. If these issues are not resolved within that period of time the student's record will be annotated with readmission status code of D1 - Do not readmit (disciplinary or honor dismissal). University officials will complete the investigation, to the extent possible, and place a memorandum, with all evidence attached, in the student's department file indicating the alleged violations and pending charges that the student would have faced if he/she would have followed the disciplinary/honor process. The memorandum will also provide the date the student must respond before changing status.
- F. University Clearance.** All students who are suspended, dismissed, removed, or resign from the university, or who voluntarily withdraw for any reason will obtain proper clearance prior to departure as follows:
1. University Departure Clearance Forms must be obtained and completed as directed by the Office of Student Affairs. All forms must be completed and final approval obtained prior to departure. Students who fail to properly clear will be subject to future billing to clear accounts, may not receive transcripts and may be denied readmission.
 2. Remove all personal property prior to departure. The university assumes no responsibility for abandoned personal property.
 3. Students who voluntarily withdraw or leave the university have 48 hours to remove all their property and belongings within their rooms and trunk rooms. Failure to remove all belongings after the 48 hour time period will be considered abandon property and will be disposed of at the discretion of the Housing Officer, Director of Residence Life, or Office of the Commandant.
 4. Students who depart from the university without executing a University Departure Clearance Form will be cleared in absentia by their Company Commander (Co CDR), in coordination with a professional staff member from the commandant's office or by residence life staff. The Co CDR or residence life staff member will verify that the student has departed and will take steps to secure all property. The Co CDR or residence life staff member will report to the Housing and Administrative Office and secure a University Departure Clearance Form and complete the clearance process. All property will be inventoried and segregated by the following categories: personal, university and if applicable by ROTC/reserve duty. Personal items will be packaged and delivered to the location designated by the assistant commandant or Director of Residence Life. The University Departure Clearance Form will be marked by the Housing and Administrative Office - "Cleared in Absentia." A Co CDR may delegate, in writing, the actions required above to a member of his or her command.

SECTION XVIII — Violation of Law/Safety Concerns

- A. A student who suspects the theft of property (e.g., jewelry, a camera, a computer, money, a bicycle) should call Public Safety, ext. 2525. Public Safety will respond to the scene, conduct a preliminary assessment, gather statements, and offer the student the opportunity to have the police contacted and brought to campus.
- B. A student who has safety concerns of any type should call Norwich Public Safety, ext. 2525, as soon as possible. Public Safety will conduct a preliminary assessment and determine the appropriate response which may include calling for police assistance.
- C. **Cadet Guard Room:** The Cadet Guard Room, located on the second floor of Jackman Hall, Room 214, is staffed from 4:30 pm to 7:00 am Monday-Friday and 24 hours on Saturday and Sunday during the regular academic semesters. It is staffed from the Sunday night following return from a break until the start of reading day of the exam period. The cadets on duty provide information and assistance as needed by all university faculty, staff and students. The Guard Room can be reached at ext. 2589.

SECTION XIX — Missing Students

- A. **General.** Institutions providing on-campus housing must establish a missing student notification policy and procedures for those who reside on campus. Among other things, the student must be given the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing. This will be accomplished each year at in-processing.
- B. **Administrative Actions.** If campus Public Safety / Residence Life / Office of the Commandant officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours they must:
 - 1. Notify the individual identified by the student to be contacted in this circumstance;
 - 2. If the student is under 18 years old, notify a parent or legal guardian; and
 - 3. In cases where the student is over 18 years old and has not identified a person to be contacted, appropriate law enforcement officials will be notified.
- C. **Student Actions.** The student population has the responsibility to notify residence life or Corps leadership of any suspected missing person. This information will immediately be provided to the Dean of Students or Commandant as appropriate for verification.
- D. **Process.** Any missing person report must be verified internally and then the Dean of Students or Commandant of Cadets (as appropriate) will make the phone calls notifying the appropriate contact people/law enforcement, etc.

SECTION XX — Grievance Procedures

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

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

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

If review by the director of the originating office does not alleviate the grievance then the student should consult with the Dean of Students within five business days of receipt of the Director level decision. The Dean of Students may advocate with the student with the VP of the office concerned, or advise the student that in the Dean's professional opinion the ruling is fair. Irrespective of the Dean of Student's advice, if the student feels that the decision is unfair or unjust, the student may request an appointment with the VP responsible for this area. The appointment must be requested within five business days of meeting with the DOS. The VP reviews the written documentation, the student is allowed to present any new written information, and the VP provides her/his decision within five business days of meeting with the student. The VP level decision is final for the university.

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

SECTION XXI — Wheeled Devices

- A. General.** Roller skates, rollerblades, scooters, skateboards and other coasting devices are not vehicles, and are prohibited on roadways dedicated solely to vehicular traffic. Coasting devices are approved for use as transportation on university property, but cannot be used in any manner that places pedestrians at risk; their use for acrobatic, racing or other stunts is strictly prohibited. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes, provided they yield the right-of-way to pedestrians on foot.

The use of coasting devices is prohibited within any building on the Norwich University campus or on any surface features (e.g., handicapped ramps, handrails, benches, or other architectural features) that might reasonably be expected to incur damage because of such use. Persons using roller skates or rollerblades must remove them before entering all university buildings.

These regulations are effective immediately and will be enforced by the office of Public Safety. Students or employees violating these regulations are subject to disciplinary action by the appropriate university office or official. Any other person violating these prohibitions may be cited for criminal trespass as well as criminal citation.

B. Definitions. Definitions for the terminology used above include:

1. **Roller skate:** a shoe, or attachment for a shoe, with a set of wheels connected for skating.
2. **Rollerblade:** a type of roller skate with in-line wheels.
3. **Scooter:** a narrow platform mounted on in-line or skate-type wheels with a handle to allow steering by turning the front wheels.
4. **Skateboard:** a board mounted on skate-type wheels.
5. **Acrobatics, recreational use:** any action on roller-equipped devices that is not necessary for the safe forward movement of the rider and which might be described as a “trick” or “routine,” including, but not limited to, such maneuvers as having all wheels off the ground at the same time, jumping up or down steps, and so on.

C. Operation.

1. All roller skates, rollerblades, scooters, skateboards and other coasting devices must be walked in and around the following areas:
 - a) I.D. White Drive.
 - b) University Drive.
 - c) Park Ave.
 - d) All construction areas at all times for the continued safety of pedestrians.
2. All roller skates, rollerblades, scooters, skateboards and other coasting devices may not be operated at a speed that exceeds the university speed limit for vehicles (15 miles per hour on streets and 5 miles per hour on campus grounds).
3. Roller skates, rollerblades, scooters, skateboards and other coasting devices are not vehicles, are prohibited on roadways dedicated solely to vehicular traffic and in parking structures, and are to be walked on sidewalks in designated areas delineated by signage.
4. Always yield to pedestrians anywhere on the pedestrian malls. Roller skates, rollerblades, scooters, skateboards and other coasting devices must be walked in crosswalks, which are often filled with pedestrians.

D. Cautionary Note. Be very cautious when riding on campus. Accidental collisions may seriously injure pedestrians or other skaters. Using roller skates/blades or skateboards on campus grounds is good exercise and provides transportation to the user. However, it also carries with it responsibility and liability. Please proceed carefully and with all due consideration for the rights of others.

If using roller skates/blades or a skateboard, students are also urged to review their homeowner and automobile insurance policies, or other personal liability coverage. This is to ensure that the student, and the student’s family if the student is a dependent, are protected.

SECTION XXII — No Contact Orders

- A.** No Contact Orders are directives initiated by the Commandant, Dean of Students, or Equal Opportunity/Title IX officer prohibiting communication between or

among designated students. No Contact Orders are issued when, in the judgment of the Commandant, Dean of Students, or Equal Opportunity/Title IX officer, or their designee, there is reason to believe that an order would be in the best interest of all parties and the community for promoting safety and civility. It will be a standard practice to initiate and issue No Contact Orders to all parties involved in the situation or circumstances prompting the action. No Contact Orders will be issued directly to the involved students by the initiating official or their designee. A signed acknowledgement by each involved student will be requested; however, the document will be binding/in effect even if students elect not to provide their signatures. Norwich University Public Safety will be provided a copy of all issued No Contact Orders by the initiating authority as soon as is practical.

- B. The No Contact Order will remain in effect until all involved students have graduated, permanently left the University, or until rescinded by the initiating office. In some instances, the initiating official may provide a specific time period the No Contact Order will be in effect. Requests for modification or rescission of a No Contact Order shall be submitted in writing to the official initiating the order by any of the individual students involved. The initiating official has the responsibility to contact other involved students when evaluating the request. Under no circumstances will the collaboration between individuals for whom the order is imposed be tolerated. The initiating official shall evaluate the circumstances involved before considering whether or not to modify or rescind the order. Notifications to modify or rescind a No Contact Order shall be provided in writing to the involved parties and the Norwich University Public Safety office.
- C. The University will make reasonable accommodations to assist in minimizing the contact between parties involved but cannot guarantee to completely avoid sightings on the campus or in the local community.
- D. Violations of No Contact Orders are subject to discipline under the Norwich University Student Rules and Regulations for “Refusal to Comply with a No Contact Order” which can result in suspension or dismissal.

CHAPTER 4 — STUDENT HOUSING

SECTION I — Residential Policies, Rules and Regulations

- A. General.** In order to receive on-campus housing, students must be considered full time status, which is defined by the Registrar's Office as registered for twelve (12) or more credits per semester. Any student with less (fewer) than 12 credits when add/drop period ends may forfeit their right to on-campus housing depending on the needs of the university, and also jeopardizes any financial aid award.

Norwich University has a total of eleven barracks and residence halls and additional temporary facilities where students are housed according to lifestyle. Every student residence hall is equipped with coin operated/card swipe laundry facilities and vending machines. The majority of student rooms are doubles; however, some larger rooms are furnished as triples and quads.

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

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

Cadets are subject to deportment standards as described in these regulations, the NUCC SOP, and the Cadet Handbook, and are subject to various levels of disciplinary action for non-compliance

SECTION II — Assignment of Rooms

- A. General.** Students will be assigned a room in the barracks or residence halls by the University Housing Office, the Director of Residence Life and/or the Commandant as appropriate. Efforts to accommodate the individual desires of each student will be made. However, the needs of the university, including the requirements of the Corps of Cadets may take precedence over individual desires.
- B. Academic Single Rooms.** Academic single rooms will be assigned according to documented need and availability. Students must work with the Academic Achievement Center to verify and document a qualifying disability. The Academic Achievement Center will notify the Housing Office/Residence Life of a student's eligibility and priority for an academic single, but will not share information regarding a student's disability.
- C. Room Changes.** Students are not permitted to change rooms without authorization. Members of the Corps of Cadets requesting to change rooms must follow the procedures outlined by the Commandant and with the authorization of the Housing Officer. Civilian Residential Students requesting to change rooms must follow the procedures outlined by the Director of Residence Life. Routine room changes

for cadets will occur during the first two weeks of the semester. After that, room changes will only be considered in cases where it is in the mutual best interest of the cadets involved and the university, and in cases where a cadet has been separated from the Corps of Cadets. The Housing Officer has final jurisdiction over all room changes for the Corps of Cadets. The university is not responsible for expenses incurred as the result of room changes. Any student who changes rooms without proper authorization or any student leader who directs a room change without proper authorization may be assessed a \$100 fine per day.

- D. Residential Housing Surveys.** The University Housing Office & Residence Life provide surveys to all resident students in November and March to determine a student's housing needs for the next semester. Students must complete the form promptly, pay the required deposit, and register for the next semester by the published deadline to guarantee their housing. Failure to complete the survey by the specified date may be sanctioned under these regulations and/or may result in the loss of housing privileges or a fine. Cadets could be charged with disobedience of orders.

SECTION III — Housing Residential Requirements

Policy: Housing policy will be published annually by the SVPSAT to include significant changes over the next school year. All exceptions to these policies are granted by the Commandant or the Dean of Students. The current housing policy for civilian residential students is available online at: <http://www.norwich.edu/about/policy/housing-civilian.pdf>. The current housing policy for residential Corps students is available online at: <http://www.norwich.edu/about/policy/housing-corps.pdf>.

SECTION IV — Opening and Closing of Barracks and Residence Halls

- A. Opening.** The dates for barracks and residence halls opening and closing are announced in the annual university calendar. When moving into a room, all students must complete a Room Condition Report Form to record the contents and condition of the room. Consult with your resident advisor or cadet chain of command if you have any questions.
- B. Vacation and Break Closing.** Residence halls and barracks will close for all scheduled breaks according to the university calendar. The university does not provide housing or accommodations for students when the residence halls and barracks are closed. Students should make travel arrangements according to announced closing time. Students found “squatting” in residence halls will be subject to disciplinary action for unauthorized entry and a fine of \$100 per day.
- C. Semester Closing.** Residence halls and barracks closing dates are announced in the annual university calendar. At the end of each semester, all students are expected to vacate their rooms no later than 24 hours after their last final exam with the exception of graduating seniors in May. Students are not permitted to remain in the residence halls after their last examination simply to attend Commissioning and or Commencement. Graduating seniors who are not commissioning are required to vacate their room by noon on the day following graduation. Students who are commissioning must vacate their room by noon on the day following the ROTC Commissioning Ceremony. Students may be fined \$100.00 per day for failing to vacate their rooms and should make travel plans accordingly.

- D. Room Check Out.** Students are responsible to properly check out of their assigned room. Room check out procedures are distributed by the Housing Officer and implemented by the residence life or commandant's staff. Each room will be inspected for damages and compared against the Room Condition Report Form that was signed when the student moved in. Any student who does not check out with a designated official will be assessed a \$50.00 fine, as well as charges for any room damages.
- E. Abandoned Property.** Student property or belongings left in rooms and trunk rooms after room clearance on the day after graduation day will be disposed of at the discretion of the Housing Officer, Director of Residence Life or Office of the Commandant. Any student who withdraws or leaves the university during the semester has 48 hours to remove his or her belongings from campus. Property left after the 48 hour period will be considered abandoned and subject to disposal. The university will not secure personal belongings.

SECTION V — Keys, Room and Building Security

- A. Keys.** All students are issued a key to their room and to their barracks or residence hall (if applicable). All students are responsible for the security of their room and for assisting in the security of their residence hall and barracks. It is essential that students lock their rooms for personal safety. Lost keys should be reported at once to the Housing Office or the Director of Residential Life. Students will turn in their keys when they check out of their room. There is a \$35.00 fee for each replacement key and for keys that are not returned at check out. To maintain campus security, students are prohibited from duplicating keys. All rooms must be locked when no occupants are present.
- B. Entry Doors.** All barracks or residence hall entry doors will be locked at 2300. Civilian residence halls will be unlocked at 0700. Corps barracks will be unlocked at 0530. Students are prohibited from propping entry doors open.
- C. Room Safety and Security.** Safety and physical security is of highest priority for all members of the Norwich community. Doors must be locked when the room is unoccupied or if all occupants are asleep. Room occupants each will be fined \$10.00 for rooms found unlocked. Occupants have 24 hours after receipt of fine to appeal to the Director of Residential Life or assistant commandant. Occupants who do not have their room key must report to the Housing Office or the Director of Residential Life for a temporary or permanent key issue.
- D. Room Lock Out Policy.** Students locked out of their room during business hours, Monday–Friday, 0800–1630, must report to the Housing Office/Residence Life for a temporary key. After business hours, students must contact NU Public Safety, ext. 2525. NU Public Safety officers will only give students access to their own room and require that students provide ID to verify occupancy. Public Safety officers will not give access to any room except the one to which the student is assigned.

Note: The student residence life staff are not allowed to provide entry to rooms under any circumstances.

- E. Unauthorized Entry.** No student will forcibly enter any room or building on university property. No student may enter a barracks or residence hall room except the one they have been assigned unless the occupant is present and has given

permission to enter. If a student is asked to leave a room by the assigned occupant, he/she is obligated to depart immediately.

- F. Student Property Insurance.** Norwich University is not responsible for missing, stolen, or damaged goods in the barracks and residence halls. Students must lock their rooms and are encouraged to secure private personal property insurance.

SECTION VI — Guests and Visitors

- A. General.** The philosophy of Norwich University, given our history and heritage, requires that students adhere to all the norms and values associated with that tradition of valor and excellence. In the proper context, hosting guests and visitors is a privilege that can facilitate personal and social development as well as academic performance through joint study. It is a privilege, which can enhance the quality of life on campus, but can be easily abused. Students are permitted to have guests and visitors in the residence halls and barracks provided there is no interference of the daily routine or study atmosphere. Guests are defined as external guests to campus. Visitors are any person or persons not officially assigned as a resident of the room/building. Guests may not reside greater than 48 hours. Guests who are minors (under the age of 18) must complete a Guest Visitation Form that is notarized. Guests are expected to adhere to all university policies and regulations and student hosts are responsible for the actions of their guests. The university reserves the right to remove any guest or visitor whose behavior intrudes on others or is not cooperative.
- B. Limitations.**
1. Registration Required. Civilian students must register their guests and visitors with the residence life staff using the NU Visitor Form. Cadets must register their guests with their company first sergeant using the NU Visitor Form.
 2. No guest is allowed to stay on the Norwich University campus for more than two days within a seven day period without permission from the Dean of Students or Commandant.
 3. Guests under the age of 18 (including relatives) are not allowed in the barracks and residence halls without prior permission from the Director of Residential Life if a civilian student; Commandant or assistant commandant if a cadet. These guests must be accompanied by a responsible adult (e.g. parent) or have a notarized permission form from their parents or guardian.
 4. Visits may take place only with the consent of all roommates.
 5. There must be no interference with the rights and privileges of other students.
 6. Students may not have more than six people in the room at a time.
- C. Solicitation.** Persons outside the university community are prohibited from solicitation in the barracks and residence halls for any purpose.

SECTION VII — Conduct in the Barracks and Residence Halls

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

- B. Courtesy and Quiet Hours.** To insure that all students are able to achieve study or sleep undisturbed, the university has established both Courtesy and Quiet Hours as follows:

Quiet Hours:

- Monday – Thursday 1930 (7:30 p.m.) to 0700 (7:00 a.m.).
- Friday – Saturday 2400 (midnight) to 1200 (noon).
- Sunday – Quiet Hours in effect all day.

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

- C. Military Ceremonies.** During all military ceremonies and functions on the Upper Parade Ground, students are expected to respect the traditions of the Corps of Cadets and refrain from playing their radios or making excessive noise. At these times, the barracks and residence halls need to be free from extraneous noise that can be heard beyond the confines of the room. See Chapter 3.
- D. Sound Equipment.** Personal sound equipment must be operated so that the sound stays within the room and does not intrude on or interrupt others. The residence life or commandant's staff will confiscate sound equipment from students who operate that equipment at a volume that is bothersome to others.
- E. Hall Sports.** Hall sports are not allowed in the barracks or residence halls for safety reasons. The halls are narrow and someone may be injured, the noise may infringe on someone, and damage may occur to the building. Hall Sports include but are not limited to running, playing hackey sac, water sports, using water guns, using roller blades. Throwing or dropping objects from the windows is also prohibited. Students may use the grassy area behind Dodge Hall or the athletic areas for games.
- F. Pets & Animals.** Pets and other animals, with the exception of service animals (as defined by Title 9 Vermont Statutes as Amended, Section 4502) which are registered with the Dean of Students or the Commandant, are not allowed in residence halls, barracks or on campus.

SECTION VIII — Room Furnishings

- A. General.** Civilian students are permitted to separate and debunk beds; however, beds may not be flipped or lofted. Cadets may not modify or adjust their beds in any fashion. Wardrobe backs must be flush against the wall and wall shelving may not be removed. Students may be charged the cost of restoring the furniture to its original state if it is rearranged in any fashion. All furniture provided must remain in the room regardless of the number of occupants.
- B. Appliances.** The only appliances permitted in student rooms are: hot pots, coffee makers, hot air popcorn popper, clothes irons, hair dryers, curling irons, electric shavers, microwave ovens and small refrigerators (max. size 3.0 cu. ft.). All appliances and cords used in the residence halls must have three prong UL approved plugs. Only surge protectors are allowed as multiple outlet extension cords.

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

- C. **Room Decorations.** Students may not use nails, or screws on any residence hall door, wall, ceiling, floor, or furniture, with exception of the existing tack-boards. Students will not repaint or modify rooms. Room decorations may not cover more than half of the wall. plugs. Only surge protectors are allowed as multiple outlet extension cords.
- D. **Telephone Service.** Barracks and residence hall rooms are equipped with a phone on each floor.
- E. **Internet Service.** Barracks and residence hall rooms are equipped with a network line and wireless connectivity which will allow students to access the Internet, including web access to e-mail and the library.

SECTION IX — Common Areas

- A. **General.** Students are responsible for maintaining the cleanliness of common areas (lounges, hallways, stairwells, bathrooms, and entry ways) as a matter of courtesy and appearance. Damages and cleaning fees for excessive messes to common areas or adjacent hallways will be billed to the residents of the entire residence hall unless the individual(s) responsible can be identified. Personal items left in common areas may be confiscated and discarded.
- B. **Bathroom Policy.** Barracks and residence hall bathrooms are gender specific, except where gender-neutral facilities have been designated. Designation of a bathroom, “Cadre Only,” is prohibited unless approved by the assistant commandant and the Housing Officer. Students are required to respect the privacy of others. All students, regardless of lifestyle or gender, must be properly covered when moving from their room to the bathroom. A robe or tee shirt and towel are appropriate. Simply wrapping in a towel is not appropriate.
- C. **Laundry Rooms.** Personal clothing and cleaning supplies should be removed immediately after use to accommodate other occupants. Personal items left unattended in the laundry room for more than 12 hours may be confiscated and discarded. The university assumes no responsibility for missing, stolen or damaged stored goods in laundry areas.
- D. **Lounge & Study Room Furniture.** Lounge and Study Room furniture is for barrack and residence hall use and may not be removed from the lounges.
- E. **Balcony Policy.** For the safety and security of all individuals all balconies that are part of barracks/residence halls are off limits at all times unless announced otherwise. Any student found accessing or using one of these balconies during off limits times will be subject to disciplinary action.
- F. **Storage Policy.** Barracks and residence halls that have storage space available are common areas intended for trunks and luggage that must be labeled with a student’s name. Space is limited and cannot be guaranteed. Bikes and sports equipment may be stored at owner’s risk. Storage of tires, automobile parts or flammable products, etc. is prohibited and will be removed by university officials and discarded.

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

- G. Bicycle Storage.** For safety reasons, bicycles may not be kept in residence hall or barrack's rooms, corridors or stairways, and must be stored in the South Hall bike room or designated bike racks. Bicycles stored in rooms, stairwells, hallways, adjacent to buildings, and/or lounges will be removed by Public Safety. Students wishing to store a bicycle should contact the Director of Residence Life. South Hall bicycle storage priority is for South Hall residents, then all other residential students on a first come, first served basis.

SECTION X — Barracks and Residence Hall Room Damage

- A. General.** All students are responsible for the proper care and maintenance of their room and furnishings. Students responsible for damage to university property will be held accountable for the cost of repair or replacement of the property as well as any disciplinary action. Completion of Room Inventory Checklist upon arrival of the occupant, with preexisting damage identified, is necessary to contest any repair charges for repairs. The Director of Facilities or his or her designated representative determines charges and it is the responsibility of the housing and residence life offices to levy the charges.

SECTION XI — Routine Room Inspections

- A. General.** The university conducts routine room inspections/routine community service entry throughout the academic year in the residence halls and barracks. Cadets should refer to NUCC SOP Ch11. Specific examples include:
1. **Health and Safety Inspections** – Health and safety inspections are necessary to monitor the general welfare of the occupants of residence hall rooms. These inspections will be conducted a minimum of twice a semester. These inspections are announced by the residence life staff or the commandant's staff and will not be considered room searches. Occupants will be held responsible for violations of University rules and regulations. These inspections do not authorize a floor or a building to be inspected, as an entity, for compliance with NU policies. Cadets should refer to Chapter 8.
 2. **Compliance Inspections** – Inspections to verify compliance with general housing policies of this chapter and housing visitation policies – If the university believes that a student has been violating the general housing policies of Chapter 4, NUSRR, or by having a guest staying in a room beyond the authorized time period, or having a minor, without permission, in the room, then student leaders or professional staff are authorized to enter the room specifically for this purpose. The leader who suspects the infraction must obtain verbal permission from the first available professional staff member in their student life chain of command. Two leaders shall conduct the inspection. Such entry shall be post provided to the occupants in writing, if at least one occupant is not present, and logged into the Public Safety log.
 3. **Residence Hall/Barracks Closure Inspections** - Inspections when the residence halls and barracks close down for Thanksgiving, end of semester and spring break are to verify safety and security issues such as windows locked, refrigerators unplugged and open, and all electrical equipment unplugged. There is a \$25.00 fine for failure to lock room windows. Students can also be assessed disciplinary sanctions and other fines related to failure to prepare their room to standard prior to departure for a break.

4. Exigent Entry – If there is an immediate threat or disturbance (e.g., fire, call for help, or threat to life or property, alarm sounding, music blasting) professional staff or student leaders may enter a room immediately to render aid or check for a safety issue. In each case, written notice will be provided to the occupants if at least one is not present, and logged into the Public Safety log.

SECTION XII — Room, Vehicle and Personal Area Searches

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

B. Authorization.

1. In the event that a student leader or NU employee has reasonable suspicion that warrants searching a student's room, vehicle or other personal area, he/she must first gain authorization, during the duty day, from the SVPSAT, Commandant of Cadets, the Dean of Students, or the Assistant Dean of Students. After normal duty hours, the student leaders must contact NU Public Safety who will gain authorization from the Student Affairs Duty Officer (SADO). In the unlikely event that Public Safety cannot reach the SADO, then the university officials noted above will be called until one is reached. All searches must be authorized and annotated in the official report specifying who authorized the search and the limits of the search.
2. Persons requesting authorization for a search must communicate justification for reasonable suspicion and ensure that the search authorization form is completed as soon as practical to document the authorizations given and results of the action. The official granting authorization for a search will then contact the appropriate assistant commandant, residence life staff member, Student Affairs Duty Officer, or Public Safety officer (after hours), to conduct the physical search. At least one University professional staff member must be present during a room search.
3. Authorization to conduct the search is for the common areas of the room/vehicle and for the personal areas of the person or persons for whom the search is authorized. As a courtesy, an attempt will be made to locate all room occupants and afford them the opportunity to be present during the actual search. In the absence of the room occupants, normally a student leader will observe the search and act in the interest of the occupants.
4. In exigent circumstances, as determined by the authorizing official, a university professional staff member is authorized to conduct the search alone. The person conducting the search may open all wardrobes, lockers, boxes, containers or luggage and search the contents appropriate to the search. As an example, if searching for a laptop, those searching cannot unroll socks as a laptop cannot reasonably fit in a rolled up sock. As university officials, persons designated to conduct a room search may confiscate illegal and/or unauthorized items such as alcohol, firearms, pyrotechnics and fireworks, and weapons. Should a search reveal controlled substances or drugs, or evidence of unlawful activity, the

searcher will leave the suspected drugs where found and contact the appropriate law enforcement agency. Persons conducting a room search should not tamper with any potential evidence and allow the law enforcement agency to remove suspected controlled substances or drugs.

- C. **Confiscated Property.** Student property that is legal for possession but is confiscated because it is not authorized in the residence halls and barracks will be held or disposed of at the discretion of the assistant commandant, or the residence life professional staff. Students may petition to the Commandant or Director of Residence Life with a justification for the return of their property. Items that are not claimed at the end of the semester will be disposed of by the university.
- D. **Seized Property.** Property that is seized during the conduct of a disciplinary investigation will be considered evidence and held until the conclusion of the case or turned over to law enforcement as appropriate.

SECTION XIII — Work Orders

Work orders may be placed for routine maintenance issues in the barracks and residence halls by calling ext. 2149 and following the prompt. In addition, my.norwich.edu provides for electronic work order submission. Emergency work orders requiring immediate assistance may be placed by calling NU Public Safety 24/7/365 at ext. 2525. Notify residential life staff and cadet staff of work orders submitted.

CHAPTER 5 — RESIDENTIAL CIVILIAN STUDENTS

SECTION I — Introduction

The following rules and regulations are in addition to those listed in Chapters 3 and 4, and are lifestyle specific to civilian students at Norwich University. Also see Civilian Lifestyle Guidebook for additional information.

SECTION II — Residence Life Department Mission

- A. General.** The Mission of residence life and civilian housing, under student affairs, is to provide students with a range of services and to ensure a well-maintained, healthy, secure and academic residential environment. We endeavor to ensure a positive academic and community environment, solve problems through mediation, and act as liaisons. We assist and encourage students to appropriately confront and overcome obstacles which distract them from their primary educational mission, through enforcement of policies and peer mentorship while utilizing the NU Guiding Values. In addition, the residence life office provides programs and activities as well as leadership and developmental opportunities for personal, social, spiritual, cultural, physical and intellectual growth. As policy enforcers, we aim to provide a safe and respectful environment for our residents. Our mission as professional staff and student leaders is to be positive role models and foster community interaction by being a resource and guide for all residents.
- B. Responsibilities and Staffing.** The residence life staff works to provide a positive living environment conducive to academic achievement and personal development. The Residential Life Staff is composed of a Director of Residential Life, the Assistant Director of Residence Life (ADORL), additional other professional residence life staff member(s) as authorized, and student staff consisting of Resident Coordinators (RCs), Senior Resident Advisors (SRAs) and Resident Advisors (RAs).

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

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

Student members of the residence life staff (RCs, SRAs, and RAs) are considered university officials.

SECTION III — Principles for Residence Life

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

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

SECTION IV — Residence Hall Policies and Services

- A. General.** The following policies are in addition to the student housing policies and University policies described in Chapters 3 and 4 and are lifestyle specific to civilian students at Norwich University. Questions about keys, room furnishings, room alterations or other housing issues should be brought to the attention of your Resident Advisor or any professional staff member as soon as possible.
- B. Residence Life Assistance.** The Residence Life Office is available to assist residential students during office hours from 8 a.m.–4:30 p.m. Monday–Friday. After hours Residence Life assistance is available by contacting the residence life staff member “On Duty” for each residence hall during weekends and weekdays from 7:00 pm to 7:00 am.
- C. Room Access.** Only professional residence life staff and executive staff members are authorized to give access to a room to an occupant for any reason. The occupant must provide a student ID and occupancy must be verified.
- D. Health and Wellness Inspections.** Health and Wellness inspections are necessary to monitor the general welfare of the occupants of residence hall rooms. These inspections will be conducted a minimum of twice a semester. These inspections are announced by the residence life staff and will not be considered room searches. However, occupants will be held responsible for violations of University rules and regulations. These inspections do authorize a floor to be inspected, as an entity, for compliance with NU policies.
- E. Room Changes.** All room changes must have final approval from the Director of Residence Life. A room change freeze is in effect until October 1 for the fall semester. We would prefer that each residential student use that time to truly get to know their roommate and develop their communication skills. If after the first three weeks, you would still like to be considered for a room change, contact your RA or the Office of Residence Life to see if a change can occur. Also, at the end of the fall semester, there will be an open room change period announced where students can request a new assignment for the spring semester. If the desired change is due to a roommate conflict, the RA and professional staff will first work to assist the students to mediate their differences. If mediation does not rectify the situation, the Residence Life Office will assist the student(s) to identify more suitable housing arrangements.

In the event that a student comes directly to the Residence Life Office prior to speaking to his/her RA, the office staff will request that the student contact their RA and begin the mediation process. If the desired change is not related to a roommate conflict, students may go directly to the Residence Life Office to complete a Room Change Request Form. Requests for room changes are processed on the basis of need (e.g. severity of a roommate conflict), and/or on a first-come, first-served basis. Residence Life does not process room change requests based on the time a form is submitted. We review all forms submitted on a specific date and give all equal consideration.

- F. **Housing Lottery Process.** The lottery process occurs following the registration period for Fall semester. Returning students must be registered for at least 12 credits, have paid their deposit of \$250.00, and completed the Housing Form by the specified deadlines to be eligible for room selection. In addition, there must be no outstanding financial or judicial matters pending. The order of selection/lottery number is determined by class standing/GPA and expected year of graduation, with upcoming seniors selecting first, upcoming juniors selecting second, and upcoming sophomores selecting third. *Please be aware that your academic performance in your first semester at NU greatly impacts your lottery number and room selection.

SECTION V — Lifestyle Transfer

Civilian students may request to enroll in the Corps of Cadets as a rook at the end of each school year. Civilian students transferring to the Corps of Cadets must follow the process outlined by the Office of the Commandant. For AY2017-2018, lifestyle transfers will be very limited due to anticipated housing demand.

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

SECTION VI — Ring Policy

- A. **General.** It is a privilege and an honor to wear the Norwich Ring. Only candidates for graduation will be allowed to wear the NU Ring and then only from Junior Weekend through the senior year. Receiving the Norwich ring is not an entitlement based on time at Norwich, but must be earned. All civilian junior and senior students of Norwich University, resident and commuter, who meet the criteria below are eligible to purchase a civilian student class ring. Additionally, all civilian alumni of Norwich University are eligible to purchase a civilian student class ring. Rings are distributed each year at a Civilian Ring Ceremony held during Junior Weekend. Contact the Dean of Students Office for additional information.
- B. **Eligibility Criteria.** Students must be academically classified by the Registrar as being at least an academic junior at the time of the ring ceremony. The junior receiving his or her ring must have completed 72 academic credits and be in disciplinary or honor good standing. Additionally, transfer students must have completed 60 credit hours at Norwich University to receive their rings*. A student will sign a contract with Norwich University prior to ordering his or her ring. That

contract will specify the requirements and stipulations to retain their ring prior to graduation. *Exception is made for nursing students in the RN to BSN program.

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

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

D. **Responsibilities of the Committee.**

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

CHAPTER 6 — COMMUTER STUDENTS

SECTION I — General

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

SECTION II — Off-Campus Housing

The Assistant Dean of Students serves as an advocate for all civilian commuter students; however, it is important that all commuter students are aware of local ordinances—we expect you to live off campus as responsible, lawful citizens of the community. The Assistant Dean of Students works with the local officials to maintain open lines of communication and to make sure that our students are respectful and valued members of the local community.

When students choose to attend Norwich University they accept the rights and responsibilities of membership in the University’s community. As such, members of the University community are expected to uphold our Guiding Values regardless of whether they reside on campus, live off campus, or commute from home. Guiding Value #7 states: “We stress self-discipline, personal responsibility, and respect for law.” While on-campus behavior is the direct responsibility of the University, there are circumstances when the administration shall address off-campus behavior that negatively impacts the community or the University. Such behavior is in conflict with the University’s values and may warrant direct intervention by the Assistant Dean of Students.

- A. **Registration of Local Address and Phone.** It is often necessary for someone at the university to contact a commuter student. As part of your registration process, or returning student in-processing, all commuters are required to register your local address and local phone number in Banner Web or with the Registrar’s Office in Jackman Hall, 3rd Floor. If changes occur in your permanent address, you must inform the Registrar’s Office using a “Change of Address” form. This form can be printed from the NU Registrar’s website or is available outside their office in Jackman Hall, Room 328. Also during your student in-processing you will be required to provide a cell phone number and/or email address for the Rave Emergency Alert System. This system will notify you by either text or email should there be an emergency on campus. It is the university’s priority to keep its student safe and the Rave Alert System is one of the quickest and most effective means of getting information to students during an emergency situation.

SECTION III — Campus Services for Commuter Students

All university services are available to commuter students. Norwich University encourages our commuter students to take full advantage of their opportunity to actively engage with the campus community and partake in the different events, services, and experiences the campus offers. The university provides volunteer opportunities through the Center

for Civic Engagement (WCC, Room 230), professional development opportunities and information through the Career and Internship Center (WCC, room 232), tutoring services through the Academic Achievement Center (Kreitzberg Library, Room 403), social activities/events which are planned by the student run Campus Activity Board (CAB), Fitness Center & cardio workouts (Plumley Armory), computer labs, athletic events, and more. Convenient, support services that may be of special interest to the commuter population include the following:

1. **All NU Health Services/Infirmary.** All full time commuter students pay for and have the same use of the Infirmary as Corps and civilian residential students. The Norwich University Student Health Services/Infirmary is available to all fee paying students during the academic year with limited coverage during university breaks. It is located across from campus on the second floor of Marsilius Hall (63 Crescent Avenue, Northfield, VT 05663). Students can be seen on a walk-in basis and by appointment. Appointments with providers are available Monday–Friday from 8:00 a.m.–5:00 p.m. Walk-in nursing care is available from 7:00 a.m.–11:00 p.m., 7 days a week. Services provided by the Student Health Services/Infirmary are basically those that you would go to your Pediatrician or Family Practice Provider for.

SERVICES OFFERED AT NUHS:

- Illness evaluation.
- Injury evaluation.
- Women’s healthcare.
- Sexually Transmitted Disease testing, treatment and education.
- Nutritional counseling.
- Access to necessary medications, with prescription delivery available through Northfield Pharmacy.
- Overnight observation.

Most services and medications provided are free. Fees for lab work and procedures depend upon your specific insurance coverage. The Student Health Center/Infirmary can be reached at (802) 485-2552 or nuinfirm@norwich.edu.

2. **Lockers.** Lockers are available to commuter students in the Wise Campus Center (WCC) and are located near the NU mailroom on the ground floor. Students who wish to reserve a locker should contact the Assistant Dean of Students to sign out a key and complete a locker agreement form. There is no fee for using a locker but you must have your Norwich ID and a contact phone number in order to sign out a key for a locker. Keys must be returned when you graduate or are no longer enrolled as a student at Norwich University. Keys that are lost or are not returned will result in a \$35.00 replacement fee.
3. **Commuter Information Board.** Campus information and announcements are posted on the bulletin board located in the WCC “Sky Box” lounge located on the top floor of the building.
4. **Commuter Advisory Council.** The advisory council is comprised of a number of commuter students and is advised by the Assistant Dean of Students. The purpose of this group is to provide an outlet for commuter student concerns and to provide opportunities for commuter students to network and support

one another. Any commuter student is welcome to join and participate in any of the Advisory Council meetings.

5. **Commuter Study Lounge.** Room 229 in the Wise Campus Center is currently set aside for commuter students to use as a quiet study area. It is open Monday–Friday from 8:00 a.m. – 4:00 p.m. when classes are in session.
6. **NU Mailroom.** There are currently no mailboxes available for commuter students.
7. **Meal Plan.** Partial meal plans are available for commuter students through Sodexo Food Services that include a number of all you can eat meals in the WCC Dining Hall and varied spending amounts that can be used at the The Mill Snack Bar, Dunkin’ Donuts, and the Daily Grind Cafe. Many commuter students use The Mill Snack Bar as a “hang out” between classes. For further information contact Sodexo at (802) 485-2298, Wise Campus Center, Room 108, or <https://norwich.sodexomyway.com/>.
8. **Print Services.** Printing services are available in the WCC at the Copy Center on the ground floor across from the NU Mailroom. The Copy Center provides both black and white and color copying at competitive rates. They also offer faxing services for a fee.
9. **Check Cashing.** In addition to providing apparel, textbooks and convenience store items, the Campus Bookstore (WCC, ground floor) offers free check cashing up to \$100 with a photo ID. The Bursars office will also cash a personal two-party check up to \$150 and Norwich University checks (work study paycheck, etc.) for the full amount.
10. **Commuter Facebook Group.** A Norwich University commuter Facebook group page has been established to help keep commuters aware of events taking place on campus and to provide a means for commuter students to communicate with one another about issues or with questions. The group name is “Norwich University Commuters.”
11. **Weekly Commuter Newsletter: *The Cadet Suburbanite.*** *The Cadet Suburbanite* was established in response to commuter students’ feedback and desire to know what is happening on campus. Each Monday a newsletter is emailed out to commuter students at their Norwich email address. Social events, athletic events, lectures, job opportunities, volunteer opportunities, important dates, and more are all covered in this weekly newsletter.
12. **Refrigerator.** There is a refrigerator on the top floor of the Wise Campus Center, near the Skybox Lounge, for commuters to use. This is made available so commuters can store food and beverages during their classes.

SECTION IV — Parking and Car Registration

All student vehicles must be registered with NU Public Safety. Students must provide a valid driver’s license, vehicle registration and proof of insurance in order to receive a parking pass. The cost of registering your vehicle is \$250/academic year (subject to change). Tickets are at a minimum of \$30 each. Commuter students may park in Lots F and G (Disney Field). Commuters may also park in Plumley Armory, and Kreitzberg Arena lots. Commuter students may park in “Visitor Parking” at Jackman Hall only for the purpose of conducting business at Jackman Hall. Commuter students are highly

encouraged to park in designated university parking lots and not on the streets of Northfield. NU Public Safety will provide additional information about parking when you register your vehicle. In an effort to keep drivers and pedestrians safe, please note that the campus has a 15 miles/hour maximum speed limit. For further information, please see the Student Motor Vehicle Rules and Regulations or Chapter 3 of this document for the vehicle control policy.

SECTION V — Inclement Weather Policy

Classes will meet unless the President issues a cancellation notice. Students should be prepared to come to class; excused absences are not available except in extreme cases. All commuter students should review your courses' syllabi at the beginning of each semester for each course's attendance policy. Additional information about excused and unexcused absences can be found in the university catalogue under "Academic Policies" and then under "Attendance & Cancellation of Classes". Contact the professors as soon as possible via e-mail or phone if you miss class due to inclement weather to see how, or if, the class can be made up. Should classes be canceled or delayed for the entire campus due to severe weather, you would be informed through the Rave Emergency Alert System.

SECTION VI — Ring Policy

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

CHAPTER 7 — CIVILIAN STUDENTS DISCIPLINARY SYSTEM**SECTION I — Purpose**

- A. General.** The purpose of the disciplinary system is to create a positive learning environment, modify student behavior and develop self-discipline and personal responsibility in students in support of established community living standards and the principles of good citizenship on and off campus.
- B. Applicability.** These Rules and Regulations as well as the Norwich University Honor Code apply to all civilian students, including resident, commuter and architecture program (including Masters of Architecture), during the regular academic year and summer academic sessions, university breaks, holidays and vacations and while serving a suspension. The Dean of Students reserves the right to withhold a student's registration and housing if there are any outstanding disciplinary sanctions or there is disciplinary action pending.

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

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

- A. General.** Each student must read the Norwich University Student Rules and Regulations and is subject to all regulations therein. The Dean of Students, Assistant Dean of Students, Director of Residence Life, Assistant Director of Residence Life, and student resident coordinators have the responsibility and authority to administer disciplinary actions for students under their supervisory authority. All leaders are encouraged to recognize those individuals who consistently meet and surpass community living standards with positive recognition. It is also necessary to assess disciplinary action against those students who fail to meet the standards and/or fail to adhere to the rules and regulations or any University policy. Dean of Students' professional staff supervisors and residence life student leaders, in accordance with their level of authority, have the following administrative actions at their disposal:
1. Commendatory Actions
 - a) Complementary verbal recognition.
 2. Corrective Measures
 - a) Verbal counseling/warning.
 - b) Written counseling/warning.
 - c) Restriction from a room, residence hall(s), or other buildings.

3. Major Disciplinary (Class 1) Offense:
 - a) Disciplinary work hours.
 - b) Restriction from co-curricular or extra-curricular representation/activities.
 - c) Residential probation.
 - d) Denial of residential housing.
 4. Referral to the Dean of Students to convene an Administrative Disciplinary Hearing which may recommend sanctions upon a finding of guilty:
 - a) A letter of reprimand/admonishment.
 - b) Disciplinary work hours, restriction from co-curricular or extra-curricular representation/activities, residential probation, and/or denial of residential housing.
 - c) Disciplinary probation.
 - d) Suspension.
 - e) Dismissal.
- B. Disciplinary Work Hours.** Students who are assessed Disciplinary Work Hours (DWH) will be assigned a completion date and are responsible for coordinating completion of their work hours with the sanctioning official. Students who fail to complete their disciplinary sanctions by the assigned date will receive one reminder. The Dean of Students has the authority to prevent any student from registering and selecting housing for the following semester until disciplinary sanctions have been completed.

SECTION III — Major Disciplinary Actions

- A. General.** Students may be suspended or dismissed from Norwich University as provided for by these Regulations. The Dean of Students has final approval/disapproval authority for all discharges, suspensions or dismissals. All hearings listed in this section are held in closed session as defined by Section IV, Due Process.
- B. Major Disciplinary (Class I) Offenses.** Students found guilty of committing major disciplinary (Class I) offenses may be assessed disciplinary action by designated Dean of Students' professional staff authority and Residence Life student leaders (RCs), or an administrative disciplinary hearing convened by the Dean of Students depending on the severity of the offense. Class I offenses and sanctions for specific offenses are listed in Chapter 7, Index of Offenses. Class I offenses are defined as those violations of the University Rules and Regulations which, by the nature of severity of the offense, warrant a review or and possible disciplinary action assessment beyond the constraints of non-punitive action. In addition, any violation of University rules and regulations that is or is perceived to be in violation of Vermont State law may be referred to civil authorities.
- C. Toleration of Violations.** See Chapter 3.
- D. Major Disciplinary (Class I) Summary Session.** Designated Dean of Students' professional staff and Residence Life student leaders in authority will exercise their administrative discipline punishment authority by conducting a Class I Summary

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

- E. Administrative Discipline Hearings.** An Administrative Discipline Hearing may be convened by the Dean of Students to hear major disciplinary (Class I) offenses that require members of the faculty, staff or civil authorities as witnesses and that could result in suspension or dismissal from the university. It will also hear such other cases as deemed appropriate by the Dean of Students. An Administrative Discipline Hearing is formed by one of two forums, a Full Hearing Board or a Dean's Summary Session.

If a student enters a plea of "guilty" to an offense for which the potential punishment includes suspension or dismissal, (e.g., a third violation of the alcohol policy), the case will be referred to a Dean's Summary Session.

If a student enters a plea of "not guilty" to an offense for which the potential punishment includes suspension or dismissal, the case will be referred to a Full Hearing Board. The board will hear evidence, determine guilt or innocence, and if guilt is determined, recommend an appropriate punishment to the Dean of Students.

1. **Full Hearing Board.** A full hearing board is comprised of individuals appointed by the Dean of Students from the staff, faculty and the civilian student population and consists of only three, five or seven members. The Dean of Students will appoint a president of the board, who will not be a voting member but will preside to present the case to the board and ensure due process is followed. One student observer from the class of the respondent is allowed to be present at open sessions of the board at the behest of the respondent.
 - a) The Administrative Discipline Hearing (Full Hearing Board) board president will submit a formal board report providing board findings and recommendations for punishment to the Dean of Students as the adjudicating official for all civilian students. The Dean of Students has the authority to uphold, rescind or amend, including increasing

or decreasing a punishment, a punishment recommended by an Administrative Discipline Hearing (Full Hearing Board). In cases where guilt has been determined by a full hearing board, the Dean of Students will impose punishment after considering the board's recommendation, precedent from similar cases, and any extenuating and mitigating factors relevant to the case being considered. For this reason, the punishment imposed by the Dean of Students may or may not follow the board's recommendation.

- b) All Administrative Discipline Hearings (Full Hearing Boards) will be conducted in accordance with NUSRR Supplemental Instructions for Administrative Discipline Hearing Board Procedures. These are procedures for internal use and will be maintained, reviewed, and updated annually by the DDS to ensure best practices.
2. **Dean's Summary Session.** A Dean's summary session consists of the Dean of Students and at least one Dean of students' staff witness. The Dean of Students will review the facts of the case, listen to the individual statements and impose the appropriate punishment.

SECTION IV — Due Process

A. Introduction. Norwich University provides students with procedural due process which includes, but is not limited to, timely investigation; a hearing; cross-examination of available witnesses; warnings about self-incrimination; production of pertinent witnesses, and the provision for appeal. The fundamental concept of fairness requires the provision of several of these tenets in our university due process. See Section B, below. In a particular case, the SVPSAT or Dean of Students has the authority to add additional due process steps or processes to the above if he/she believes that it is central to fairness.

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

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

1. Conducting an impartial expeditious investigation to determine if the evidence supports the imposition of charge(s).
2. The following people cannot serve as a board member on an Administrative Discipline Hearing Board:
 - a) the person who investigates an alleged violation.
 - b) the adjudication official.
 - c) the appellate authority for that incident.
3. Notifying the individual of the potential charge(s) against him or her as soon

as possible. He/she must be told at this time of his or her right to remain silent on matters that may be self-incriminating, that anything he/she says may be held against him or her, and that silence on these matters will not be taken as an indication of guilt.

4. Informing the respondent (charging session) if the investigation indicates that an infraction has occurred, and providing him or her with all the evidence that the investigation has disclosed.
5. Informing the respondent that he/she may choose any student he/she desires to advise him or her in the presentation to a Class I Summary Session. Only in the case of an Administrative Discipline Hearing (Full Hearing Board or Dean's Summary Session), may he/she request the assistance of a member of the staff or faculty who does not possess legal qualifications. For all forums, the respondent's identified advisor will be permitted to attend all open sessions of the hearing but will not be permitted to communicate to the adjudicating official/board. The respondent may quietly consult in the hearing room or ask for a short recess if they would like to communicate with their advisor. This consultation and/or recess will be granted for this purpose at the discretion of the adjudicating official/board president. Failure by the advising student or advising member of the staff or faculty to comply with these instructions will result in their dismissal from the proceedings. Recording devices other than that approved by the board president are not permitted.
6. Informing the respondent of his or her right to request voluntary resignation pending disciplinary or honor action. Such request must be made prior to appearing before an Administrative Discipline Hearing or Honor Board. If approved, the respondent will not be eligible for future readmission and cannot appeal the decision.
7. Providing the respondent with a minimum of 48 hours during business days [weekdays (Mon-Fri)] to prepare his or her presentation.
8. During the hearing, providing the respondent the right to be present at all open segments of the hearing.
9. Allowing the respondent to challenge any member of the Board for cause. The president of a hearing Board may not be challenged.
10. Providing the respondent with the right to present any material witnesses on his or her behalf, as to the facts in the case. And after the findings of the Board have been announced, allowing the respondent to introduce any mitigation or extenuation he/she feels relevant to the case, to include character witness statements. Allowing the respondent to have at a maximum one faculty member, one staff member, and one member of the student population, or any combination totaling three, attend the hearing to speak on his or her behalf. In addition, a maximum of three written statements are permitted for submission to the board.
11. Informing the respondent of his or her right to appeal should a finding of guilty be adjudged or if the student feels the sanction assessed is not in keeping with the NUSRR.
12. If an accused student fails to report for a scheduled hearing board the case will be heard with the accused student "in absentia" based on the evidence and witnesses provided.

SECTION V — Standard of Proof

- A. General.** The standard of proof for all administrative disciplinary actions conducted at Norwich University to include Class I Summary Sessions, Administrative Discipline Hearing Board (Full Hearing Board and Summary Session) and Honor Boards will be decided based on a preponderance of the evidence.
- B. Preponderance of the Evidence.** Adjudicating officials, administrative discipline hearing boards and honor boards must decide whether a case against the accused has been made under the Norwich University Student Rules and Regulations by a fair balance of the evidence, or as it is usually called—*by a preponderance of the evidence*. To understand the term—*preponderance of the evidence*—it is best if you conceive that you are weighing the evidence of the respective parties as in a balance. On one side you are weighing the case against the accused; on the other side you are weighing the evidence on *behalf* of the accused. If the evidence against the accused makes the down weight, your decision should be against the accused. However, if the accused's evidence makes the down weight or if the scales hang even in your mind, then your decision should be for the accused. The *preponderance of the evidence* does not consist merely in having the greater number of witnesses. For it has been truly said that witnesses are to be *weighed* and not *counted*. Thus, one clearly knowledgeable witness may provide a *preponderance of evidence* over a dozen witnesses with murky testimony. In the last analysis, it is a question of credibility, and each individual adjudicating official or board member is the sole judge of that credibility. Another way to state *preponderance of the evidence* in a percentage form is that a *preponderance of the evidence* is over 50%, that by a *preponderance of the evidence*, over 50%, it is more probable than not that the infraction or offense occurred as alleged.

SECTION VI — Disciplinary System Procedures

- A. Reporting Requirements.** The residence life student leader supervisory chain will immediately inform the Dean of Students professional staff of incidents involving violence, hazing, bullying, assault, battery, stalking, sexual misconduct or assault, harassment, bias incident violations, violations of alcohol policy, possession of illegal substances or other serious breaches of state or federal law. Reports of lesser potential violations or information relating to the alleged violation should be reported to the supervisory chain as soon as practicable and followed up with a written report within 24 hours after making the initial report. Written reports will be recorded on a sworn statement form, incident statement form, Regimental Duty Office (RDO) Incident Report/Statement Form, NU Public Safety incident report, or other forms of memorandum annotated with the date/time written and an identifying signature. Reports should be forwarded to the designated Dean of Students adjudicating authority or Residence Life student leader in the supervisory chain.
- B. Administrative Discipline Authority's Responsibilities and Actions.** The following steps provide a general outline of actions required of an investigating or adjudicating official. These steps should be applied with a full understanding and application of due process as described in Section IV, above.
1. Conduct an investigation to determine if there is evidence to supports one or more charges. Inform the accused of his/her due process rights as they relate to the investigation using the Due Process Checklist (NU Form 12.2).

2. Evaluate all the evidence to determine if reasonable grounds exist to believe the accused committed the alleged offense(s).
3. Complete a Disciplinary Charge Sheet (NU Form 12.3) at the appropriate level of authority based on the severity of the alleged violation(s).
4. Begin the charging action by informing the student of his or her due process rights using the Due Process Checklist (NU Form 12.2) (use the same form if the student was previously informed of these rights during the investigation and repeat the notification).
5. Inform the student of the alleged violations as indicated in the specific Class I charge(s) and read verbatim paragraph three of the Disciplinary Charge Sheet (NU Form 12.3). Provide the respondent with case materials and other evidence upon which the allegations are based.
6. Allow the respondent a 24 hour (one business day) period to plead to the charge(s) (unless waived).
7. Inform the respondent if you intend to adjudicate the case or intend to refer the case to a higher adjudicating authority. This decision is based on the discretion of the charging authority and the severity of the alleged violations as specified in the Index of Offenses (Chapter 7).
8. Provide and obtain appropriate signatures on the disciplinary charge sheet (NU Form 12.3).
9. Provide the respondent with a copy of the completed Disciplinary Charge Sheet (NU Form 12.3) and all applicable statements/evidence. Provide a 48 hour period (two business days) prior to conducting the adjudication of the case, unless waived by the respondent.
10. Adjudicate the case using a Class I Summary Session or Administrative Discipline Hearing (full hearing board or Dean's summary session) as appropriate. Consider all relevant matters presented.
11. Render a decision: as a result of a Class I Summary Session or Administrative Discipline Hearing – Dean's Summary Session. Complete the Disciplinary Case Disposition Form (NU Form 12.4). Provide the result to the respondent.
 - a) Conclude that the student did not commit the offence(s) alleged if there are not sufficient grounds for a finding of guilty. Inform the student and terminate the proceeding.
 - b) Conclude that the student committed one or more of the offences alleged.
 - 1) Inform the student of the conclusion and the punishment imposed recorded on the Disciplinary Case Disposition Form (NU Form 12.4).
 - 2) Inform the student of his or her right to appeal and annotate the Disciplinary Case Disposition Form (NU Form 12.4). Provide the student a copy of the form..
 - 3) Provide student with formal letter detailing the punishment, provisions for appeal, and conditions for return as appropriate (Administrative Discipline Hearing – Dean's Summary Session).

12. Render a decision: as a result of an Administrative Discipline Hearing – Full Hearing Board.
 - a) Conclude that the student did not commit the offence(s) alleged if there are not sufficient grounds for a finding of guilty. Inform the student and terminate the proceeding.
 - b) Conclude that the student committed one or more of the offences alleged.
 - 1) Inform the student of conclusion and consider matters of extenuation and mitigation.
 - 2) Full Hearing Board will inform the student that the recommended punishment will be forwarded to the convening authority.
 - 3) Convening authority consider findings and recommendations from the board.
 - 4) Convening authority will provide student with formal letter detailing sanctions, provisions for appeal, and conditions for return as appropriate.
13. Forward all case materials to the appropriate authorities.
14. Appellate authority will consider the appeal and provide a formal letter to the respondent regarding his/her final decision.

C. Failure to Appear. If a student fails to report to any Administrative Discipline Hearing (full hearing board or Dean's summary session) the case may be heard without the student present based on evidence and witnesses provided. If a student cannot appear due to a cogent reason, the student should immediately notify the Office of the Dean of Students. During the school year and out of session periods students are obligated to monitor their Norwich email account on a daily basis. Notification by email constitutes official notification for information on due process, charging, administrative discipline hearings, and honor hearings.

D. Special Cases.

1. Suspected Class 1 offenses that are discovered within one month of reading day, in the fall or spring semester, and which could result in suspension or dismissal from the university will be adjudicated by an Administrative Discipline Hearing (Dean's Summary Session) regardless of the plea entered by the student respondent. The Dean's summary session will be convened as soon as possible after the completion of the investigation and due process for the accused. If necessary, a Dean's summary session may be convened after the end of the final exam period. The appeal process is as described in Section VII of this chapter. A senior who is a candidate for graduation who has been charged with an honor or disciplinary violation during the last four weeks of classes will not have his/her degree conferred or be issued a diploma until the case is resolved.
2. A senior who is a candidate for graduation and who has been found guilty of a Class I offense, with a penalty assessment of between 1 and 4, or an honor violation during the last four weeks of classes, will not participate in Commencement exercises, have his/her degree conferred or be issued a diploma until all sanctions are completed.

3. Request for a waiver of the walking stipulation of paragraph three must be presented in writing, in person, to the SVPSAT for timely action.

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

SECTION VII — Appeal

A. General. Under due process, a student adjudged guilty and punished under the provisions of a major disciplinary action has the right to have his or her case reviewed by the next higher judicial authority, acting as the appellate authority in the case, has several options available to him or her after reviewing the evidence in the case: uphold the finding and punishment imposed by the adjudicating official; uphold the finding and amend the punishment (decrease); or set aside both the finding and the punishment.

B. Appellate Authority for Disciplinary (Class I) Actions.

Adjudicating Official

Resident Coordinator (RC) (Student)

ADOS, DRL, Area Coordinator

DOS

Appellate Authority

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

Dean of Students (DOS)

SVPSAT (for punishments involving
suspension or dismissal only)

Note: In extraordinary cases where the SVPSAT must recuse himself or herself, appellate authority will be assumed by the President or his or her designee. Otherwise, the SVPSAT makes these decisions for the President and the Board of Trustees, and his or her appellate decisions are considered final.

- C. Appeal Process.** A student has 48 hours (two business days) after the imposition of punishment to submit an appeal to the appropriate appellate authority. The appellate authority may approve an extension of time beyond the 48 hours if circumstances warrant an extension. An appeal must be typed, doubled spaced and hand delivered. In the case where an appeal cannot be delivered to the appellate, then the student making the appeal shall deliver the appeal to the adjudicating official. Any appeal initiated after 48 hours must be approved in writing by the Dean of Students for transmittal to the SVPSAT. All decisions rendered by the appellate authority are final. There is only one appeal in each case.
- D. Requirements for Consideration of an Appeal.** In order to be considered by an appellate authority, an appeal must include one or more of the following:
1. The introduction of new evidence that was not considered by the adjudicating official.
 2. Reasonable grounds to argue that the evidence was insufficient for a finding of guilt.
 3. Reasonable grounds to argue that due process was not provided.

4. The punishment imposed by the adjudicating official exceeds the normal penalty range prescribed by the Index of Offenses.

SECTION VIII — Refusal to Comply with Punishment

Once granted due process (to include the appeal process) and punished, a student does not have the right to refuse the punishment. If a student refuses to accept or comply with the punishment, the Dean of Students and the SVPSAT has the authority to put a disciplinary hold on a student's account, suspend or dismiss the student from Norwich University.

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

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

SECTION X — Disciplinary Probation

The SVPSAT and the Dean of Students may place a student on disciplinary probation as a rehabilitative measure if found guilty of a Class I offense. The duration of the probation will be prescribed by the official imposing the probation. Any student who is found guilty of a Class I offense and is imposed a punishment of penalty numbers one through four while on disciplinary probation will be administratively separated from the University under the provisions of administrative separation.

SECTION XI — Separation from the University

- A. General.** The SVPSAT or Dean of Students have the authority to suspend or dismiss any student from the university. Suspensions may remain in effect for one calendar year. Dismissals are permanent. The administering official will instruct a student to remove himself or herself themselves from the university by a specific time and date. See Chapter 3 for additional information on separation from the university.
- B. Administrative Separation.** The Dean of Students may administratively separate any civilian student who consistently fails to maintain acceptable community standards, violates disciplinary probation, or who requires an inordinate amount of supervision. The SVPSAT will act as the appellate authority for administrative separation actions under this provision.
- C. Immediate Interim Suspension.** The Dean of Students or the SVPSAT may impose an immediate interim suspension whenever it is determined that a student's behavior constitutes a danger to other students or property, or is unreasonably disruptive to the learning environment. An immediate interim suspension will remain in effect until completion of the disciplinary process. The results of the disciplinary process will determine the student's standing. Immediate interim suspension will not be based on a presumption of guilt, but rather on the consideration criteria stated above. A student being considered for immediate interim suspension will be afforded the opportunity of an informal hearing with the administering official. The purpose of this meeting will be to inform the student of the reasons for the suspension and

allow the student to indicate why his or her presence on university grounds does not meet the consideration criteria stated above. Students placed on immediate interim suspension will have no more than 24 hours to vacate Norwich University. The student will be responsible for all costs associated with travel, meals and lodging.

- D. Dismissal.** A student may be dismissed from the university if found guilty of specific major disciplinary (Class I) offenses, violations of these rules and regulations, university policies or honor code. In all cases, students will be afforded due process. A student dismissed for honor or discipline reasons will have their department file permanently annotated to reflect the dismissal and its cause. A dismissed student will not be readmitted to Norwich University nor have a diploma conferred by Norwich University.
- E. Return to University Grounds.** Students who have been dismissed, suspended or otherwise removed from Norwich University will not return to the university without written permission from the Dean of Students or SVPSAT. A student suspended from the university may be granted permission to return to campus for final examinations under the terms specified by the SVPSAT or Dean of Students if the suspension occurs within the last two weeks of regularly scheduled classes or if the individual concerned is a second semester senior or is being suspended with no expectation of returning to Norwich University. A suspended student who returns to the university without permission will not receive favorable consideration on an application for readmission and may be subject to civil action for trespassing.

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

The following index prescribes the specific range of punishments each level of adjudicating official is authorized to impose as a result of major disciplinary actions (Class I):

1. Student resident coordinators may impose penalties from #7 through #6.
2. ADOS, DRL, or Assistant Director of Residence Life (ADORL) may impose penalties from #7 through #3 (including additional penalties as described in the Index of Offenses below).
3. The SVPSAT or Dean of Students may impose #7 through #1.

There are several alleged violations that fall into the Dean of Students scope of authority, for liability reasons, and will be investigated and acted on by the Dean of Students professional staff or a designated independent investigator. These alleged violations include but are not limited to the following:

- Violations involving violence.
- Hazing.
- Bullying.
- Assault.
- Battery.
- Stalking.
- Sexual misconduct or assault.
- Harassment.
- Bias incident violation.

- Violations of alcohol policy.
- Possession of illegal substances.
- Other serious breaches of State or Federal law.

The residence life student leaders with adjudicating authority have the responsibility to immediately report the alleged violations involving these serious breaches to their Dean of Students professional staff supervisors.

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

SECTION XIII — Penalty Index for Major Disciplinary (Class I) Offenses

The following index relates penalty numbers to specific punishments for use in the Index of Offenses section.

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

SECTION XIV — Index of Major Disciplinary (Class I) Offenses

The following index prescribes the range of punishments that may be imposed by the SVPSAT, Dean of Students, designated Dean of Students professional staff, residence life student leaders with adjudicating authority, or recommended by an Administrative Discipline Hearing Board depending upon the gravity of the Class I offense.

<u>Class I Offense</u>	<u>Abbreviation</u>	<u>Penalty</u>
Arson	AR	1
Assault	A	1 - 4**
2nd Offense		1 - 2
Assault and Battery	AB	1 - 3**
Bias Incident Violation	BIV	1 - 5*
Bringing Discredit on the University	BDU	1 - 5**
2nd Offense		1 - 4
Bullying	BU	1 - 4**
2nd Offense		1 - 2
Conduct Unbecoming a Student	CUB	4 - 7**
2nd Offense		2 - 4
3rd Offense		1 - 2

<u>Class I Offense</u>	<u>Abbreviation</u>	<u>Penalty</u>
Damaging University Property	DUP	1 - 7**
Defamation	DEF	4 - 7
2nd Offense		2 - 4
3rd Offense		1 - 2
Dereliction in the Performance of Duties	DPD	3 - 7
Disorderly Conduct	DC	4 - 7**
2nd Offense		2 - 4
3rd Offense		1 - 2
Disregard for the Safety of Others	DSO	1 - 5**
2nd Offense		1 - 3
Disrespect	DR	4 - 6**
2nd Offense		2 - 4
3rd Offense		1 - 2
Entry into Off Limits Areas	EOLA	2 - 4**
2nd Offense		1 - 2
Entering Room in Barracks or Residence Hall without Authority	ER	2 - 4**
Failure to Comply with Fire and Safety Regs	FCFSR	1 - 7
Failure to Comply with University Official	FCUO	4 - 6**
2nd Offense		2 - 4
3rd Offense		1 - 2
False Official Report or Statement	FORS	2 - 5**
2nd Offense		1 - 4
Fighting	FGT	1 - 5**
2nd Offense		1 - 4
Gambling	G	4 - 7
Harassing Communication	HC	1 - 7
Hazing	H	1 - 4**
2nd Offense		1 - 2
Indecent Exposure	IE	1 - 4*
2nd Offense		1 - 2
Infringement on the Rights or Privacy of others	IRPO	6 - 7
2nd Offense		2 - 4
3rd Offense		1 - 2
Intimidation	I	1 - 7**

<u>Class I Offense</u>	<u>Abbreviation</u>	<u>Penalty</u>
Littering	L	4 - 7
Lewd and Lascivious Conduct	LLC	4 - 5*
2nd Offense		2 - 3*
3rd Offense		1 - 2
Loitering/Prowling/Failure to Identify	LPFI	2 - 5**
Misuse of University Property	MUP	5 - 7
2nd Offense		2 - 4
3rd Offense		1 - 2
Obstruction of an Investigation	OI	2-7
Possession or Use of Firearms on University Grounds	PFUG	1 - 2
Possession or Use of Weapons or Ammunition on University Grounds	PWUG	2 - 5**
Possession or Use of Controlled Substances or Drug Paraphernalia	PUCSDP	1 - 2
Possession or Use of Prohibited Substances	PUPS	1 - 3**
Possession, Use, or Sale of Fireworks	PF	2 - 7**
Possession of MRE Heaters	PMH	3 - 5**
2nd Offense		1 - 2
Use or Possession of a Fabricated Explosive Device	UFED	1 - 2
2nd Offense		1
Refusal to Comply with Punishment	RCP	1 - 2
Refusal to Comply with No Contact Order	RNCO	1 - 4**
Soliciting Business Without Authority	SBA	4 - 7
Threat	T	1 - 7**
Toleration of Violations (Up to the level of the violation)	TV	1 - 7
Vandalism	V	2 - 4**
2nd Offense		1 - 3
3rd Offense		1 - 2
Violation of Alcohol Policy	VAP	
Possess, consume on campus		\$200.00 fine***
Disorderly Conduct under the Influence of Alcohol	VAPDC	\$200.00 fine*** and 3-5

<u>Class I Offense</u>	<u>Abbreviation</u>	<u>Penalty</u>
Second violation of Alcohol Policy	VAP2	\$500.00 fine***
Third violation of Alcohol Policy	VAP3	1 - 2
Furnishing Alcohol to Minors (younger than age 21)	VAPFM	1 - 2
Toleration of Violations – Violation of Alcohol Policy	VAPT	\$200.00 fine*** (sustained)
Violation of Acceptable Use Policy	VAUP	1 - 7
Violation of Non-Discrimination/ Sexual Misconduct, Relationship Violence, and Stalking Policy (Adjudicated by the EEO Office)		1 - 2
Violation of Conduct related to Non-Discrimination/ Sexual Misconduct, Relationship Violence, and Stalking Policy		1 - 4*
Violation of Residential Policy	VRP	1 - 7
Violation of Tobacco Policy	VTP	6 - 7**
2nd Offense		4 - 5
3rd Offense		3 - 4
Voyeurism	VOY	1 - 3*

* Students found guilty of these violations are required to attend three hours of mandatory training/education on the Norwich University Policy on Non-Discrimination/Sexual Misconduct, Relationship Violence, and Stalking Policy and Community Standards of Conduct. The respondent will be required to pay a \$200 fee for the cost associated with this training/education requirement. This additional requirement will be annotated by the adjudicating official on the Disciplinary Case Disposition Form (NU Form-12.4) and will be administered by the Norwich University Equal Opportunity Office.

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

*** A \$200 fine penalty level does not trigger a previously enacted disciplinary probation and may only be imposed by a Student Affairs staff member when adjudicating a first violation of the alcohol policy. A \$500 fine penalty level does trigger a previously enacted disciplinary probation resulting in administrative separation and may only be imposed by a Student Affairs staff member when adjudicating a second violation of the alcohol policy (including disorderly conduct under the influence). On the first violation of the alcohol policy, possess or consume on campus, a student may be required to complete an alcohol education program. The decision whether to refer the student is left to the

staff member adjudicating the case. A second violation of alcohol policy will result in a mandatory alcohol education program being imposed. An alcohol education program is required for the alcohol violation of disorderly conduct under the influence. Staff members adjudicating these cases will refer the student to a licensed provider. Toleration of Violations - Violation of Alcohol Policy (VAP) will result in a fine of \$200 for the initial offense and any subsequent offenses. Students guilty of toleration more than once will not be subject to an escalation of fines for repeated offenses.

CHAPTER 8 — CORPS OF CADETS RULES AND REGULATIONS**SECTION I — Membership in the Corps of Cadets**

- A. General.** Students accepted into the Norwich University Corps of Cadets (NUCC) are members of the same from the moment they in-process until graduation, resignation, suspension or administrative separation, or dismissal for physical, emotional, academic, disciplinary, or honor reasons. A cadet represents Norwich University and the Corps both on and off campus.
- B. Matriculation.** Matriculation into the Corps will be a two-step process: acceptance to the university, and acceptance into the Corps. The requirements considered for acceptance into the Corps are as follows:
1. **Age Limitation:** Prospective rooks must be at least 17 years of age but not more than 22 years of age at the time of matriculation into the Corps.
 2. **Criminal History:** Prospective rooks must disclose their criminal history, be willing to submit a signed consent for a criminal background check, and have no felony convictions.
 3. Prospective rooks must not be on any sexual offender registry upon reporting for rook orientation.
 4. **Technical Standards:** Prospective rooks must be capable of meeting the technical standards set forth in this chapter.
- C. Applicability.** These rules and regulations as well as the Norwich University Honor Code apply to a cadet during the regular academic year and summer academic sessions; university breaks, holidays and vacations; ordinary, medical, military or emergency leave; and while suspended or on a leave of absence. The Commandant of Cadets may withhold a cadet's registration and housing if there is any outstanding disciplinary punishment or disciplinary action(s) pending.

SECTION II — Individual Readiness

- A. General.** The NUCC training program is one of the most physically and mentally demanding leadership programs offered today. The first week, Rook Orientation Week, tests the rook's physical fitness, mental agility and endurance. Training events are frequently conducted one after another, allowing little time for rest and recovery. The rook year is the first year of a four year progressive leadership program. It is an experience that challenges rooks to improve in every facet of their lives. Membership in the Corps is dependent upon successfully meeting these challenges. Time management, learning to live a healthy lifestyle and being physically fit under intense external pressures are part of the first year experience. The training day usually starts at approximately 0530 and lasts until 2200. The physical demands of the Corps require cadets to be healthy. Prospective rooks who report for arrival day overweight, injured, in poor physical condition or in a poor emotional state will struggle to meet the demands of the rook year. Statistics show that prospective rooks who report with preexisting injuries are far more likely to leave the Corps early. We want all prospective rooks who matriculate to successfully complete their rook year and ultimately graduate from Norwich. The rook year is not without its stressors

and the emotional and psychological well-being of a rook is also at the heart of a successful Corps experience. The rigors of a military lifestyle, coupled with the college level academic requirements, can be daunting. Emotional and psychological health, just like physical health, makes completion of the rook year more likely.

B. Prospective Rook Requirements. Prospective rooks should review the following requirements and ensure they are in compliance:

1. Individuals who suffer from any medical condition, emotional condition, injury or recent surgery which might limit their participation in training should contact the commandant's office by phone at (802) 485-2135 or email: *cmdtoff@norwich.edu* in order to discuss their unique situation, which might include changing lifestyles at Norwich, or deferring enrollment in the Corps.
2. The Norwich University Report of Medical History Form is required from all prospective rooks. Certain answers on the medical history form must be fully explained. In some cases, supplemental reports will be required from attending physicians, surgeons, mental health professionals, or other health care providers. These documents will be used to determine if an applicant meets the physical, psychological, and emotional standards for admission into the Corps.
3. Prospective rooks who are denied admission to the Corps because of medical disqualification, but are otherwise qualified for admission to the university, may be able to enroll as a civilian student at Norwich University.
4. Prospective rooks who are denied admission to the Corps and elect not to matriculate as a civilian student shall receive a refund of any advance deposits.
5. Failure to report any medical condition, emotional condition, injury, or recent surgery will be grounds for an administrative separation from the university with forfeiture of tuition and fees.

SECTION III — Physical, Emotional and Behavioral Technical Standards

A. General. The following is a list of conditions which may exclude an individual from becoming or continuing as a member of the NUCC.

B. Physical.

1. Physical injury which results in the inability to complete rook training does not meet the standard.
2. Physical limitation:
 - a) Incontinence: History of enuresis or incontinence of urine after 13th birthday does not meet the standard.
 - b) Legally blind: Current distant visual acuity of any degree that does not correct with corrective lenses to at least one of the following does not meet the standard
 - 20/40 in one eye and 20/70 in the other eye.
 - 20/30 in one eye and 20/100 in the other eye.
 - 20/20 in one eye and 20/400 in the other eye.

- c) Visual impairment causing difficulty meeting the requirements of Corps life such as recognition of rank, safety hazards, and Corps training does not meet the standard.
- d) Inability to stand for prolonged period of time does not meet the standard.
- e) Uncontrollable bowels: Current or history of inflammatory bowel disease, including, but not limited to unspecified, regional enteritis or Crohn's disease, ulcerative colitis, or ulcerative proctitis, does not meet the standard. Current or history of irritable bowel syndrome of sufficient severity to require frequent intervention or to interfere with normal function does not meet the standard.
- f) Heart disorder: Current, or history of, all valvular heart diseases, congenital or acquired, including those improved by surgery, does not meet the standard. Mitral valve prolapse or bicuspid aortic valve is not disqualifying unless there is associated tachyarrhythmia, mitral regurgitation, aortic stenosis, insufficiency, or cardiomegaly and current or history of coronary heart disease does not meet the standard.
- g) Neurological disorders: History of recurrent headaches, including, but not limited to, migraines and tension headaches that interfere with normal function in the past three years, or of such severity to require prescription medications, do not meet the standard.
- h) Head injury: History of head injury will be disqualifying if associated with any of the following:
- Post-traumatic seizure(s) occurring more than 30 minutes after injury
 - Persistent motor or sensory deficits
 - Impairment of intellectual function
 - Alteration of personality
 - Unconsciousness, amnesia, or disorientation of person, place, or time of 24-hours duration or longer post-injury
 - Multiple fractures involving skull or face
 - Cerebral laceration or contusion
 - History of epidural, subdural, subarachnoid, or intercerebral hematoma
 - Associated abscess or meningitis
 - Cerebrospinal fluid rhinorrhea or otorrhea persisting more than seven days
 - Focal neurologic signs
 - Radiographic evidence of retained foreign body or bony fragments secondary to the trauma and/or operative procedure in the brain
 - Leptomeningeal cysts or Arteriovenous Fistula.

- i) History of moderate head injury does not meet the standard. After two years post-injury applicants may be qualified if neurological consultation shows no residual dysfunction or complications. Moderate head injuries are defined as unconsciousness, amnesia, or disorientation of person, place, or time alone or in combination, of more than one and less than 24-hours duration post-injury, or linear skull fracture that interfere with normal activities or have duration of greater than one month do not meet the standard:
- j) History of persistent post-traumatic symptoms that interfere with normal activities or have duration of greater than one month does not meet the standard. Such symptoms include, but are not limited to headache, vomiting, disorientation, spatial disequilibrium, impaired memory, poor mental concentration, shortened attention span, dizziness, or altered sleep patterns.
- k) Current or history of paralysis, weakness, lack of coordination, chronic pain, sensory disturbance, or other specified paralytic syndromes does not meet the standard. Epilepsy occurring beyond the sixth birthday, unless the applicant has been free of seizures for a period of five years while taking no medication for seizure control, and has a normal electroencephalogram (EEG), does not meet the standard. All such applicants will have a current neurology consultation with current EEG results.
- j) History of persistent post-traumatic symptoms that interfere with normal activities or have duration of greater than one month does not meet the standard. Such symptoms include, but are not limited to headache, vomiting, disorientation, spatial disequilibrium, impaired memory, poor mental concentration, shortened attention span, dizziness, or altered sleep patterns.
- k) Current or history of paralysis, weakness, lack of coordination, chronic pain, sensory disturbance, or other specified paralytic syndromes does not meet the standard. Epilepsy occurring beyond the sixth birthday, unless the applicant has been free of seizures for a period of five years while taking no medication for seizure control, and has a normal electroencephalogram (EEG), does not meet the standard. All such applicants will have a current neurology consultation with current EEG results.
- l) Chronic nervous system disorders, including but not limited to myasthenia gravis, multiple sclerosis and tic disorders for example, Tourettes, do not meet the standard.
- m) Asthma/breathing difficulties:
 - Current or history of acute infectious processes of the lung, including but not limited to viral pneumonia, pneumococcal pneumonia, bacterial pneumonia, pneumonia other specified, pneumonia infectious disease classified elsewhere, bronchopneumonia organism unspecified, pneumonia organism unspecified, do not meet the standard until cured.

- Asthma, including reactive airway disease, exercise-induced bronchospasm or asthmatic bronchitis, reliably diagnosed and symptomatic after the 13th birthday, does not meet the standard. Reliable diagnostic criteria may include any of the following elements: substantiated history of cough, wheeze, chest tightness, and/or dyspnea that persists or recurs over a prolonged period of time, generally more than 12 months.
 - Current bronchitis, acute or chronic, symptoms over three months occurring at least twice a year, does not meet the standard.
 - History of anaphylaxis, including, but not limited to, idiopathic and exercise-induced; anaphylaxis to venom, including stinging insects; foods or food additives; or to natural rubber latex, does not meet the standard.
- n) Insomnia or other sleeping disorder:
 - Sleepwalking after 13th birthday does not meet the standard.
 - Current or history of narcolepsy or cataplexy does not meet the standard.
- o) Vertigo or persistent dizziness that interferes with performance in the Corps does not meet the standard.
- p) Physical or other conditions requiring the support of service dogs or assistance animals do not meet the standard.

C. Emotional and Behavioral Disorders.

1. Depression and mood disorders:
 - a) Current mood disorders including, but not limited to, major depression, bipolar, affective psychoses, depressive not otherwise specified, do not meet the standard.
 - b) History of mood disorders requiring outpatient care over the last six years for longer than six months by a physician or other mental health professional, or inpatient treatment in the last five years in a hospital or residential facility does not meet the standard.
 - c) History of symptoms consistent with a mood disorder of a repeated nature that impairs school, social, or work efficiency does not meet the standard.
2. Suicide: History of suicidal behavior, including gesture(s) or attempt(s), or history of self-mutilation, does not meet the standard.
3. Personality and mood disorders requiring inpatient therapy in the last five years or outpatient treatment over the last six years.
4. Psychiatric and behavioral disorders:
 - a) Current or history of adjustment disorders within the previous three months does not meet the standard.
 - b) Current or history of conduct, or behavior disorders does not meet the standard. Recurrent encounters with law enforcement agencies,

antisocial attitudes or behaviors are tangible evidence of impaired capacity to adapt to the Corps lifestyle and as such do not meet the standard. Prospective cadets on parole do not meet the standard.

- c) Current or history of personality disorder does not meet the standard. Personality disorders requiring inpatient therapy in the last five years or outpatient treatment over the last six years does not meet the standard. History (demonstrated by repeated inability to maintain reasonable adjustment in school, with employers or fellow workers, or other social groups), interview or psychological testing revealing that the degree of immaturity, instability, personality inadequacy, impulsiveness, or dependency will likely interfere with adjustment in the Corps does not meet the standard.
- d) Current or history of paraphilic disorders including, but not limited to, voyeurism and exhibitionism do not meet the standard.
- e) Other disorders - Current, or history of, other mental disorders (not listed above) which, in the opinion of the civilian or military medical provider, will interfere with, or prevent satisfactory performance of Corps duties, do not meet the standard.

D. Alcohol and Drug Abuse.

1. Alcohol dependence does not meet the standard.
2. Drug dependence does not meet the standard.
3. Non-dependent use of drugs characterized by the following does not meet the standard :
 - a) The evidence of use of any controlled hallucinogenic or other intoxicating substance at time of examination, when the use cannot be accounted for as the result of a prescription of a physician.
 - b) Documented misuse or abuse of any controlled substance (including cannabinoids or anabolic steroids) requiring professional care.
 - c) The repeated self-procurement and self-administration of any drug or chemical substance, including cannabinoids or anabolic steroids, with such frequency that it appears that the applicant has accepted the use of or reliance on these substances as part of his or her pattern of behavior.
 - d) The use of LSD within a two-year period of the examination.
 - e) Alcohol abuse, use of alcoholic beverages that leads to misconduct, unacceptable social behavior, poor work or academic performance, impaired physical or mental health, lack of financial responsibility, or a disrupted personal relationship.
 - f) Driving a motor vehicle under the influence of alcohol.
 - g) Consumption of alcoholic beverages while on duty.
 - h) Reporting for duty under the influence of alcohol.
 - i) Possession, transportation, or consumption of alcohol on University property, unless associated with an event sanctioned by the University.

- j) Allowing any individual under the state drinking age to consume alcoholic beverages.
- k) Consuming alcohol with, or providing alcohol to, a subject of a recruiting effort.

E. Smoking and Tobacco Products.

- 1. Smoking and the use of smokeless tobacco products including chew, dip, snuff, and electronic cigarettes or other inhaled nicotine devices are prohibited during the first year.
- 2. Prospective rooks who use tobacco products should contact their health care provider for a tobacco dependence treatment plan prior to rook arrival day.

F. Academic Requirements.

- 1. Cadets who have received academic, financial and disciplinary clearance to attend the university during a specified period and are registered for a schedule of courses are considered enrolled in the Corps.
- 2. Cadets who are not registered for 12 or more credits after the add/drop period ends do not meet the standard and may be separated from the Corps.
- 3. Part-time or non-matriculated students are not eligible for membership in the Corps.

SECTION IV — Garrison and Corps Living Technical Standards

A. General. Members of the Corps must be able to perform the duties of a cadet to include complying with the provisions of the Honor Code and these regulations, properly wear the uniform of the day, memorize rook knowledge, live with roommates, maintain uniform and room standards, recognize rank; stand for prolonged periods of time; carry heavy load (lift or drag own body weight); negotiate stairs, inclines, and hills; participate in drill and ceremonies; pass the Norwich University Physical Fitness Test; successfully negotiate the obstacle courses and complete day and night foot marches.

B. Visible Tattoos, Body Mutilation, Brandings, Body Piercings and Teeth Ornamentation.

- 1. Visible tattoos that are offensive, inappropriate, excessive or of a style, color or location that diminishes the professional appearance of the uniform or reflects poorly on the professional military appearance do not meet the standard.
- 2. Tattoos on the head, scalp, face, or neck do not meet the standard.
- 3. Intentional body mutilation or visible body piercings do not meet the standard. Cadets may not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the skin while they are in uniform or in civilian clothes on university business (this includes earrings for male cadets). The term “skin” is not confined to external skin, but includes the tongue, lips, inside the mouth, and other surfaces of the body not readily visible).
- 4. Females are authorized to wear prescribed pierced earrings with the service, dress, and mess uniforms. Earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed

six mm or 1/4 inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one pierced earring per ear lobe.

5. Gold platinum, or veneers or caps on the teeth for the purpose of ornamentation do not meet the standard.
6. Tattoo Policy:
 - a) Tattoos or brands anywhere on the head, face, and neck above the dress uniform collar are prohibited.
 - b) Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within units.
 - c) Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal, or State law.
 - d) Indecent tattoos or brands are those that are grossly offensive to modesty, decency, or propriety; shock the moral sense because of their vulgar, filthy, or disgusting nature or tendency to incite lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts.
 - e) Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of “indecent.”
 - f) Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.
7. Counseling requirements:
 - a) Assistant commandants will ensure cadets understand the tattoo policy.
 - b) For cadets who are not in compliance, cadet unit commanders may not order the removal of a tattoo or brand. However, the assistant commandants must counsel cadets, and afford them the opportunity to seek medical advice about removal or alteration of the tattoo or brand.
 - c) If a cadet is not in compliance with the policy, and refuses to remove or alter the tattoos or brands, his or her assistant commandant will:
 - Ensure the cadet understands the policy.
 - Ensure the cadet has been afforded the opportunity to seek medical advice about removal or alteration.
 - Counsel the cadet in writing. The counseling form will state

that the cadet's refusal to remove extremist, indecent, sexist, or racist tattoos or brands anywhere on the body, or refusal to remove any type of tattoo or brand visible in the dress uniform (worn with slacks or trousers), will result in dismissal.

- Existing tattoos or brands on the hands that are not extremist, indecent, sexist, or racist, but are visible in the dress uniform (worn with slacks or trousers), are authorized.

C. Extremist Organizations and Activities.

1. Participation in gang or extremist organizations and activities is inconsistent with the Norwich University Guiding Values and does not meet the standard. It is the policy of the Norwich University to provide equal opportunity and treatment for all students without regard to race, color, religion, gender, sexual orientation, or national origin.
2. Cadets must reject participation in extremist organizations and activities. Extremist organizations and activities are ones that advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, religion, or national origin, or advocate the use of or use force or violence or unlawful means to deprive individuals of their rights under the United States Constitution or the laws of the United States, or any State, by unlawful means.
3. Cadets are prohibited from the following actions in support of extremist organizations or activities. Penalties for violations of these prohibitions include the full range of statutory and regulatory sanctions, both criminal and administrative.
 - a) Participating in public demonstrations or rallies.
 - b) Attending a meeting or activity with the knowledge that the meeting or activity involves an extremist cause when on duty, when in uniform, (whether on or off duty or in or out of uniform), when it constitutes a breach of law and order, or when it is likely to result in violence or when in violation of the this policy.
 - c) Fund raising activities.
 - d) Recruiting or training members (including encouraging other students to join).
 - e) Creating, organizing, or taking a visible leadership role in such an organization or activity.
 - f) Possessing or distributing literature or other media on or off campus advocating or supporting extremist causes, organizations, or activities that presents a danger to the loyalty, discipline, or morale of University personnel, or if the possession or distribution would interfere with the accomplishment of the university's mission.
 - g) Advocate racial, gender, sexual orientation, or ethnic hatred or intolerance.
 - h) Advocate, create or engage in illegal discrimination based on race, gender, religion or national origin.

- i) Possessing or displaying extremist organization's symbols, flags, jewelry, pins, badges, posters or other displays.

D. Pornographic Material.

1. Pornography or related paraphernalia are materials that are grossly offensive to modesty, decency, or propriety, or shock the moral senses because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thoughts, and which violate community standards. Pornography or related paraphernalia are also materials that appear to the prurient interests of a reasonable person, including, but not limited to:
 - a) Nudity of a person, actual, simulated, or animated.
 - b) Sexual excitement of a person, actual, simulated, or animated.
 - c) Sexual conduct or acts, actual, simulated, or animated, normal or perverted, clothed or nude, whether between human beings, animals, or an animal and a human being.
2. Cadets who possess, store, display, distribute, mail, e-mail, produce, or receive pornography or related paraphernalia in a computer, university facility, or any other property controlled, owned, or leased by the university do not meet the standard.

SECTION V — Physical Fitness Test Technical Standard

- A. General.** Physical fitness testing is designed to ensure the maintenance of a base level of physical fitness essential for every cadet, regardless of class year or rank. The Norwich University Physical Fitness Test (NUPFT) is exactly the same test as the Army PFT as set forth in appendix A of Army FM 7-22, and provides a measure of upper and lower body muscular endurance. It is a performance test that indicates a cadet's ability to accomplish Corps-related physical performance tasks and training. NUPFT standards are adjusted for age and physiological differences between the genders.
- B. NUPFT Procedures and Standards.** At least once a year and prior to spring break, every cadet in the Corps must pass the NUPFT. The NUPFT consists of push-ups, sit-ups, and a two-mile run—done in that order—on the same day. Cadets are allowed a minimum of 10 minutes and a maximum of 20 minutes rest between events. All three events must be completed within two hours. The test period is defined as the period of time that elapses from the start to the finish of the three events (from the first push-up performed to the last cadet crossing the finish line of the 2-mile run event). Event scoring is as set forth in Army FM 7-22. In order to pass the NUPFT, a cadet must attain a score of at least 60 points on each event and an overall score of at least 180 points. NUPFT results will be recorded on NUCC Form 9-3 with one copy retained by the cadet and another copy placed in the cadet's student record. Cadets will finish all three events of the NUPFT regardless if he/she fails one or more. The failing cadet will retain the NUCC Form 9-3 as proof of having at least attempted the NUPFT. Cadets with a score of at least 60 points on each event and overall score of at least 180 points on the NUPFT meet the standard. Cadets who fail the NUPFT or who are not tested do not meet the standards.

- C. **NUPFT Scheduling and Timelines.** Upon return for the fall semester, unit commanders in the Corps will schedule a NUPFT for their unit with the goal of conducting a primary and makeup NUPFT by the end of September. Cadets who take and fail the NUPFT, and those who do not participate in the primary or makeup tests, will be afforded the opportunity to participate in a Remedial Physical Training (RPT) program to improve upon their physical conditioning in order to pass the test at a subsequent, mandatory testing date. The final opportunity to pass the NUPFT and meet the technical standard is the week prior to spring break during the spring semester. Upon return from spring break, cadets who have not yet passed the NUPFT or have not yet participated in testing will be considered to not meet the technical standard, and will be processed for administrative separation from the Corps. Cadets who lack the physical conditioning to pass the NUPFT are highly encouraged to participate in the RPT program; a cadet's participation in the RPT program will demonstrate individual effort and initiative that will be given due consideration if or when administrative separation is considered.
- D. **Medical Profiles.** Cadets on a medical profile will not be required to take the NUPFT until their profile expires. Cadets with medical conditions recorded on non-NU documents must go to the Infirmary and have the medical limitation information recorded on a NU Form 8.7 (Pink slip). The injured cadet should retain their own copy of it and be prepared to show it to Corps leaders and commandant's staff personnel when requested. Leaders at all levels must fully abide by the limitations specified on the NU Form 8.7 (Pink slip). Do not violate nor allow any rook or cadet to violate the terms of his or her medical profile for any reason.
1. Cadets that appear healthy but are continuously on and off medical profiles during dates when the NUPFT is offered, should have their files examined by a cadet leader. Cadets whose medical profile prohibits execution of the NUPFT for two years will be referred to the Administrative Separation Board.
 2. In certain cases, and when approved in advance by an assistant commandant, an Army PFT alternate aerobic event may be substituted for the two-mile run event. There are no alternate events for the push up or sit up events.
- E. **Counseling Requirement.** An assistant commandant or cadet commander is required to counsel all cadets in their unit who take and fail the NUPFT or who are absent from the unit's primary and makeup tests. Counseling will include informing the cadet of the availability of a RPT program, and the potential for being separated from the Corps if the physical fitness test technical standard is not met prior to spring break. Counseling will be conducted as soon as practicable after the first test failure or absence from the makeup test.
- F. **Remedial Physical Training Program.** The command sergeant major in the Office of the Commandant and the cadet regimental command sergeant major will jointly develop a RPT program that is designed to improve the physical conditioning of cadets by meeting individual needs to overcome identified weaknesses. In addition, participation in the RPT program will encourage a healthy lifestyle. Each Corps unit will have at least one cadet officer or NCO assigned as a Physical Training Instructor (PTI) who is responsible for executing the unit's RPT program, tracking attendance at RPT periods, and conducting periodic, mandatory NUPFTs for cadets who do not yet meet the standard. Participation in the RPT program is highly recommended but optional for upperclassmen cadets; rooks and recognized first year cadets who do not meet the standard are required to participate in the RPT program. All cadets

who do not meet the standard are required to participate in the scheduled, periodic NUPFTs administered by PTIs through the RPT program until such time as they meet the standard or until spring break.

- G. Administrative Separation from the Corps.** Cadets who do not meet the technical standard by spring break will be considered for administrative separation from the Corps, using the process and procedures as described in the following section of this chapter. Cadets who are administratively separated from the Corps for not meeting the technical standard will be transferred to the civilian lifestyle.

Administrative Separation Boards will be conducted upon completion of the Physical Fitness Program for the academic year. The board's mission is to produce a recommendation for the cadets as to whether each cadet in question should be retained in or separated from the Corps. The Regimental SEAI will be advised by the BN SEAI's as to what cadets from their units need to undergo a records review. They will provide all counseling and other supporting documentation. Once convened, the board will consist of two staff members and one cadet leader in the rank of c/1SG or higher. The cadet respondent will be invited to attend the board but attendance is not required. Any cadet appearing before the board may only submit NUPFT scorecards and medical documents. The board will review the cadets file and if available may ask questions of the cadet. Once the board has decided to either retain or separate a cadet from the Corps, a statement of findings explaining the recommendation is forwarded to the Commandant of Cadets for action.

Athletes and the NUPFT. Cadet athletes are expected to take the NUPFT on one of the dates in August set aside for testing arriving athletes. While not required to test "in season", the Corps requirement that every cadet pass an NUPFT before spring break is mandatory. Excuses of being in season year round will not be accepted.

Leaders and the NUPFT. After failing one NUPFT, leaders will be given 2 more opportunities to pass the NUPFT with a score of 180 or above before being permanently removed from their leadership position. These 2 NUPFT opportunities will be approximately 2 weeks apart and executed only by PTI staff. Cadets reassigned due to failing the NUPFT will also have their rank adjusted in accordance with their new position. (Leadership positions are defined as; Squad Leaders, Platoon Sergeants, Platoon Leaders, First Sergeants, Company Commanders, Battalion CSMs, Battalion Executive Officers, Battalion Commanders, Regimental CSM, Regimental Executive Officer, Regimental Commander)

Cadets not present on campus for either the fall or spring semester will have the yearly NUPFT requirement waived for that year.

SECTION VI — General Provisions for Separation from the Corps of Cadets

- A. General.** The Corps technical standards apply to all matriculated cadets. This section establishes the policies and standards used to ensure the health, welfare and discipline of the Corps while providing for the orderly, administrative separation of cadets from the Corps for a variety of reasons including, but not limited to: a change in the cadet's physical or emotional condition; a change in the cadet's suitability on the basis of conduct; or a change in the cadet's ability to meet the required standards of duty performance and discipline.

B. Changes in Physical/Emotional Condition.

1. Cadets may be separated from Norwich University or from the Corps when they are unfit because of a change in their physical or emotional condition that renders them unable to perform their required duties. The mere presence of impairment does not, of itself, justify a finding of unfitness because of a physical or emotional disability. In each case, it is necessary to compare the nature and degree of the disability present with the requirements of the duties the cadet reasonably may be expected to perform. The overall effect of all disabilities present in a cadet whose physical or emotional fitness is under evaluation must be considered. The effect will be considered both from the standpoint of how the disabilities affect the cadet's performance and the requirements imposed on the university to maintain and protect him or her during future participation in Corps of cadet training and activities.
2. All relevant evidence must be considered in evaluating the fitness of a cadet. Findings with respect to fitness or unfitness for continuation in the Corps will be made on the basis of the preponderance of the evidence. Thus, if the preponderance of evidence indicates unfitness, a finding to that effect will be made. For example, when a referral for physical evaluation immediately follows acute, grave illness or injury, the medical evaluation may have the greater weight. This is particularly true if medical evidence establishes the fact that continuation in the Corps would be harmful to the cadet's health or would prejudice the best interests of the university. A cadet may be referred for physical evaluation under other circumstances. If so, evaluations of the performance of duty by supervisors (letters, efficiency reports, or personal testimony) may provide better evidence than a clinical estimate by the cadet's physician describing the physical ability to perform the duties required of a member of the Corps.
3. A cadet may be separated for a personality disorder that interferes with performance of duty, when the condition is a deeply ingrained maladaptive pattern of behavior of long duration that interferes with the cadet's ability to perform duty. The onset of personality disorder is frequently manifested in the early adult years and may reflect an inability to adapt to the military environment as opposed to the collegiate lifestyle. As such, observed behavior of specific deficiencies should be documented in appropriate counseling or personnel records and include history from sources such as supervisors, peers, and others, as necessary to establish that the behavior is persistent, interferes with assignment to or performance of duty, and has continued after the cadet was counseled and afforded an opportunity to overcome the deficiencies.

C. Criminal Records.

1. All prospective rooks and matriculated cadets must consent to a comprehensive background investigation and criminal records check as a condition of being permitted to enroll or continue enrollment in the Corps. Failure to consent to and comply with the requirements of this policy does not meet the standard.
2. A cadet must report an arrest for any juvenile or adult offense to their assistant commandant within forty eight (48) hours of the arrest or release from correctional custody. Cadets who fail to report within the allotted time do not meet the standard and may be separated from the Corps.

3. A cadet who conceals an arrest record for any juvenile or adult offense may be separated. In determining whether separation is appropriate, the following will be considered:
 - a) Concealing a pattern of arrests strongly suggests that the cadet is intentionally attempting to mislead university officials regarding their criminal history. In the case of prospective cadets, separation will be based on the false statements made in admissions documents regarding the existence of an arrest record.
 - b) The pattern may include misdemeanors and lesser offenses in addition to a felony.
 - c) The age of the individual when arrested and the period of time that elapsed since the arrest.
 - d) The nature and the circumstances surrounding the arrests.

D. Unsatisfactory Performance While in Entry-Level/Rook Status.

1. First year cadets may be separated because of unsatisfactory performance or conduct while in entry-level, rook status.
2. Separation may be warranted on the grounds of unsatisfactory performance and/or unsatisfactory conduct as evidenced by:
 - a) Inability to accomplish routine tasks.
 - b) Lack of reasonable effort.
 - c) Failure to adapt to the military environment.
 - d) Numerous minor disciplinary infractions.
 - e) Inability to participate in more than four weeks of training because of a medical profile or restricted duty status.
 - f) Failure to meet the physical fitness test technical standard.

E. Matriculated Cadets May be Separated Because of Unsatisfactory Performance.

1. The suitability of a cadet to participate in the Corps is based on his or her conduct and ability to meet required standards of duty, performance and discipline.
2. The Commandant of Cadets may separate a cadet for unsatisfactory performance when it is clearly established that one or more of the following exist:
 - a) The cadet will not develop sufficiently to participate satisfactorily in further training and/or become a satisfactory cadet.
 - b) The seriousness of the circumstances is such that the cadet's retention will have an adverse impact on military discipline, good order, and morale.
 - c) The cadet will likely be a disruptive influence in further duty assignments.
 - d) The circumstances forming the basis for initiation of separation proceedings will likely continue or recur.
 - e) The cadet's ability to perform duties effectively is unlikely.

- f) When a cadet is confined by civil authorities.
- g) When a cadet demonstrates a pattern of misconduct, is convicted by civil authorities, or is absent without leave for more than five duty days.
- h) The cadet's involvement with civil authorities is discreditable or diminishes the university's reputation.
- i) The cadet's conduct is determined to be prejudicial to good order and discipline including conduct violating the accepted standards of personal conduct found in these regulations, the civil law, and time-honored customs and traditions of military service.
- j) Possession, use or sale of illegal drugs and controlled substances.
- k) Failure to submit to a command directed drug test or random drug testing.
- l) The cadet is found guilty of an honor violation which results in a suspension or dismissal.
- m) The cadet's moral or ethical conduct is incompatible with the Norwich University Guiding Values or military service ethics.
- n) The cadet violates initial entry visible tattoo, body mutilation, branding, body piercings or dental ornamentation standards.
- o) Indebtedness or refusal to pay for damages to university or personal property.
- p) The cadet has been found guilty of any combination of three or more Class I violations, honor violations, or non-discrimination/Sexual Misconduct, Relationship Violence, and Stalking Policy violations.

F. Physical Fitness Test Failures. The following procedures will be used to initiate administrative separation proceedings for cadets who do not meet the physical fitness test technical standard as described in the previous section:

1. The Administrative Separations Board will notify the cadet of their proposed recommendation to the commandant that he/she be separated from the Corps of Cadets. The commandant will act on this recommendation and notify the cadet of the decision.
2. Once notified, the cadet will be given 48 hours to submit an appeal to the SVPSAT.
3. Appeal letters must be typed, double spaced and hand delivered to the Office of the SVPSAT.
4. All appellate actions are final and become part of the cadet's case file. Cadets who elect to appeal will remain active members of the Corps pending disposition of their appeals.

SECTION VII — Readmission to the Corps of Cadets

A. General. Should a former cadet desire to apply for readmission to the Corps, he/she must be fully prepared to cope with the rigors associated with the structured military lifestyle of the Corps. The university reserves the right to exclude from enrollment

those individuals who by past performance have demonstrated an inability to adapt to the structured military lifestyle of the Corps, and those individuals who do not meet the Corps technical standards punishment (decrease); or set aside both the finding and the punishment.

B. Former Cadets Denied Readmission. The commandant may deny readmission to former cadets who were not in good standing at the time of their withdrawal or separation from the Corps. Based on the best available objective evidence, former cadets may be denied readmission for one or more of the following infractions or reasons:

1. Failure to complete all disciplinary punishments prior to their withdrawal or separation.
2. The former cadet was on disciplinary probation at the time of his or her withdrawal or separation.
3. The former cadet was academically dismissed at the time of his or her withdrawal or separation.
4. The former cadet has been separated from the university for three or more semesters (unless deployed on active federal service.)
5. The former cadet was dismissed or barred from readmission.
6. This listing provides additional examples of the rationale for denying readmission and is not intended to be all-inclusive. The former cadet demonstrated a history of:
 - a) Lateness to formations, details, or assigned duties.
 - b) Excessive number of Disciplinary Action Forms or Class I offenses.
 - c) Disobedience of orders, shirking responsibilities or recalcitrance.
 - d) Inability to adapt to military life, uncooperativeness, or being involved in frequent difficulties with fellow students.
 - e) Involvement in immoral acts.
 - f) Personal behavior diminishing the reputation of the university.
 - g) Failure to pass the Norwich University Physical Fitness Test.
 - h) Indebtedness or refusal to pay for damages to university or personal property.

SECTION VIII — Corps Residency Requirement and 5th Year Cadets

A. Residency Requirement. The NUCC is a four year, in residence, progressive leadership and character development program. Cadets are required to live in residence (on campus) for eight semesters, the last six of which must be as a cadet in the Corps. A student who transfers from the residential civilian lifestyle into the Corps after his or her first year will meet the Corps residency requirement. Study abroad serves an institutional imperative to internationalize the university; as such, semesters spent studying abroad will count toward the Corps residency requirement. Cadets who graduate before their eighth semester due to extraordinary achievement in high school, Norwich summer courses, or overloading are considered to have met the Corps residency requirement.

1. In the case of extraordinary housing demand, some members of the Corps in their second, third or fourth years may be required to live off campus. Should this occur, these cadets will be notified in writing by the commandant of their on-campus cadet requirements, and their time spent living off campus will count toward the Corps residency requirement
- B. Fifth Year Cadets.** Cadets who have met the Corps residency requirement and continue as an enrolled Norwich student beyond their eighth semester will be allowed to retain their military (cadet) lifestyle designation, whether residing on or off campus. Though they retain their status as cadets, fifth year cadets will not hold rank or position in the Corps, will not wear the Corps uniform, and are not required to participate in Corps formations, training activities, or the Corps physical fitness program for their ninth and subsequent semesters. fifth year cadets will report directly to the Office of the Commandant for accountability and administration and may participate in ROTC. fifth year cadets will abide by Corps personal grooming and conduct standards. In order to graduate in the Corps uniform, fifth year cadets will meet the published requirements and pass a uniform and personal appearance inspection prior to commencement. Rank at commencement will be the last cadet rank held in their eighth semester of the Corps.

SECTION IX — MCV Diploma and Uniformed Graduation Requirements

- A. MCV Diploma Requirements.** In order to be eligible to receive the Military College of Vermont (MCV) diploma upon graduating, a cadet must demonstrate that he/she meets the following criteria:
1. Successfully complete all rook training required for recognition and end the year as a recognized first year cadet.
 2. Pass or receive credit for four progressive semesters of ROTC academic courses, and participate in ROTC PT and leadership laboratory (MIL Lab) to the maximum extent allowed by the ROTC unit.
 3. Meet the Corps residency requirement and not have resigned or been dismissed from the university or separated from the Corps for cause.
 4. Meet the physical fitness test technical standard.
 5. Complete all punishment awarded by disciplinary or honor action prior to the Reading Day immediately preceding graduation and have no pending disciplinary or honor action at commencement.
- B. Responsibility.** MCV diploma verification is normally conducted during graduation out-processing (Grad Finale) during the spring semester of the senior year. Senior year cadets who do not participate in Grad Finale must have their MCV status verified individually by a member of the commandant's staff prior to the end of the spring semester. This includes cadets who will continue as enrolled Norwich students beyond their eighth semester as fifth year cadets. It is the responsibility of each cadet to demonstrate – prior to the end of the senior year – his or her eligibility to receive the MCV diploma:
- C. Waivers.** Cadets who fail to meet one or more of the eligibility criteria listed in paragraph A may petition for a waiver from the commandant of cadets during the spring semester of their senior year:

- D. Requirements to Graduate in the Corps Uniform.** Cadets who have passed a uniform and personal appearance inspection prior to graduation and have no pending discipline or honor action at commencement will be allowed to graduate in the Corps uniform, regardless of their eligibility to receive the MCV diploma.

SECTION X — Standards of Conduct

The NUCC is an organization that requires the highest standards of conduct and respect for authority. Recognition of authority of superiors is expected at all times. A cadet is expected to show respect and obey the orders of the President, SVPSAT, Commandant, assistant commandants, commandant's staff senior enlisted advisors, members of the faculty or staff, Public Safety officers, or any other officials of the university. A cadet who shows disrespect to, or refuses to obey, the direct order of a university official or agent of the university will be disciplined in accordance with the nature of the offense, up to and including suspension or dismissal. The university reserves the right, at any time, to deny enrollment to a cadet whose conduct or academic standing is unsatisfactory.

SECTION XI — Religious Accommodations

- A.** The Norwich University Corps of Cadets places a high value on the rights of its cadets to observe tenets of their respective religions or to observe no religion at all. Our cadets come from all walks of life. No matter what their spiritual and religious affiliation (and even if they have none at all), they will be welcome and comfortable at Norwich University.
- B.** The Commandant of Cadets will approve requests for accommodation of religious practices unless accommodation will have an adverse impact on unit cohesion, morale, good order, discipline, safety, and/or health. All requests for accommodation of religious practices will be assessed on a case by-case basis. Each request must be considered based on its unique facts; the nature of the requested religious accommodation; the effect of approval or denial on the cadet's exercise of religion; and the effect of approval or denial on unit cohesion, morale, good order, discipline, safety, and/or health. Accommodation of a cadet's religious practices must be examined against academic and military necessity and cannot be guaranteed at all times.
- C.** Requests for religious accommodation generally fall into four major areas:
- 1. Worship practices.** Some religious groups have worship requirements that conflict with the cadet's normal availability for duty; for example worship on days other than Saturday or Sunday, a 25-hour Sabbath, or special holy days or periods. These will be accommodated except when precluded by academic or military necessity. If the time required for religious worship falls within normal duty hours or duty rosters, the cadet may request exception from those hours and rosters. The cadet, however, must be prepared to perform alternative duty or duty hours. Cadet commanders will grant ordinary leave as an option to cadets who desire to observe lengthy holy periods or days.
 - 2. Dietary practices.** Some faith groups have religious tenets that prohibit the eating of specific foods, or prescribe a certain manner in which food must be prepared. A cadet with a conflict between the diet provided by Sodexo and that required by religious practice may request an exception to the published menu.

Religious belief is grounds for granting such an exception.

3. **Wear and appearance of the uniform.** Religious jewelry, apparel, or articles (hereafter referred to as religious items) may be worn while in uniform if they are “neat and conservative.” Except as noted in the following paragraphs, wear of religious items that do not meet the standards of Norwich University Corps of Cadets Standard Operating Procedures (NUCC-SOP) Chapters 5 and Chapter 6 is not authorized unless a religious accommodation is granted.
 - a) Cadets may wear items of religious apparel while in uniform, except where the items would interfere with the performance of academic or military duties or the items are not neat and conservative.
 - b) For religious accommodation purposes only, neat and conservative items of religious apparel are those that:
 - are discreet, tidy, and not dissonant or showy in style, size, design, brightness, or color.
 - Do not replace or interfere with the proper wear of any authorized article of the uniform.
 - Are not temporarily or permanently affixed or appended to any authorized article of the uniform.
 - c) Factors used to determine if an item of religious apparel interferes with military duties include, but are not limited to, whether or not the item:
 - Impairs the safe and effective operation of equipment, or machinery.
 - Poses a health or safety hazard to the cadet wearing the religious apparel and/or others.
 - Interferes with the wear or proper function of clothing or equipment.
 - Otherwise impairs the accomplishment of the academic or military mission.
 - d) Wear of religious items that are not visible or apparent when in duty uniform is authorized, provided they do not interfere with the performance of the cadet’s academic or military duties or interfere with the proper wearing of any authorized article of the uniform. Examples of such items include (but are not limited to) religious jewelry worn under the duty uniform or copies of religious symbols or writing carried by the individual in wallets or pockets. Wear of religious items that are visible or apparent are governed by the standards of NUCC-SOP.
 - e) Religious jewelry (for example, that is visible or apparent) when in duty uniform is authorized if it meets the standards for wear of jewelry in the NUCC-SOP. Jewelry bearing religious symbols or worn for religious reasons will not be singled out; all wear and appearance standards will apply equally to religious and non-religious jewelry.
 - f) Religious items that do not meet the standards of the NUCC-SOP

may be worn by cadets in uniform while they are present at a worship service, rite, or other ritual distinct to a faith or denominational group.

- g) Religious headgear may be worn while in uniform if the headgear meets the following criteria:
- The religious headgear is neat, conservative, subdued and color coordinated to match the prescribed uniforms of the day.
 - The religious headgear is of a style and size that can be completely covered by standard military headgear.
 - Those of Sikh faith may wear a black turban or under turban, as appropriate with the Cadet Class B, Super Class B, Gray Tunic, Dress Blue and NUPT uniforms. While wearing the Army Combat Uniform, a turban (or under turban, as appropriate) of a matching camouflage pattern is authorized. Military headgear in addition to the turban is not required. Cadet rank may be displayed on the turban provided it is removed in circumstances where military headgear is not customarily worn.
 - The religious headgear bears no writing, symbols, or pictures.
 - Religious headgear does not cover the face or inhibit recognition of the wearer.
 - Wear of the religious headgear does not interfere with the wear or proper functioning of clothing or equipment.
 - Religious headgear that meets these criteria is authorized irrespective of the faith group from which it originates.
 - Religious headgear will not be worn in place of military headgear under circumstances when the wear of military headgear is required (for example, when the cadet is outside or required to wear headgear indoors for a special purpose).
4. **Grooming practices.** The Norwich University Corps of Cadets grooming standards are contained in the NUCC-SOP. Those of Sikh faith may request accommodation to wear a beard, and uncut hair. The beard and uncut hair must be worn in a neat and conservative manner that presents a professional and well-groomed appearance. The beard must be rolled and tied to a length not to exceed two inches while in garrison and a length not to exceed one inch while in the field or during physical training. The hair may not fall over the eyes or eyebrows or touch the collar of the uniform.
5. Requests for religious accommodation of wear and appearance of the uniform, personal appearance, and personal grooming practices of the NUCC-SOP may only be approved or disapproved by the Commandant of Cadets.
6. Cadets must submit requests for religious accommodation in writing to the Commandant of Cadets. The Commandant of Cadets may approve the request or disapprove it (in writing.) If approved, the commandant will provide the cadet with written notice of the accommodation. The accommodation will then remain in effect unless limited in scope or revoked, in writing. Copies

of the request for religious accommodations and the approval/denial will be maintained in the cadet's personnel file.

7. If a request for religious accommodation is denied, the cadet may request a change of lifestyle and become a civilian residential or commuter student.

SECTION XII — Uniform Requirements

- A. See NUCC SOP Chapter 5.

SECTION XIII — Mandatory Formations

- A. See NUCC Chapter 8.

SECTION XIV — Request for Leave

- A. **General.** General leave is authorized for all upper class cadets for periods not to exceed 24 hours, provided that it does not conflict with any Corps, disciplinary, or academic obligations. Requests for all other leave must be submitted at least 72 hours prior to the requested leave date using an NUCC Application for Leave (NUCC Form 8-1). The application for leave will be reviewed by the cadet's chain of command and approved or denied by an assistant commandant prior to a cadet's intended departure date.
 1. A cadet must be present for duty during the following times unless on approved leave:
 - a) Corps, disciplinary, and academic obligations.
 - b) Published university training and ceremonies.
 2. Leave may not commence until the cadet has an approved application for leave in his or her possession. The only exception to this is for cases where a cadet must depart immediately on emergency leave.
- B. **Leave Approval Authority.** Leave approval authority is maintained at the assistant commandant level. If the designated unit's assistant commandant is not available, seek an alternate commandant's staff member for approval.
- C. **Rook Leave Policy.** An approved application for leave signed by a member of the Office of the Commandant is required for a rook to leave campus. No Corps or civilian student, regardless of class year, will take a rook off campus without the rook having in his or her possession an approved application for leave signed by a member of the Office of the Commandant.
- D. **Emergency Leave.** A cadet may be granted emergency leave at any time regardless of status or standing in the university. Emergency leave may be granted due to death, severe illness, or other emergency in the cadet's immediate family (parent or guardian, grandparent, sibling). The application for leave will be hand carried through the cadet chain of command to an assistant commandant or SADO who will make the determination that an emergency exists and approve the leave. During non-duty hours, emergency leave may be approved by the SADO. The RDO, battalion commander, or the regimental commander may sign the leave request after gaining approval of the SADO.

- E. Military Leave.** A cadet on active federal duty status, with orders, may be granted military leave to meet the requirements directed by his or her Service. A copy of the orders must be presented to a university official upon request.
- F. University Leave of Absence.** See *Academic Regulations*.
- G. Late Return to the University.** A cadet who expects to return to the university late for any reason must contact the Office of the Commandant's Executive Assistant at (802) 485-2135, Student Records at (802) 485-2138 or their cadet chain of command. After the end of the duty day, cadets should contact NU Public Safety at (802) 485-2499/2525 or the Cadet Guard Room at (802) 485-2589. Leaving a voicemail message does not suffice as proper notification. The cadet will provide the following information: name, unit, location, and reason for the late return and expected time of return. A late return does not relieve a cadet of his or her academic responsibility. The cadet involved will report to his or her chain of command and assistant commandant immediately upon return.
- H. Late Return to the University to Start a Semester Due to Military Training.** Upper class cadets who anticipate returning to campus from military training more than one week past the first day of classes for the semester must petition for late return. Cadets who anticipate returning late should contact the Office of the Registrar well in advance of the start of classes. No cadet is authorized to miss more than one week of classes in any single semester for voluntary training. Cadets who anticipate a one to four day late return due to such training will contact the housing office at (802) 485-2138.

SECTION XV — Sickness and Special Status (SS)

- A. Infirmary Hours.** 0700-2300 – Weekdays open and staffed; after 2300 follow instructions below:
1. If a cadet is ill and needs medical attention, the SADO, RDO or NU Public Safety will call the Infirmary at 485-2552. The infirmary staff will make contact with the doctor on call as deemed necessary. If the doctor feels it is necessary to see the cadet, the SADO, RDO or a Public Safety officer will accompany the cadet to the rear door of the infirmary. A house nurse is on duty at the infirmary after 2300 hours.
 2. If a cadet needs attention for a serious medical problem (severe bleeding, broken bone, etc.), NU Public Safety will contact Northfield EMS immediately.
- B. Classification of Sick Students.** The university physician, or in an emergency the senior medical staff member on duty, will classify sick students in one of the following categories:
1. **Infirmary or Hospital.** Students ordered to the infirmary or hospital become subject to the orders of the attending physician. Official notification of such cases will be made to the parents or guardians at the discretion of the university physician.
 2. **Quarters.** Students ordered to quarters will be confined to their rooms except for visiting the latrine and reporting to sick call daily.
 3. **Special Status.** Cadets on Special Status will be classified as SS1 or SS2. SS1 personnel will attend all scheduled classes and will be excused from all Corps

marching formations except SS formations. SS2 personnel will attend all scheduled classes and all formations except those indicated in the special instructions of SS classification form. They will report to sick call as prescribed by the university physician. SS cadets are not excused from any formation, inspection or activity, unless the activity is specifically noted on an SS slip. Cadets who cannot wear the complete uniform of the day will report to their assistant commandant as soon as possible to receive instructions about which uniform they must wear. They must also have in their possession a current Special Uniform Authorization Slip signed by an assistant commandant or an application for same awaiting final approval. Cadets who are placed on SS that preclude participating in marching formation or wearing of the prescribed uniform will not be eligible for participation in intercollegiate or extracurricular activities until removed from SS.

4. While a directive from competent medical authority may represent a cogent reason for a cadet's absence from a formation, duty, class, etc., that cadet will be considered APOD until personally excused by his or her assistant commandant.
- C. **Return to Duty.** Cadets who are ordered to return to duty from sick call will report to their class or duty as soon as possible following dismissal from sick call. Cadets who have been patients in the Infirmary will be allowed 30 minutes from the time of discharge to time of reporting for class or duty. It is the responsibility of each cadet to personally inform his or her 1SG and company commander of their return to duty. Cadets are expected to notify their chain of command immediately upon any changes in their medical status designation.

SECTION XVI — Unauthorized Initiation and Training

- A. **General.** There are absolutely no initiations authorized or required for membership in the Corps, any specialty unit, any athletic team or club activity throughout the university.
- B. **Purpose.** The intent of this policy is to ensure appropriate training is conducted in professional manner and safe environment. This guidance protects not only the trainees, but also the trainers from false allegations. Compliance also ensures that unsafe, immoral, unethical or illegal acts do not occur. Compliance with this policy and the VT State law prohibiting hazing will increase the morale or esprit of student body, athletic teams, clubs, the Corps and special organizations. Most importantly, it protects the integrity and reputation of the Corps and Norwich University.
- C. **Corps Training.** The commandant shall direct any training deemed necessary for the professional development of the Corps, Corps clubs and other Corps entities. No training, orientations, rites of passage or activities by any other name may be conducted by members of the Corps that have not been approved by the commandant or an assistant commandant. Company or battalion training plans will be submitted in writing through the battalion commander to the assistant commandant for approval at the weekly BN training meeting. Once approved it will be sent through the regimental S3 for inclusion in the NUCC Weekly Training Schedule. The proposed program plan should be specific about what is to be accomplished, by whom, where, over what duration, in what uniform, and include the task, condition and standard that define how satisfactory completion of the event will be measured. The event will focus on the specific or unique training requirements of the unit and will tie directly to the Corps METL.

SECTION XVII — Cadet Rank and Promotion System

- A. SEE NUCC SOP Chapter 4.

SECTION XVIII — Relationships Between Cadets of Different Rank

- A. **General.** In a university setting, cadets of all ranks will meet and associate for a myriad of purposes, and in a variety of situations, both on and off campus. These associations are essential to the success of academic collaboration, team sports, and student clubs and activities. The overarching requirement of living a regimented military lifestyle requires that cadets recognize and respect the difference between cadet ranks, and that relationships formed between cadets of different rank are conducted in a professional manner. All cadets share the responsibility for maintaining professional relationships and should be aware of the perceptions created by their conduct.
- B. **Prohibited Relationships.** Relationships between cadets of different rank are prohibited if they violate any of the five criteria listed below. These prohibitions are not intended to preclude normal team building associations that occur in the context of activities such as community organizations, religious activities, family gatherings, unit-based social functions, or athletic teams or events.
1. Compromise the integrity of supervisory authority or the chain of command.
 2. Cause actual partiality or unfairness.
 3. Involve the improper use of rank or position for personal gain.
 4. Are exploitative or coercive in nature.
 5. Create an actual adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.
- C. **Responsibility of the Senior Cadet.** All cadets share the responsibility for maintaining professional relationships. However, in any relationship between cadets of different grade or rank, the senior cadet is generally in the best position to terminate or limit the extent of the relationship. Nevertheless, all cadets may be held accountable for relationships that violate this policy.
- D. **Responsibility of Cadets in Command.** Cadets in command should seek to prevent inappropriate or unprofessional relationships through proper training and leadership by example. Should inappropriate relationships occur, commanders have available a wide range of responses. These responses may include counseling, reprimand, order to cease, reassignment, or adverse action. Potential adverse action may include official reprimand, adverse evaluation report(s), and non-judicial punishment. Commanders must carefully consider all of the facts and circumstances in reaching a disposition that is warranted, appropriate, and fair.
- E. **Specific Guidance on Dating.** Dating is an accepted practice for college students of all class years, and an essential element of campus life. However, certain dating relationships must be proscribed in order to protect the newest members of the Corps from potential exploitation or improper use of rank by their assigned training staff, or others. To this end, the following guidance on dating will be strictly observed:

1. **Dating Among Upperclassmen Cadets.** Upperclassmen cadets may date without restriction provided the relationship does not meet any of the specific criteria of a prohibited relationship. Discretion and good judgment should be exercised by both parties to the relationship.
 2. **Dating Among Rooks/First Year Cadets.** Rooks/first year cadets may date without restriction provided the relationship does not meet any of the specific criteria of a prohibited relationship. Discretion and good judgment should be exercised by both parties to the relationship.
 3. **Dating Among Rooks/First Year Cadets and Upperclassmen Cadets.** Any relationship between rooks/first year cadets and upperclassmen cadets not required by the training mission is prohibited. This prohibition applies to upperclassmen cadets without regard to the unit of assignment of the upperclassmen cadet or the rook/first year cadet.
- F. **Fraternization.** Violations of paragraphs B through E may be punished under these regulations as a Class I offense for fraternization.

SECTION XIX — Married Cadets

Married cadets admitted to the university as undergraduate members of the Corps will be required to comply with these regulations and the SOP. This requirement also extends to cadets who marry after their initial enrollment. Married cadets will attend all Corps formations and will perform all duties required of their rank, duty assignment and class. Married cadets will maintain a room on campus and be on the dining plan unless approved by the commandant of cadets to live off campus. In these cases, the married cadets will be notified in writing by the commandant of their on-campus cadet requirements, and their time spent living off campus will count toward the Corps residency requirement.

SECTION XX — Barracks

- A. **General.** Cadet rooms will be maintained in accordance with procedures prescribed in the NUCC SOP Chapter 11. Items other than those listed in the SOP are not authorized in cadet rooms. Trunks, suitcases, and shipping boxes will be secured in trunk rooms. Commanders are responsible for the overall appearance of their company areas and the cleanliness of interior space and areas surrounding the barracks under their command.
- B. **Single Rooms.** Single rooms for the chain of command will be assigned according to availability and approved by the assistant commandant and housing officer. This order of priority to receive a single room is:
1. The Cadet Colonel.
 2. Cadet lieutenant colonels in command positions.
 3. Cadet company commanders.
- C. **Rook Barracks.** Upperclassmen, except for assigned cadet leaders, are not authorized in rook barracks at any time during the academic year. This includes cadets involved in fundraising activities. Furthermore, guests, who are not assigned to a rook unit, are not permitted in cadet leader rooms which are located in rook barracks. Exceptions to this policy must be requested using a *NU Visitor Request*

Form. Those found not in compliance with this regulation may be charged with *Entry in Room or Barracks or Residence Hall Without Authority.*

SECTION XXI — Health and Welfare Inspections

The commandant, assistant commandants, and cadet commanders are responsible for the health, safety and welfare of cadets in the Corps. The health and welfare inspection is an effective tool to use in meeting this responsibility. The commandant may authorize health and welfare inspections to ensure the safety of facilities and the welfare of the cadets working and living in them. Contraband or other evidence seized as a result of a health and welfare inspection is admissible as evidence in a Class I summary session, Administrative Discipline Hearing Board, Honor Board or a Corps Review Board. Health and welfare inspections may include inspections of privately owned vehicles that are parked on university property. The commandant's staff official who has directed the inspection must provide clear guidance to the members of the chain of command conducting the inspection. With regard to barracks, each cadet must be subject to the same level of inspection. The staff official directing the inspection must tell the inspectors where they may look, what they should look for, and what to do if illegal contraband is discovered. All occupants of a barracks, regardless of unit of assignment, are subject to scheduled inspections. An inspection may include the following types of examination:

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

See also Chapter 4.

SECTION XXII — M-14 and Other University Issued Rifles

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

B. Cadet Responsibilities.

1. A cadet will have positive control of his or her weapon(s) at all times.
2. Rooms will be secured when not occupied. This includes locking windows on ground floors and below.
3. Rooms that will be unoccupied for the weekend will have curtains closed and doors and window locked. Rifles will be positioned in the weapon rack.
4. Rifles will remain in the room at all times except for approved training and other scheduled Corps events.

5. Rifles will not be handled by civilian students, guests nor taken into a civilian residence hall.
6. Each cadet is responsible for checking the condition of his or her assigned rifle at the time of issue. Any rifle not returned to the armorer at the time of issue is considered to be in good condition.
7. Breakdown of the rifle (disassembly/assembly) is limited to those areas identified by the company armorer in training. A cadet will not disassemble any weapon until receiving appropriate instruction from the company armorer.
8. A cadet will never point their rifle at another person, or through windows or doors.
9. A cadet will notify his or her chain of command immediately upon discovering that a rifle is missing.
10. A cadet who will be away from the university for a period of more than 72 hours will turn-in his or her weapon to the company armorer.
11. A cadet is financially responsible for damage to any university issued rifle.
12. Lost rifle procedures will be followed in accordance with NUCC SOP Chapter 14, Paragraph 14-13.

C. Mandatory Issue and Turn-In.

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

SECTION XXIII — Student Employment

- A. Work-Study.** A cadet on work-study is not excused from regular or mandatory formations (including work or marching tours and/or disciplinary formations) or performance of scheduled duties or training. No cadet will engage in any work study activity that would prevent his or her participation in classes or any Corps event, such as the Reveille, Corps or ROTC PT, Tuesday Afternoon Training (TAT), Mil Lab, Friday Afternoon Training (FAT), Saturday Morning Training/Inspection (SMT/SMI), Commander's Time/ Commandant's Time, Abare family rook dining or other scheduled training. Individual cadets are responsible for informing the office for whom they work about the requirements above so that the office can plan their schedule accordingly. University organizations that desire an exception must submit justification in writing to the commandant.
- B. Off Campus Employment.** It is recognized that for financial reasons a cadet may need to engage in off campus employment during the academic year. While the needs of such a cadet are recognized and supported, off campus employment must not interfere with that cadet's responsibility to the Corps. Employment will not take precedence over any Corps activity, scheduled training, or any other mandatory formations. It is each cadet's responsibility to inform his or her employer of Corps activities or events. A rook/first year cadet is not authorized off-campus employment. A petition for an exception may be made to the commandant of cadets. Cadets who become employees off-campus must inform their assistant commandant as well as their cadet chain of command.

SECTION XXIV — Lifestyle Transfers

- A. Rook Transfers.** A request by a rook for a transfer from the Corps lifestyle to the civilian lifestyle during the first year is a significant decision that must be carefully considered. The availability of housing may limit the university's ability to favorably consider a rook's transfer request. Norwich has established a cross-functional committee that will provide evaluation, assistance and counseling to rooks contemplating a transfer of lifestyle.
1. No rook will be transferred to a civilian lifestyle with a pending disciplinary or honor action, or unexecuted punishment as a result of a disciplinary or honor action.
 2. The decision to approve a rook's transfer request will include a discussion with the rook's parents if the rook relies on his or her parents for at least partial educational financial support and has named his or her parents on the university's FERPA release form.
 3. The rook will be required to pay for the cost of all issued uniforms.
 4. The rook must complete the required transfer paperwork with the housing office.
 5. There may be financial aid implications to transfer.
 6. A rook who transfers to civilian status prior to the end of the first semester must reapply if he/she wishes to rejoin the Corps. If readmitted to the Corps, that individual will be required to repeat the entire rook year.
- B. Recognized First Year Cadet or an Upperclassman Cadet Transfers.** A recognized first year cadet or an upperclassman cadet that transfers to civilian status is permanently dis-enrolled from the Corps. A cadet requesting a transfer to civilian status must first complete any pending disciplinary action or unexecuted punishment while still a member of the Corps. Transfers will then be initiated as described in the previous rook transfer section.

SECTION XXV — Transgender Cadets

- A.** This regulation is premised on the conclusion that open service by transgender persons who are subject to the same standards and procedures as other Corps members with regard to their medical fitness for duty, physical fitness, uniform and grooming standards, and retention, is consistent with service and readiness in the Corps. The Corps of Cadets will apply, and the cadet is responsible to meet, all standards for uniforms and grooming; physical readiness testing; and other military standards in accordance with the member's gender identity.
- B.** The Norwich University Title IX officer will consider requests for accommodation of cadets who intend to begin transition, are beginning transition, who already may have started transition, or who have completed gender transition. Cadets who elect to transition to a gender that is not consistent with their assigned sex at birth will notify the University's Title IX officer of their intent to transition. Cadets must be aware that once they have identified their preferred gender the University will recognize that commitment and gender identity in regard to all standards and requirements and requires a reciprocal commitment from the individual. The Title IX officer will act as the cadet's primary contact regarding issues related to gender transition

and the coordinating authority between the cadet and those University offices that have a need to know about the transition. All requests for accommodations will be assessed on a case-by-case basis. Each request will be considered based on its unique facts; the nature of the requested accommodation; the effect of approval or denial on the cadet's participation in Corps activities consistent with their gender identity; and the effect of approval or denial on unit cohesion, morale, good order, discipline, safety, and/or health. In cases where a request for accommodation is denied, the cadet may request to become a civilian residential or commuter student.

C. Requests for accommodation generally impact five major areas:

1. *Directory Information.* Directory information changes will only be made through the Office of the Registrar using the established processes in place. The use of pseudonyms or other aliases by transgender cadets on unit rosters, official correspondence, or the duty uniform is prohibited. In all cases, the cadet's directory information will be the sole source for determining personally identifiable information.
2. *Housing Assignments.* Cadets may request room assignments consistent with their gender identity. The University will provide housing options following established procedures.
3. *Latrine and shower facilities.* At certain times, out of military necessity, personal hygiene hours may be adjusted for personal privacy and the privacy needs of others. Accommodations will be designed to avoid the exhibition of nude or partially nude body, genitalia and other private parts before members of the opposite biological sex. Accommodations may include single user, gender neutral latrines and shower facilities.
4. *Uniform and Grooming Standards.* Transgender cadets are required to meet uniform and grooming standards in accordance with their gender identity. The Norwich University Corps of Cadets uniform and grooming standards are contained in the NUCC-SOP.
5. *Physical Fitness Test Technical Standard.* Transgender cadets are required to meet Physical Fitness Test Technical Standards in accordance with their gender identity.

SECTION XXVI — The Norwich Cadet Ring Policy

- A. General.** It is a privilege and an honor to wear the Norwich cadet ring. Only cadets on track to receive the MCV diploma will be allowed to wear the cadet ring and then only from the Junior Weekend through their senior year and as alumni. Receiving the Norwich cadet ring is not an entitlement based on time in the Corps, or that the cadet purchased the ring. The ring must be earned and will be presented to cadets who meet the eligibility criteria described in paragraph G.
- B. The Junior Ring Committee.** Each year, in the spring semester, the current class of second year cadets will elect from their ranks a committee that will preserve the integrity and traditions of the Norwich cadet ring. A member of the university staff will be appointed as an advisor to the Cadet Ring Committee. The committee falls under the command and oversight of the regimental commander and the commandant of cadets.

C. Responsibilities of the Committee.

1. Serve as governing body for issues concerning the Norwich cadet ring.
2. Uphold the Norwich Cadet Ring Policy.
3. Determining a suitable design for the class side of the ring with descriptions subject to approval by the commandant of cadets.
4. Planning, organization, and execution of the junior ring design unveiling and Junior Ring Ceremony.
5. Reporting all matters concerning the ring to their advisor.
6. Provide representation and support to Junior Weekend Planning Committee.
7. Other duties as prescribed.

D. Committee Composition, Election, and Responsibilities.

1. Members of the Junior Ring Committee:
 - a) Must be honorable without a record of having been found guilty of any violation of the honor code.
 - b) Must be active and contributing members of the committee.
 - c) Must have a minimum cumulative grade point average of 2.5. A committee member with a cumulative GPA that falls below a 2.5 or who has a semester GPA of less than 2.0 must be removed.
 - d) Must have no more than one Class I violation during their time as a cadet.

Any member not meeting the membership criteria as outlined above will be removed from the committee and subject to forfeiture of member benefits. The Class Ring Committee will consist of no more than ten members of their class.

The Junior Ring Committee will govern election procedures for the rising Junior Ring Committee. The process for election will begin during the fall semester of each year. Members of the sophomore class will be afforded an opportunity to register their name on the ballot. Criteria for a name to appear on the ballot are outlined above. A class election will be scheduled and each member of the sophomore class will be afforded the opportunity to cast one ballot. At least eight but not more than ten members will be elected. The committee will select a chair for operations and a vice chair for administration from the members.

2. Members of the Sophomore Ring Committee will assist with the preparation for, and during, the Junior Ring ceremony and perform other duties as prescribed.
3. The Senior Ring Committee will serve as mentors and advisors to the Junior Ring Committee, review any ring policy changes, assist during the Junior Ring Ceremony and perform other duties as prescribed.
4. All Ring Committee members may submit recommended cadet ring policy changes through their Ring Committee advisor to the commandant for review and approval.

E. Attendance at the Ring Ceremony.

1. The Ring Ceremony is a once in a lifetime experience for cadets receiving the Norwich cadet ring. The occasion is very special and the highest standards of

conduct and appearance will be expected of all in attendance.

2. The Junior Ring Committee will determine the invitation list to their Junior Ring Ceremony with guidance and approval from the Ring Committee advisor. Attendance at the Ring Ceremony is by invitation only. Any guest arriving at the ceremony whose name is not included on the official invitation list will be asked to leave.
 3. Members of the junior class who are on campus confinement or close military confinement may attend the ring ceremony only.
 4. Members of the junior class not eligible to receive the Norwich cadet ring will be invited to attend the ceremony to share in the experience with their class. The class member has the option to accept or decline the invitation.
- F. Purchase and Engraving of the Norwich Cadet Ring.** Each eligible cadet is limited to purchasing no more than one gold ring and /or no more than one other than gold ring i.e. a field ring, to be worn by the class member only. Additional ring related jewelry or items offered by the ring company may be purchased for family members and friends. All cadets must have their full name, or first initial and last name, engraved inside both rings in the event a ring is lost and later found. Any additional engraving must be appropriate. Engravings submitted to the ring manufacturer will be reviewed for compliance and cadets not in compliance will be asked to make corrections.
- G. Eligibility to Receive and Wear the Cadet Ring.** It is the responsibility of each cadet to demonstrate that he/she meets the eligibility criteria to receive the Norwich cadet ring. As part of the verification process, cadets are required to submit a ring application to the Junior Ring Committee who will then determine whether all eligibility criteria have been met or if a petition for a waiver is required (only for those criteria that can be waived). The eligibility criteria are as follows.
1. Be in academic good standing (not on academic probation). This cannot be waived.
 2. Have completed a minimum of 73 earned academic credits, to include transfer credits. This cannot be waived.
 3. Have completed five semesters in residence as a member of the Corps and be currently residing on campus for the sixth semester. Semesters spent studying abroad count toward the Corps residency requirement.
 4. Have passed or received credit for three progressive semesters of ROTC coursework and be currently enrolled in at least the fourth semester of ROTC. Study abroad does not count toward the ROTC course requirement.
 5. Meet the physical fitness test technical standard. Cannot be waived by the Junior Ring Committee.
 6. Complete all punishment awarded by disciplinary or honor action and have no pending disciplinary or honor action at the time of receipt of the ring.
 7. Have made payment in full to the contracted ring company for the ring(s).
- H. Military Deployment.** Cadets serving in the National Guard or Reserves who are called to active duty during the academic year will be granted a one semester exemption to the five semester Corps residency requirement.
- I. Meeting Eligibility After the Ring Ceremony.** The cadet ring may be presented to

a cadet after the ring ceremony if the cadet can show that the eligibility criteria in paragraph G above have been met and that he/she has either registered for classes for the following semester or is a candidate for graduation and is eligible to receive the MCV diploma. If the cadet desires the ring be mailed, the cadet will pay the shipping expense and insurance fees for certified mail.

J. Rings Not Issued. Rings purchased by a cadet that have not been issued for failure to meet the eligibility criteria will be held by the university until 1 June following their spring semester of their senior year. After that, the rings will be returned to the contracted ring company. Cadets who want the university to hold their ring longer than 1 June must submit a written request to the contracted ring company for an exception.

L. Administrative Procedures.

1. *Waiver Petition Process.* Cadets who do not meet certain eligibility criteria in paragraph G above may petition the Junior Ring Committee for a waiver. The first two criterion listed in paragraph G are absolutes and cannot be waived. Waiver petitions must be typed and submitted to the Office of the Commandant not later than the first Monday in March. The Ring Committee Advisor will forward the petition to the Junior Ring Committee for review and action. If the petition is denied, the cadet may appeal in writing to the commandant not later than the first Monday in April. All decisions rendered by the appellate authority are final. There is only one appeal in each case.

2. *Medical Profiles.* Waivers for the physical fitness test technical standard will be administered in accordance with the policies and procedures set forth in the physical fitness test technical standard section of these rules and regulations (Chapter 8, Section V). There is no separate NUPFT testing or technical standard waiver process for cadets pursuing eligibility to receive and wear the cadet ring.

M. Statement of Understanding. It is a privilege and an honor to wear the Norwich cadet ring. Only cadets who meet the eligibility criteria or have approved waivers will have earned this privilege. Prior to receiving the Norwich cadet ring, cadets must sign and adhere to the following statement of understanding:

I, Cadet _____, understand that to receive and wear my Norwich cadet ring, I hereby verify that I:

1. Am in academic good standing (not on academic probation). Cannot be waived.
2. Have completed a minimum of 73 earned academic credits, to include transfer credits. Cannot be waived.
3. Have completed five semesters in residence as a member of the Corps and be currently residing on campus for the sixth semester. Semesters spent studying abroad count toward the Corps residency requirement.
4. Have passed or received credit for three progressive semesters ROTC coursework and am currently enrolled in at least the fourth semester of ROTC. Study abroad does not count toward the ROTC requirement.
5. Currently meet the physical fitness test technical standard. Cannot be waived by the Ring Committee.

6. Have completed all punishment awarded by disciplinary or honor action (as applicable) and have no pending disciplinary or honor action at the time of receipt of the ring.
7. Have made payment in full to the contracted ring company for my ring(s).

Cadet Signature

Date

CHAPTER 9 — CORPS OF CADETS DISCIPLINARY SYSTEM

SECTION I — Purpose

The purpose of the Corps of Cadets disciplinary system is to maintain the good order and discipline of cadets, to promote high standards of ethical behavior, and ensure the fair and just treatment of others. The system is designed to be instructive and corrective in nature, to develop self-discipline as a daily way of life, and to teach cadets to accept full responsibility for all that they do or fail to do. It is intended to teach cadets to place a sense of duty above self-interest and to be judicious and consistent in their dealings with other cadets. Authority vested in cadet leaders within the disciplinary system supports the practical application of leadership development in the Corps.

If a cadet's actions or behaviors are contrary to good order and discipline, the matter will be referred to the disciplinary system for resolution. The Corps Chain of Command is responsible for enforcing university regulations and policies and must report violations as soon as possible. Cadet leaders are responsible for recommending disciplinary action to the appropriate official(s) in the Office of the Commandant for administering disciplinary measures in accordance with these rules and regulations.

SECTION II — Cadet Actions and Leader Responsibilities

A. General. The Commandant, assistant commandants, Director of Operations and Training and cadet commanders have the responsibility and authority to administer disciplinary actions for cadets under their command when it becomes necessary to assess disciplinary action against those cadets who fail to meet the standards or fail to adhere to these rules and regulations or any university policy. In addition to disciplinary actions, leaders are encouraged to recognize cadets who consistently meet and surpass standards of appearance and conduct with commendatory actions. Cadet leaders, in accordance with their level of authority, have the following administrative actions at their disposal:

1. Commendatory actions:
 - a) Favorable counseling statement.
 - b) Satisfactory evaluation as reported on a Cadet Evaluation Report, NUCC Form 9-1.
 - c) Letter of Commendation or Recommendation.
 - d) Awards for achievement, performance and service.
 - e) Selection to represent the Corps and the university at special events.
 - f) Recommendation for rook or cadet NCO of the Month board.
2. Ordinary disciplinary actions:
 - a) On-the-spot corrections.
 - b) Verbal counseling.
 - c) Written counseling.
 - d) Less than satisfactory evaluation as reported on a Cadet Evaluation Report, NUCC Form 9-1.

- e) Rehabilitative reassignment (must be approved by an assistant commandant and the director of housing).
 - f) Punishment for minor offenses administered using a Disciplinary Action Form (DAF), NUCC Form 12.1:
 - g) Disciplinary tours up to four hours each of marching and work tours.
3. Major disciplinary actions:
- a) Punishment for major (Class I) offenses by Class I Summary Session:
 - i. Reduction in rank or loss of leadership position.
 - ii. Disciplinary tours (marching and work).
 - iii. Military confinement.
 - b) Referral to a Corps Review Board (which may recommend that a cadet be removed from the Corps):
 - c) Referral to an Administrative Discipline Hearing (which, upon a finding of guilt, may recommend any punishment including suspension or dismissal).

SECTION III — Ordinary Disciplinary Actions

Ordinary disciplinary actions are non-judicial procedures intended to correct minor violations of the rules and regulations and include; on-the-spot corrections, verbal and written counseling, written counseling, and punishment imposed using a DAF as specified above. Ordinary disciplinary actions may be performed by any cadet leader; a DAF will be adjudicated by the offending cadet's company commander, battalion commander, or the regimental commander. Minor offenses for which ordinary disciplinary actions are appropriate include, but are not limited to, the following:

- Absent mandatory formation.
- Absent scheduled training event.
- Failure to follow instructions.
- Failure to render proper military courtesies.
- Failure to secure barracks room door.
- Hands in pocket.
- Improper haircut/sideburns.
- Improper shave.
- Improper wear of uniform.
- Late to formation or duty.
- Littering.
- Not in possession of prescribed uniform or equipment.
- Not prepared for personnel inspection.
- Not prepared for room inspection.
- Out of uniform.

- Personal items in common areas.
- Playing sports or games in unauthorized areas.
- Room not to SOP standards.
- Smoking outside in unauthorized area or on the UP.
- Tampering with bulletin board.
- Tampering with door material.
- Throwing snowballs on campus.
- Unauthorized door material.
- Unauthorized uniform decoration.
- Violation of call to quarters.
- Violation of class privileges.

SECTION IV — Major Disciplinary Actions

- A. General.** Major disciplinary actions are non-judicial procedures intended to correct severe or repeated violations of these rules and regulations and include the Class I Summary Session, Corps Review Board, and Administrative Discipline Hearings (Full Hearing Board or Commandant's Summary Session). The adjudicating official, either a cadet commander or a member of the commandant's staff, will determine the appropriate action depending upon the severity of the offense and the potential punishment to be imposed. In cases where suspension or dismissal is considered as a potential punishment, the case will be referred to an Administrative Discipline Hearing.
- B. Class I Offenses.** Cadets found guilty of committing Class I offenses may be assessed disciplinary action by commanding officer's disciplinary action, a Corps Review Board or an Administrative Discipline Hearing depending on the severity of the offense. Class I offenses and sanctions for specific offenses are listed in Chapter 9. Class I offenses are defined as violations of these rules and regulations which, by the severity of the violation, warrant the consideration of punishments beyond the limits of ordinary disciplinary actions. As a rule, Class I offenses will be adjudicated using one of the major disciplinary actions, as determined by the adjudicating official. Class I offenses are listed alphabetically in an index of class I offenses in Section XVIII of this chapter, and defined in the Chapter 10 Glossary of Terms. Violations of Vermont State law may be referred to civil authorities.
- C. Toleration of Violations.** Refer to Chapter 3.
- D. Class I Summary Session.** Assistant commandants and cadet commanders will exercise their adjudicating authority by conducting a Class I Summary Session to adjudicate cases that involve violations of the rules and regulations that are not deemed to have the level of severity for which the potential punishment includes suspension or dismissal from the university. The Class I Summary Session will include the assistant commandant or cadet commander and the respondent. It is strongly encouraged to have members of the respondent's chain of command to provide information on the cadet's record and provide recommendations as requested. A staff witness is recommended if members of the chain of command are not available. The assistant commandant or cadet commander will administer the Class I Summary Session using the procedures outlined in NUCC SOP Chapter

12 and these rules and regulations. The adjudicating authority will ensure the respondent is provided a fair and impartial hearing in which due process is provided as described below. It is very important to note the difference between the conduct of a Class I Summary Session and the conduct of an Administrative Discipline Hearing (Full Hearing Board or Commandant's Summary Session), or Corps Review Board. Assistant commandants and cadet commanders exercising their level of authority may have significant involvement in unit investigations and subsequently fulfill their command responsibilities to adjudicate Class I Summary Sessions within their unit.

E. Corps Review Board.

1. **General.** The Corps Review Board allows appointed leaders the opportunity to fairly and consistently fulfill their obligation to maintain high standards of military discipline, good order, and morale throughout the ranks of the Corps. A Corps Review Board will hear cases in which a cadet is being considered for administrative separation from the Corps for the specific criteria as specified below. It is the duty of Corps Review Board members to ascertain and consider the evidence, thoroughly and impartially, and to make findings and recommendations that are warranted by the facts.
2. **Convening Criteria.** Any commander may recommend through the chain of command that a cadet face a Corps Review Board when one or more of the following criteria exist:
 - a) In the commander's judgment, the cadet will not respond or develop sufficiently to participate satisfactorily in further training and development as a member of the Corps.
 - b) The cadet's performance and conduct will likely be a disruptive influence to the chain of command accomplishing the unit's mission and the cadet's retention will have an adverse impact on military discipline, good order, and morale.
 - c) The cadet has been found guilty of any combination of three or more Class I violations, honor violations, and/or non-discrimination/sexual misconduct, relationship violence, and stalking policy violations.
 - d) The cadet does not show an interest in meeting the Military College of Vermont (MCV) diploma requirements (i.e. participation in Corps or ROTC physical training program; current successful completion of the NUPFT; successful completion of required ROTC courses; etc.)
3. **Procedures.**
 - a) Appointing Authority. Corps Review Boards may only be appointed by the regimental commander. The Corps Review Board appointment will be in the form of a written memorandum of appointment and counter-signed by the Commandant. The appointment should specify clearly the purpose of the board. The Regimental Commander will inform the respondent by written memorandum that he/she will face a board of cadet leaders to show cause as to why he/she should remain in the Corps, and the date, time and location of the Corps Review Board. The Regimental Commander will publish orders appointing the president and members of the board.

- b) Composition. The Corps Review Board will be composed of three, five or seven voting members. A battalion commander will be the board president and senior voting member. The Regimental Commander will draw from leaders in the Corps such as company commanders, regimental staff officers, command sergeants major, and company first sergeants. Cadets appointed to a Corps Review Board will be of superior rank and not in the direct chain of command of the respondent. Due process will always be followed and one cadet observer from the class of the respondent will be present, unless the respondent specifically waives this right. An assistant commandant will serve as observer/advisor throughout the proceedings. The assistant commandant will not be a voting member of the board but will represent the Commandant to ensure the integrity of administrative procedures and due process.
- c) Results. Board members should make their recommendation according to their understanding of the rules, regulations, policies and customs of the Corps, guided by their concept of fairness both to the Corps and to the respondent. Deliberations will be in closed session with only the assistant commandant and voting members present. The board president will report the findings to the regimental commander by written memorandum. Findings should be stated to reflect clearly the relevant facts established by the evidence and the conclusions thereon of the Corps Review Board. The findings and recommendations of the Corps Review Board are subject to approval by the Regimental Commander, who is neither bound nor limited by the findings or recommendation of the board. The regimental commander will inform the Respondent by written memorandum whether he/she will be retained or dismissed from the Corps and provide him or her with a written appeal notification.
- d) Appeals. The appellate authority for all Corps Review Boards is the Commandant. The respondent has 48 hours (two duty days) to submit an appeal. An appeal must be typed, double spaced and hand delivered. Corps Review Board appeals must explain why the respondent repeatedly failed to perform to expected standards and specify clearly why he/she should remain a member of the Corps. All decisions rendered by the appellate are final. Cadets dismissed from the Corps because of Corps Review Board action will have 48 hours (two duty days) to out-process from the Corps and in-process as a civilian student. The Dean of Students, based upon the specifics of the case, will determine whether the student will be offered status as a civilian resident or a commuter student.
- F. **Administrative Discipline Hearings.** An Administrative Discipline Hearing may be convened to hear Class I offenses that require members of the faculty, staff or civil authorities as witnesses and which could result in suspension or dismissal from the university. It will also hear such other cases as deemed appropriate by the Commandant. An Administrative Discipline Hearing is formed by one of two forums, a Full Hearing Board or a Commandant's Summary Session.

If a cadet enters a plea of "guilty" to an offense for which the potential punishment includes suspension or dismissal, (e.g. a third violation of the alcohol policy), the case will be referred to a Commandant's Summary Session.

If a cadet enters a plea of “not guilty” to an offense for which the potential punishment includes suspension or dismissal, the case will be referred to a Full Hearing Board. The board will hear evidence, determine guilt or innocence, and, if guilt is determined, recommend an appropriate punishment to the Commandant.

1. **Full Hearing Board.** A Full Hearing Board is comprised of individuals appointed by the Commandant from the staff, faculty and the Corps and consists of only three, five or seven members. The Commandant will appoint a president of the board, who will not be a voting member but will preside to present the case to the board and ensure due process is followed. One cadet observer from the class of the respondent is allowed to be present at open sessions of the board at the behest of the respondent. At no time will a cadet appear before a hearing board on which there are board members subordinate in cadet rank to the respondent.
 - a) The Administrative Discipline Hearing Board (Full Hearing Board) board president will submit a formal board report providing board findings and recommendations for punishment to the Commandant as the adjudicating official for the Corps of Cadets. The Commandant has the authority to uphold, rescind or amend, including increasing or decreasing a punishment, a punishment recommended by an Administrative Discipline Hearing (Full Hearing Board). In cases where guilt has been determined by a full hearing board, the commandant will impose punishment after considering the board's recommendation, precedent from similar cases, and any extenuating and mitigating factors relevant to the case being considered. For this reason, the punishment imposed by the commandant may or may not follow the board's recommendation.
 - b) All Administrative Discipline Hearings (Full Hearing Boards) will be conducted in accordance with NUSRR Supplemental Instructions for Administrative Discipline Hearing Board Procedures. These are procedures for internal use and will be maintained, reviewed, and updated annually by the DDS to ensure best practices.
2. **Commandant's Summary Session.** A Commandant's summary session consists of the commandant and at least one staff witness. The Commandant will review the facts of the case, listen to the individual's statement and impose the appropriate punishment.

SECTION V — Due Process

A. Introduction. Norwich University provides students with procedural due process which includes, but is not limited to, timely investigation; a hearing; cross-examination of available witnesses; warnings about self-incrimination; production of pertinent witnesses, and the provision for appeal. The fundamental concept of fairness requires the provision of several of these tenets in our university due process. See Section B, below. In a particular case, the SVPSAT or Commandant has the authority to add additional due process steps or processes to the above if he/she believes that it is central to fairness.

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

- B. Due Process Procedures.** Due process is the term applied to the procedures that must be followed to bring to justice a suspected violator of these rules and regulations or civil law. While all violations of these rules and regulations and the ensuing disciplinary actions are purely administrative in nature (rather than judicial), due process will nevertheless be followed in all cases at Norwich. The steps in due process are as follows, and do not necessarily have to be followed in sequential order:
1. Conducting an impartial, expeditious investigation to determine if the evidence supports the imposition of charge(s).
 2. The following people cannot serve as a board member on an Administrative Discipline Hearing:
 - a) the person who investigates an alleged violation;
 - b) the adjudication official;
 - c) the appellate authority for that incident.
 3. Notifying the individual of the potential charge(s) against him or her as soon as possible. He/she must be told at this time of his or her right to remain silent on matters that may be self-incriminating, that anything he/she says may be held against him or her, and that silence on these matters will not be taken as an indication of guilt.
 4. Informing the respondent (charging session) if the investigation indicates that an infraction has occurred, and providing him or her with all the evidence that the investigation has disclosed.
 5. Informing the respondent that he/she may choose any cadet he/she desires to advise him or her in the presentation to a Class I Summary Session, Corps Review Board or Honor Board. Only in the case of an Administrative Discipline Hearings (Full Hearing Board or Commandant's Summary Session) may he/she request the assistance of a member of the staff or faculty who does not possess legal qualifications. For all forums, the respondent's identified advisor will be permitted to attend all open sessions of the hearing but will not be permitted to communicate to the adjudicating official/board. The respondent may quietly consult in the hearing room or ask for a short recess if they would like to communicate with their advisor. This consultation and/or recess will be granted for this purpose at the discretion of the adjudicating official/board president. Failure by the advising cadet or advising member of the staff or faculty to comply with these instructions will result in their dismissal from the proceedings. Recording devices other than that approved by the board president are not permitted.
 6. Informing the respondent of his or her right to request voluntary resignation pending disciplinary or honor action. Such request must be made prior to appearing before an Administrative Discipline Hearing or Honor Board. If approved, the respondent will not be eligible for future readmission and cannot appeal the decision.
 7. Providing the respondent with a minimum of 48 hours (two duty days) to prepare his or her presentation.
 8. During the hearing, providing the respondent the right to be present at all open segments of the hearing.
 9. Allowing the respondent to challenge any member of the board for cause. The president of a hearing board may not be challenged.

10. Providing the respondent with the right to present any material witnesses on his or her behalf, as to the facts in the case. And after the findings of the Board have been announced, allowing the respondent to introduce any mitigation or extenuation he/she feels relevant to the case, to include character witness statements. Allowing the respondent to have at a maximum one faculty member, one staff member, and one member of the Corps, or any combination totaling three, attend the hearing and speak on his or her behalf. In addition, a maximum of three written statements are permitted for submission to the board.
11. Informing the respondent of his or her right to appeal should a finding of guilty be adjudged or if the student feels the punishment assessed is not in keeping with these rules and regulations.
12. If a cadet fails to report for a scheduled hearing the case will be heard with the cadet “in absentia” based on the evidence and witnesses provided.

SECTION VI — Standard of Proof

- A. **General.** The standard of proof by which all ordinary and major disciplinary actions conducted at Norwich University will be decided is a *preponderance of the evidence*.
- B. **Preponderance of the Evidence.** Adjudicating officials and members of Full Hearing Boards and Corps Review Boards must decide whether a case against the accused has been made under these rules and regulations by a fair balance of the evidence, or as it is usually called—by a *preponderance of the evidence*. To understand the term *preponderance of the evidence* it is best if you conceive that you are weighing the evidence of the respective parties as in a balance. On one side you are weighing the case against the accused; on the other side you are weighing the evidence on behalf of the accused. If the evidence against the accused makes the down weight, your decision should be against the accused. However, if the accused’s evidence makes the down weight or if the scales hang even in your mind, then your decision should be for the accused. The *preponderance of the evidence* does not consist merely in having the greater number of witnesses. For it has been truly said that witnesses are to be weighed and not counted. Thus, one clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with murky testimony. In the last analysis, it is a question of credibility, and each individual adjudicating official or board member is the sole judge of that credibility. Another way to state *preponderance of the evidence* in a percentage form is that a *preponderance of the evidence* is over 50%, that by a *preponderance of the evidence*, over 50%, it is more probable than not that the infraction or offense occurred as alleged.

SECTION VII — Disciplinary System Procedures

- A. **Reporting Requirements.** The cadet chain of command will immediately inform the Office of the Commandant of incidents involving violence, hazing, bullying, assault, battery, stalking, sexual misconduct or assault, harassment, bias incident violations, violations of alcohol policy, possession of illegal substances or other serious breaches of state or federal law. Reports of lesser potential violations or information relating to the alleged violation should be reported to the chain of command as soon as practicable and followed up with a written report within 24 hours after making the initial report. Written reports will be recorded on a sworn statement form, incident statement form, Regimental Duty Office (RDO) Incident Report/Statement Form,

NU Public Safety incident report, or other forms of memorandum annotated with the date and time and an identifying signature. Reports should be forwarded to the appropriate adjudicating authority or cadet leader in the chain of command.

B. Commander Responsibilities and Actions. The following steps provide a general outline of the actions required of an investigating or adjudicating official. These steps should be applied with a full understanding and application of due process as described in Section V, above.

1. Conduct an investigation to determine if there is evidence to support one or more charges. Inform the accused of his/her due process rights as they relate to the investigation using the Due Process Checklist (NU Form 12.2).
2. Evaluate all the evidence to determine if reasonable grounds exist to believe the accused committed the alleged offense(s).
3. Complete a Disciplinary Charge Sheet (NU Form 12.3) at the appropriate level of authority based on the severity of the alleged violation(s).
4. Begin the charging action by informing the cadet of his or her due process rights using the Due Process Checklist (NU Form 12.2) (use the same form if the cadet was previously informed of these rights during the investigation and repeat the notification).
5. Inform the cadet of the alleged violations as indicated in the specific Class I charge(s) and read verbatim paragraph 3 of the Disciplinary Charge Sheet (NU Form 12.3). Provide the respondent with case materials and other evidence upon which the allegations are based.
6. Allow the respondent a 24 hour (one business day) period to plead to the charge(s) (unless waived).
7. Inform the respondent if you intend to adjudicate the case or intend to refer the case to a higher adjudicating authority. This decision is based on the discretion of the charging authority and the severity of the alleged violations as specified in the Index of Class I Offenses (Chapter 9).
8. Provide and obtain appropriate signatures on the disciplinary charge sheet (NU Form 12.3).
9. Provide the respondent with a copy of the completed Disciplinary Charge Sheet (NU Form 12.3) and copies of all applicable statements/evidence. Provide a 48 hour period (2 duty days) prior to conducting the adjudication of the case, unless waived by the respondent.
10. Adjudicate the case using a Class I Summary Session or Administrative Discipline Hearing (full hearing board or Commandant's summary session) as appropriate. Consider all relevant matters presented.
11. Render a decision: as a result of a Class I Summary Session or Administrative Discipline Hearing – Commandant's Summary Session. Complete the Disciplinary Case Disposition Form (NU Form 12.4). Provide the result to the respondent.
 - a) Conclude that the cadet did not commit the offence(s) alleged if there are not sufficient grounds for a finding of guilty. Inform the cadet and terminate the proceeding.
 - b) Conclude that the cadet committed one or more of the offences alleged.

- 1) Inform the cadet of the conclusion and the punishment imposed recorded on the Disciplinary Case Disposition Form (NU Form 12.4).
 - 2) Inform the cadet of his or her right to appeal and annotate the Disciplinary Case Disposition Form (NU Form 12.4). Provide the cadet a copy of the form.
 - 3) Provide the cadet with formal letter detailing the punishment, provisions for appeal, and conditions for return as appropriate (Administrative Discipline Hearing – Commandant’s Summary Session).
12. Render a decision as a result of an Administrative Discipline Hearing (Full Hearing Board).
- a) Conclude that the cadet did not commit the offence(s) alleged if there are not sufficient grounds for a finding of guilty. Inform the cadet and terminate the proceeding.
 - b) Conclude that the cadet committed one or more of the offences alleged.
 - 1) Inform the cadet of conclusion and consider matters of extenuation and mitigation.
 - 2) Full Hearing Board will inform the cadet that the recommended punishment will be forwarded to the convening authority.
 - 3) Convening authority consider findings and recommendations from the board.
 - 4) Convening authority will provide the cadet with formal letter detailing punishments, provisions for appeal, and conditions for return as appropriate.
13. Forward all case materials to the appropriate authorities.
14. Appellate authority will consider the appeal and provide a formal letter to the respondent regarding his/her final decision.
- C. Failure to Appear.** If a cadet fails to report to any Administrative Discipline Hearing (full hearing board or Commandant’s summary session) the case may be heard without the cadet present based on evidence and witnesses provided. If a cadet cannot appear due to a cogent reason, the cadet should immediately notify the Office of the Commandant. During the school year and out of session periods students are obligated to monitor their Norwich email account on a daily basis. Notification by email constitutes official notification for information on due process, charging, administrative discipline hearings, and honor hearings.
- D. Special Cases.** Suspected Class 1 offenses that are discovered within one month of reading day, in the fall or spring semester, and which could result in suspension or dismissal from the university will be adjudicated by an Administrative Discipline Hearing Commandant’s Summary Session regardless of the plea entered by the cadet respondent. The Commandant’s summary session will be convened as soon as possible after the completion of the investigation and due process for the accused. If necessary, a Commandant’s summary session may be convened after the end of the final exam period. The appeal process is as described in Section VIII of this chapter.

A cadet who is a candidate for graduation and has pending honor or disciplinary action at commencement will not graduate in the Corps uniform and will not be eligible to receive an MCV diploma until the case is adjudicated. If the cadet is found guilty of the charge(s), he/she will not receive an MCV diploma.

SECTION VIII — Appeal

A. General. Under due process, cadets adjudged guilty and punished under the provisions of a major disciplinary action enjoy the right to have their case reviewed by the next higher judicial authority, as described below. The next higher judicial authority, acting as the appellate authority in the case, has several options available to him or her after reviewing the evidence in the case: uphold the finding and punishment imposed by the adjudicating official; uphold the finding and amend the punishment (decrease); or set aside both the finding and the punishment.

B. Appellate Authority for Disciplinary (Class I) Actions.

<u>Adjudicating Official</u>	<u>Appellate Authority</u>
Company Commander	Battalion Commander
Battalion Commander	Regimental Commander
Regimental Commander	Commandant
Assistant Commandant	Commandant
Commandant	SVPSAT (for punishments involving suspension or dismissal only)

Note: In extraordinary cases where the SVPSAT must recuse himself or herself, appellate authority will be assumed by the President or his or her designee. Otherwise, the SVPSAT makes these decisions for the President and the Board of Trustees, and his or her appellate decisions are considered final.

C. Appeal Process. A cadet has 48 hours (two duty days) after the imposition of punishment to submit an appeal to the appropriate appellate authority. The appellate authority may approve an extension of time beyond the 48 hours if circumstances warrant an extension. An appeal must be typed, doubled spaced and hand delivered. In the case where an appeal cannot be delivered to the appellate, then the cadet making the appeal shall deliver the appeal to the adjudicating official. Any appeal initiated after 48 hours must be approved in writing by the Commandant for transmittal to the SVPSAT. All decisions rendered by the appellate authority are final. There is only one appeal in each case.

D. Requirements for Consideration of an Appeal. In order to be considered by an appellate authority, an appeal must include one or more of the following:

1. The introduction of new evidence that was not considered by the adjudicating official.
2. Reasonable grounds to argue that the evidence was insufficient for a finding of guilt.
3. Reasonable grounds to argue that due process was not provided.
4. The punishment imposed by the adjudicating official exceeds the normal penalty range prescribed by the Index of Class 1 Offenses.

SECTION IX — Refusal to Comply with Punishment

Once granted due process (to include the appeal process) and punished, a cadet does not have the right to refuse the punishment. If a cadet refuses to accept or comply with a punishment, the Commandant and the SVPSAT have the authority to suspend or dismiss the cadet from the university.

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

Failure to comply with any of the procedural provisions of these rules and regulations or this NUCC SOP shall not invalidate a punishment imposed for a Class I offense, unless the error materially prejudices a substantial right of the cadet on whom the punishment is imposed.

SECTION XI — Suspension of Punishment

The commander who imposes punishment, a successor in command over the person punished, an assistant commandant or the Commandant may at any time, suspend any part or amount of the unexecuted punishment imposed and may suspend a rank reduction, whether or not executed. The official suspending the punishment must complete a memorandum for record to document the action.

SECTION XII — Disciplinary Tours

A. General. Disciplinary tours (DT) may be imposed as punishment for minor offenses through ordinary disciplinary actions, or for Class I offenses using major disciplinary actions, as defined in this chapter. Disciplinary tours will be imposed as either marching tours or work tours, per the discretion of the adjudicating official who issues the punishment, and only in an amount up to the limit authorized in this chapter. The cadet's signed acknowledgement of the punishment is sufficient notice that the cadet has been imposed tours and is responsible to determine if he/she must attend the following weekend's tour formation. Not seeking this knowledge is no excuse to miss a mandatory tour formation.

1. **Marching tours.** A marching tour is 50 consecutive minutes of marching. Refer to NUCC SOP chapter 12 for marching tour requirements and procedures.
2. **Work tours.** A work tour is 50 consecutive minutes in duration and will be conducted at date, time, and location in support of a department or activity as authorized by an assistant commandant. Refer to NUCC SOP Chapter 12.
3. **Authorization to perform work tours.** Refer to NUCC SOP Chapter 12.
 - a) Any work tour(s) not completed and work tour credit slip submitted to the assistant commandant by 1300 on Friday must be performed as a marching tour(s) during that weekend's mandatory tour formations. A cadet must report at 0750 on Saturday and march all tours until he/she has a tour balance of zero. Failure to do so will result in the cadet being considered Absent Tour Formation (ATF).
4. **Credit for tours.** Tours must be marched or worked correctly in order for a cadet to receive credit. No tours may be credited for studying, standing cadet guardroom duty, or work-study. A cadet on special status (SS) will march tours unless specifically prohibited from marching or standing for long periods by

a physician, and then will perform duties that do not violate the physician's restriction, as directed by their assistant commandant.

- B. Mandatory Tour Formation.** A mandatory tour formation for all cadets with outstanding marching or working tours will be held both Saturday and Sunday as follows:

0750	Accountability formation and inspection
0745-0800	Briefing
0800-0850	First hour
0900-0950	Second hour
0950-1020	Brunch
1020	Accountability formation
1030-1120	Third hour
1130-1220	Fourth hour

- C. Tour Formation Operation.** The Regimental S2 or a member of the S2 staff is responsible for the tour formation IAW the following guidelines:
1. A Cadet with one or more tours must report to a mandatory tour formation unless excused in writing by their assistant commandant.
 2. To receive credit for the tour(s), a marching tour credit slip must be completed by cadet who marched the tour(s) and signed by both the cadet and the S2 tour supervisor. A cadet who fails to complete and sign a tour credit slip will not receive credit for tours marched.
- D. Late or Absent Tour Formation.** Cadets with outstanding tours who miss a mandatory tour formation will be charged with Absent Tour Formation (ATF) and placed on disciplinary probation.
- E. End of Semester and Outstanding Tours.** Cadets must complete all disciplinary sanctions and be released from military confinement prior to reading day at the end of each semester. Cadets that fail to complete all disciplinary sanctions prior to reading day will be placed on disciplinary probation until all sanctions and punishment imposed have been successfully completed.
- F. Tour Report Administration.** The Judicial Coordinator publishes the tour report. Upon receipt of the tour report, company commanders will ensure promulgation of the names of assigned cadets at reveille formation. Cadets who are not present during the reveille formation must contact their chain of command directly. It is each cadet's responsibility to determine if he/she has been imposed tours. Cadets may check with the Coordinator, the S2 or their assistant commandant for tour information.
- G. Tour Report Discrepancies.** A cadet who believes a discrepancy exists on the tour report must clear the discrepancy with his or her assistant commandant or the Judicial Coordinator in Student Records.

SECTION XIII — Campus Confinement (CC)

- A. General.** The following restrictions will remain in effect while on campus confinement (CC):

1. Must mil tape CC notice on barracks room door during confinement period.
2. Must mil tape and maintain on barracks room door a CMC Confinement Register (NUCC Form 12.B, Revised 2 August 2004).
3. Must attend scheduled academic classes, all formations and class specific training.
4. Must remain confined to campus at all times.
5. Regular leave, general absences, military drill and local liberty must be approved by the Commandant, assistant commandant, or senior enlisted advisor and trainer. In addition to the before mentioned approving authorities, emergency leave papers may also be approved by the SADO or regimental duty officer.
6. Must have a tour balance of zero before coming off CC.
7. Must complete and comply with the instructions on the Authorization for Release from Confinement Form (NUCC Form 12.11):

B. Authorized Exceptions. Failure to comply with the above standards will result in additional disciplinary actions. Only the Commandant, assistant commandant or cadet commanding officer who adjudicated the Class I action may authorize, in writing, exceptions to these restrictions.

SECTION XIV — Close Military Confinement (CMC)

- A. General.** Close military confinement (CMC) is the most severe punishment short of suspension or dismissal. The following instructions will remain in effect while on CMC:
1. Must mil tape CMC notice on barracks room door during confinement period.
 2. Must report at 0725 to Regimental S2 staff at Jackman Hall the first morning of confinement.
 3. Must wear Norwich ID card in a plastic holder clipped to uniform pocket for duration of confinement period. Plastic holder issued by Regimental S2 staff.
 4. Must attend scheduled academic classes, all formations and class specific training.
 5. Must remain confined to campus at all times.
 6. Regular leave, general absences, military drill and local liberty must be approved by the Commandant, assistant commandant, or senior enlisted advisor and trainer. In addition to the before mentioned approving authorities, emergency leave papers may also be approved by the SADO or regimental duty officer.
 7. Will not be permitted to attend or participate in intercollegiate athletic competitions or extracurricular activities during the first 10 days of confinement, except as required by mandatory, full Corps formation:
 8. Special restrictions:
 - a) Cadets on CMC forfeit all rank and position.
 - b) Are not permitted to wear civilian clothes and may only wear the PT uniform outside of their room when conducting PT.
 - c) Forfeit all sleep-through privileges.
 - d) May be required to do work details at the direction of the Commandant's staff:

- e) Must attend the following CMC formations:
 - 0730 Monday-Sunday.
 - 1210 Monday-Friday; 1230 Saturday/Sunday.
 - 1700 Monday- Sunday.
 - 2200 Monday-Sunday sign-in at the Guard Room.
 - e) Must attend tour formations as applicable and have a tour balance of zero before coming off CMC.
 - g) Must complete and comply with the instructions on the Authorization for Release from Confinement Form (NUCC Form 12.11).
- B. Authorized Exceptions.** Failure to comply with the above standards will result in additional disciplinary actions. Only the Commandant, assistant commandant or cadet commanding officer who adjudicated the Class I action may authorize, in writing, exceptions to these restrictions.

SECTION XV — Disciplinary Probation

The SVPSAT and the Commandant may place a cadet on disciplinary probation as a rehabilitative measure if found guilty of a Class 1 offense. The duration of the probation will be prescribed by the official imposing the probation. Any cadet who is found guilty of a subsequent Class I offense and is imposed a punishment with penalty numbers 1 through 6 while on disciplinary probation will be administratively separated from the university under the provisions of administrative separation.

SECTION XVI — Separation from the University

- A. General.** The SVPSAT and Commandant have the authority to suspend or dismiss any cadet from the university. Suspensions may remain in effect for up to one calendar year. Dismissals are permanent. The administering official will instruct a cadet to remove himself or herself from the university by a specific time and date. See Chapter 3 for additional information on separation from the university:
- B. Administrative Separation.** The Commandant may administratively separate any cadet who consistently fails to maintain acceptable standards, who displays an inability to adjust to the Corps lifestyle, violates disciplinary probation, is physically unable to participate in mandatory training activities, or who requires an inordinate amount of supervision. The SVPSAT will act as the appellate authority for administrative separation actions under this provision.
- C. Immediate Interim Suspension.** The Commandant or the SVPSAT may impose an immediate interim suspension whenever it is determined that a cadet's behavior constitutes a danger to other students or property, or is unreasonably disruptive to the learning environment. An immediate interim suspension will remain in effect until completion of the disciplinary process. The results of the disciplinary process will determine the cadet's standing. Immediate interim suspension will not be based on a presumption of guilt, but rather on the consideration criteria stated above. A cadet being considered for immediate interim suspension will be afforded the opportunity of an informal hearing with the administering official in order for the cadet to be informed of the reasons for the suspension and allow the cadet to indicate

why his or her presence on university grounds does not meet the consideration criteria stated above. Cadets placed on immediate interim suspension will have no more than 24 hours to vacate Norwich University. The cadet will be responsible for all costs associated with travel, meals and lodging.

- D. Dismissal.** A cadet may be dismissed from the university if found guilty of specific Class I offenses, violations of these rules and regulations, university policies or honor code. In all cases, cadets will be afforded due process. A cadet dismissed for honor or discipline reasons will have their department file permanently annotated to reflect the dismissal and its cause. A dismissed cadet will not be readmitted to Norwich University nor have a diploma conferred by Norwich University.
- E. Return to University Grounds.** Cadets who have been dismissed, suspended or otherwise removed from Norwich University will not return to the university without written permission from the Commandant or SVPSAT. A cadet suspended from the university may be granted permission to return to campus for final examinations under the terms specified by the SVPSAT or Commandant if the suspension occurs within the last two weeks of regularly scheduled classes or if the individual concerned is a second semester senior or is being suspended with no expectation of returning to Norwich University. A suspended cadet who returns to the university without permission will not receive favorable consideration on an application for readmission and may be subject to civil action for trespassing.

SECTION XVII — Commanding Officer's Authority

The following index prescribes the specific range of punishments each level of adjudicating official is authorized to impose as a result of major disciplinary actions:

1. Company commanders may impose penalties #13 through #8.
2. Battalion commanders may impose penalties #13 through #6.
3. Regimental commander may impose penalties #13 through #5.
4. Assistant commandants may impose penalties #13 through #3.
5. SVPSAT and Commandant may impose penalties #13 through #1.

Adjudicating officials are encouraged to maintain the penalty range integrity whenever possible and utilize suspension provisions to mitigate penalties at their discretion.

There are several alleged violations that fall into the Commandant of Cadets scope of authority, for liability reasons, and will be investigated and acted on by the Commandant's professional staff or a designated independent investigator. These alleged violations include but are not limited to the following:

- Violations involving violence.
- Hazing.
- Bullying.
- Assault.
- Battery.
- Stalking.
- Sexual misconduct or assault.

- Harassment.
- Bias incident violation.
- Violations of alcohol policy.
- Possession of illegal substances.
- Other serious breaches of state or federal law.

The Corps chain of command has the responsibility to immediately report alleged violations involving these serious breaches to the Commandant's professional staff.

A report of ordinary disciplinary actions as well as any major disciplinary actions acted upon by the cadet chain of command must be submitted to the appropriate assistant commandant within 24 hours of such action.

SECTION XVIII — Penalty Index for Class I Offenses

The following index relates penalty numbers to specific punishments for use in the Index of Offenses section:

<u>Penalty #</u>	<u>Punishment</u>
1	Dismissal
2	Suspension
3	45 days CMC & 45 tours
4	30 days CMC & 30 tours
5	21-27 days CMC & 25-30 tours
6	14-20 days CMC & 20-25 tours
7	7-13 days CMC & 15-20 tours
8	1-6 days CMC & 10-15 tours
9	21-27 days CC & 5-10 tours
10	14-20 days CC & 5-10 tours
11	7-13 days CC & 5-10 tours
12	1-6 days CC & 1-10 tours
13	1-10 tours

SECTION XIX — Index of Class I Offenses

The following index prescribes the range of punishments that may be imposed by the SVPSAT, the Commandant, assistant commandants, cadet commanding officers, or recommended by an Administrative Discipline Hearing Board depending upon the gravity of the Class I offense.

<u>Class I Offense</u>	<u>Abbreviation</u>	<u>Penalty</u>
Absent		
Guard Duty/BDO	AGD	4 - 9
Duty	AD	3 - 9
Tour Formation	ATF	3 - 9**
Without Leave	AWOL	4 - 9
Arson	AR	1
Assault	A	1 - 7

<u>Class I Offense</u>	<u>Abbreviation</u>	<u>Penalty</u>
Assault and Battery	AB	1 - 3
Bias Incident Violation	BIV	1 – 5*
Breaking Restriction		
Close Military Confinement	BR-CMC	1 - 7
Campus Confinement	BR-CC	2 - 8
Bringing Discredit on the University	BDU	1 - 8
Bullying	BU	1 - 4
Collective Action	CA	1 - 4
Conduct Unbecoming a Student	CUB	1 - 13
Damaging University Property	DUP	1 - 8
Defamation	DEF	1 - 6
Dereliction in the Performance of Duties	DPD	3 - 9
Disobedience of Orders	DO	2 - 10
Disorderly Conduct	DC	4 - 12
Disregard for the Safety of Others	DSO	1 - 8
Disrespect	DR	4 - 13
Entry into Off Limits Areas	EOLA	1 - 8
Entering Room in Barracks or Residence Hall without Authority	ER	2 - 8
Failure to Comply with Fire and Safety Regs	FCFSR	1 - 13
Failure to Comply with University Official	FCUO	1 - 10
False Official Report or Statement	FORS	1 - 6
Fighting	FGT	1 - 13
Fraternization	FR	1- 10
Gambling	G	7 - 10
Harassing Communication	HC	1 - 10
Hazing	H	1 - 2
Indecent Exposure	IE	1 - 10*
Infringement on the Rights or Privacy of others	IRPO	2 - 10
Intimidation	I	1 - 4
Lewd and Lascivious Conduct	LLC	1 - 10*
Loitering/Prowling/Failure to Identify	LPFI	2 - 11
Malingering	MAL	4 - 13
Misconduct	MC	1 - 10
Misuse of University Property	MUP	2 - 10

<u>Class I Offense</u>	<u>Abbreviation</u>	<u>Penalty</u>
Misuse or Modification of Rifle/Weapon	MRW	1 - 6
Not Performing to Expected Standards	NPES	4 - 13
Obstruction of an Investigation	OI	2-5
Possession or Use of Firearms on University Grounds	PFUG	1 - 2
Possession or Use of Weapons or Ammunition on University Grounds	PWUG	1 -12
Possession or Use of Controlled Substances or Drug Paraphernalia	PUCSDP	1 - 2
Possession or Use of Prohibited Substances	PUPS	1 - 3
Possession, Use, or Sale of Fireworks	PF	1 - 2
Possession of MRE Heaters 2nd Offense	PMH	3 - 8 1 - 2
Use or Possession of a Fabricated Explosive Explosive Device	UFED	1 - 2
Refusal to Comply with Punishment	RCP	1 - 2
Refusal to Comply with No Contact Order	RNCO	1 - 6
Soliciting Business Without Authority	SBA	7 - 9
Threat	T	1 - 10
Toleration of Violations (Up to the level of the violation)	TV	1 - 13
Unauthorized/Improper Training	UT	1 - 8
Unauthorized Rifle Training/Removal	URTR	1- 10
Unauthorized Transportation of a Rifle	UTR	1 - 10
Vandalism	V	1 - 6
Violation of Alcohol Policy		
Possess or consume on campus	VAPPC	\$200.00 fine***
Disorderly Conduct under the Influence of Alcohol	VAPDC	\$200.00 fine*** and 4 - 10
Second Violation of Alcohol Policy	VAP2	\$500.00 fine***
Third Violation of Alcohol Policy	VAP3	1 - 2
Furnishing Alcohol to Minors (younger than age 21)	VAPFM	1 - 2
Toleration of Violations -		
Violation of Alcohol Policy	VAPT	\$200.00 fine*** (sustained)

<u>Class I Offense</u>	<u>Abbreviation</u>	<u>Penalty</u>
Violation of Acceptable Use Policy	VAUP	1 - 10
Violation of Non-Discrimination/ Sexual Misconduct Policy (Adjudicated by the EEO Office)		1 - 2
Violation of Conduct related to Non-Discrimination/Sexual Misconduct, Relationship Violence, and Stalking Policy		1 - 4*
Violation of Tobacco Policy	VTP	8
Repeat Offense		4 - 6
Voyeurism	VOY	1 - 3*

* Cadets found guilty of these violations are required to attend three hours of mandatory training/education on the NU Policy on Non-Discrimination/Sexual Misconduct, Relationship Violence, and Stalking Policy and community standards of conduct. The respondent will be required to pay a \$200.00 fee for the cost associated with this training/education requirement. This additional requirement will be annotated by the adjudicating official on the Disciplinary Case Disposition Form (NU Form-12.4) and will be administered by the NU EEO.

** An Assistant Commandant will adjudicate this violation. Cadets found guilty of the charge Absent Tour Formation (ATF) will be placed on disciplinary probation (DP) for a period of 90 days from the time of adjudication (conclusion of appeal) by the authority of the Commandant. Adjudicating officials will count all days (i.e. spring break) in the semester prior to reading day and indicate the DP ending date on the NU Form 12.4, Disciplinary Case Disposition Form.

*** A \$200 fine penalty level does not trigger a previously enacted disciplinary probation and may only be imposed by a Student Affairs staff member when adjudicating a first violation of the alcohol policy. A \$500 fine penalty level does trigger a previously enacted disciplinary probation resulting in administrative separation and may only be imposed by a Student Affairs staff member when adjudicating a second violation of the alcohol policy (including disorderly conduct under the influence). On the first violation of the alcohol policy, possess or consume on campus, a student may be required to complete an alcohol education program. The decision whether to refer the student is left to the staff member adjudicating the case. A second violation of alcohol policy will result in a mandatory alcohol education program being imposed. An alcohol education program is required for the alcohol violation of disorderly conduct under the influence. Staff members adjudicating these cases will refer the student to a licensed provider. Toleration of Violations - Violation of Alcohol Policy (VAP) will result in a fine of \$200.00 for the initial offense and any subsequent offenses. Students guilty of toleration more than once will not be subject to an escalation of fines for repeated offenses.

CHAPTER 10 — GLOSSARY OF TERMS**DEFINITIONS OF VIOLATIONS.**

Except as specified these definitions pertain to all Norwich students including, cadets, civilian residential, civilian commuter, and fifth year Masters in Architecture Students.

Absent - Duty (AD). Being absent from assigned duty without authorization from proper authorities.

Absent - Guard Duty/BDO (AGD). Being absent from assigned guard duty or BDO without authorization. Failure to find qualified alternate to fill guard duty/BDO assignment. The responsibility to find a replacement is with the cadet assigned to the duty.

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

Absent Without Leave (AWOL). Being absent without authority for a period authorized by this regulation or by an approved NUCC application for leave form. Proper notification is required for late return to the University IAW NUSRR Chapter 8.

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

Assault (A). The act of trying or threatening to hurt someone physically. This act creates a well-founded fear in such other person that such physical action is imminent.

Assault and Battery (AB). Assault is an action to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent. Battery occurs when a person actually and intentionally touches or strikes another person, or intentionally causes bodily harm to another person.

Bias Incident Violation (BIV). A bias incident violation is any speech, acts, expression, or, harassing action that targets, threatens, or attacks an individual or group because of their actual or perceived “protected characteristics”. Soliciting, directing, aiding, or otherwise participating actively or passively in acts or anonymous acts of bias, vandalism, conspiracy and infringing on the rights of others will not be tolerated.

Breaking Restriction (BR). (Cadets only.) Failure to comply with Military Confinement (MC) instructions.

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

Bullying (BU). See NUSRR Chapter 3.

Collective Action (CA). Collective resistance to a system of discipline is far more serious than resistance by an individual and it will not be tolerated. A student will not enter into any written or oral agreement to violate or evade the Norwich University Student Rules and Regulations. A student will not conspire to or join with others in any act contrary to

the rules of good order. Note: It is not collective action for a student to respectfully raise an issue or ask a question or attend or participate in any university sponsored event, club, forum or meeting on campus.

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

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

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

Dereliction in the Performance of Duties (DPD). A student who fails to perform duties either assigned or positional in nature in which the duties are known and the individual is derelict in their performance. Known duties include those assigned or positional duties if the individual reasonably should have known of the duties. A student is derelict in the performance of duties when that student willfully or negligently fails to perform that student's duties.

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

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

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

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

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

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

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

Failure to Comply with University Official (FCUO). A student is required to comply with directives from any university official. University officials include members of the staff or faculty, ROTC staff members and instructors, residence life staff (including student staff), NU Public Safety officers, student leaders, and the regimental duty officer/duty NCO.

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

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

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

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

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

Hazing (H). See NUSRR Chapter 3.

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

Infringement on the Rights or Privacy of Others (IRPO). A student who infringes or impacts on other's basic rights or privacy will be in violation. These rights include but are not limited: to read and study in one's room without unreasonable noise and other distractions; to sleep without undue disturbance from noise, guests of roommate, etc.; to expect the roommate will respect one's personal belongings; to have free access to one's room and facilities without pressure from a roommate; to have personal privacy; to host a guest with the expectation that guests are to respect the rights of the host's roommates and other barracks or dormitory residents; to be free from fear of intimidation, physical and or emotional harm, and to expect reasonable cooperation in the use of the telephone.

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

Littering (L). A student who dumps litter on university property. "Litter" is defined as

any garbage; rubbish; trash; refuse; can; bottle; box; container; paper; tobacco products; abandoned vehicles.

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

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

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

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

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

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

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

Obstruction of an Investigation (OI). Obstruction may consist of any attempt to hinder the discovery or punishment of a student who has committed violation of these regulations. This applies to any participant in an investigation and prohibits any discussion of the case with unauthorized parties from the initiation of the investigation until the final appeal. The acts by which justice is obstructed may include bribery, intimidation, and the use of physical force against the complainant, witnesses, or investigating officials. The purpose may be to influence, delay, prevent, withhold the communication of information to the investigating officials; to influence, delay or prevent testimony; to alter or destroy evidence; or to evade notification of participation in a Class I Summary Session, Administrative Discipline Hearing, or Honor Board.

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

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

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

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

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

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

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

Refusal to Comply with Punishment (RCP). See NUSRR Chapter 7 & 9 Refusal to Comply with Punishment.

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

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

Stalking (S). Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- a) Fear for the person's safety or the safety of others; or
- b) Suffer substantial emotional distress.

Threat(s) (T). A threat is a declaration of intention or determination to harm another person or indication of impending danger, coupled with the apparent ability to do so and creates a well-founded fear.

Toleration of Violations (TV). Any time a student fails to act on or report an incident(s) that may be defined as a violation of university policy, he/she may be subject to the same disciplinary action as the student(s) committing the violation. See Chapter 3.

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

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

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

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

Violation of Alcohol Policy (VAP). See NUSRR Chapter 3,7 & 9.

VAP – Furnishing Alcohol to a Minor (VAPFM). Furnishing alcoholic beverages includes any action taken by a person or allowing the opportunity, that results in underage possession or consumption of alcohol by minors (person under the age of 21).

Additional terms directly related to the definition:

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

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

Trophies. Commemorative items bearing the Norwich University logo received as participants at a university formal function are acceptable for display. Students may not possess or wear garments that advertise an alcoholic theme or display an alcohol related logo. Students may not display posters that depict or advertise alcohol products.

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

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

Violation of Non-Discrimination /Sexual Misconduct, Relationship Violence, and Stalking Policy. See NUSRR Chapter 3.

Violation of Residential Policy (VRP). See NUSRR Chapter 4, Section VII.

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

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





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