

Student Rights and Responsibilities

Accommodations for students with disabilities

The Office of Student Affairs coordinates appropriate and reasonable accommodations for students with disabilities or special needs and works with each student on an individual basis. Faculty and staff of Heritage University work closely with the Office of Student Affairs to ensure access to academic programs, services, events, and activities for all students. Students are responsible for contacting the Office of Student Affairs to make a formal request for appropriate and reasonable accommodations. For more information, please call (509) 865-8532.

Advising

Heritage University is focused on student success. In partnership with providing a quality, caring environment, students are ultimately responsible for their own academic success. Students should be attentive to the academic calendar, registration timelines, and major and graduation requirements. See the Advising section of the handbook for further information on the advising process and success strategies.

Attendance

Regular attendance is necessary for academic success. Students should communicate with their faculty member and advisor if they will not attend class or other meetings.

Students are responsible for notifying the university if they choose not to attend Heritage University after enrollment. Students who have two unexcused absences, or the equivalent for weekend or on-line courses, may be dropped by their faculty member. Charges will be applied and students will be responsible for the incurred balance.

Students who have missed a significant amount of class time should work with their advisor, faculty members and the financial aid office to determine their options. See the academic policies section of this manual or the catalog regarding grading and financial aid.

Campus organizations

Heritage University believes that campus-based organizations offer valuable extracurricular opportunities for students' learning and development. The University welcomes, supports, and encourages such endeavors. Students interested in learning about clubs or the process of developing a new club should contact the Student Life Coordinator.

Children on campus

Heritage University welcomes children to visit campus with their parents or guardians. Students should not bring children to class, unless in the case of emergency, and only with the

instructor's permission. Parents or guardians must provide the appropriate level of supervision. Children may not be present in any of the science laboratory classrooms under any circumstances.

Filing a complaint

Regarding an academic issue or faculty member

Students who feel that an academic decision affecting them should be re-examined may present their case according to the following grievance process. Students have a limit of one year from the time of the incident in which to file a complaint. These steps are followed until the concern is resolved:

1. The student is encouraged to confer with the instructor concerned.
2. If the student believes the matter has not been satisfactorily resolved, the student confers with the department chair or department director.
3. If the student believes the matter has not been satisfactorily resolved, the student confers with the college dean to seek assistance in resolving the concern.
4. A student makes an appointment with the provost/vice president of Academic Affairs to seek assistance in resolving the concern.
5. The student and the provost/vice president of Academic Affairs may request a hearing committee to review the matter.
6. The provost/vice president of Academic Affairs communicates the decision to the concerned student.

Regarding a staff member

Students are encouraged to provide constructive feedback by first sharing the concern directly with the staff member involved. If the matter is not considered resolved, the student may then approach the staff member's supervisor. Students may contact the Office of Human Resources to determine the appropriate supervisor and contact information.

Regarding a harassment issue

Heritage University is committed to creating a safe learning and working environment. Harassment is defined as conduct which threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing



behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, blocking movement, offensive touching and visual insults, such as derogatory posters or cartoons. Students experiencing harassment regarding a staff, faculty member, or third party vendor of Heritage University are encouraged to contact the Office of Human Resources as soon as possible.

If the harassment involves another student, please contact the Office of Student Affairs to report the problem and seek assistance.

Regarding another student

Students are expected to communicate concerns in a direct and respectful manner. If it is not feasible to approach another student directly, then the student with the concern should contact the Office of Student Affairs for assistance with resolving the matter.

If internal complaint processes have not resolved the issue, you may contact any of the following:

General:

Washington State Office of the Attorney General

1125 Washington Street SE

PO Box 40100

Olympia, WA 98504

(360) 753-6200

http://www.atg.wa.gov/contactus.aspx#By_phone

Academic:

Northwest Commission on Colleges and Universities (NWCCU)

8060 165th Avenue N.E.

Suite 100

Redmond, WA 98052

(425) 558-4224 (voice)

(425) 376-0596 (fax)

Non-discrimination

The objectives of the Heritage University Equal Opportunity Program are to eliminate discrimination and, in conformity with state and federal law, and in keeping with the University's mission, to develop and maintain a work force and a student body which reflect the communities of the regions that the University serves. Applications for employment and student admission are especially solicited from groups under-represented in various levels of the work force and/or in the region's higher education student bodies.

Student Code of Conduct and Disciplinary Action

Heritage University's mission is based on the principle of deep respect for the value of each student. The policy and procedures for student conduct were developed with the intent of providing clear expectations for behaviors that promotes a culture of respect. As an educational institution, Heritage's mission focuses on creating learning opportunities that encourage growth and development. The intent of this policy is to provide a catalyst which to promote growth and a learning experience that allows each student to reach his/her potential while working within a safe and supportive atmosphere.

*The Code is instituted for all Heritage University campuses and program locations.

Code of Conduct

1. Respect for the Law

- a. **Public laws:** Students and organizations must comply with all local, state and federal laws and regulations.
- b. **Alcohol:** Heritage University is an alcohol-free campus. Student organizations and activities must all be alcohol-free, whether held on or off campus. Students must not show up to class or for HU-sponsored events or employment under the influence of alcohol or any controlled substance not specifically prescribed to the individual student.
- c. **Smoking:** Smoking is not permitted in any Heritage University buildings or within 25 feet of an entrance to a building.
- d. **Controlled substances:** Unlawful use, sale, or possession of substances or paraphernalia is prohibited. Use of prescription medication not prescribed to an individual and/or providing medication to an individual to whom it is not prescribed is prohibited.
- e. **Disorderly Conduct:** Behavior that disrupts the academic, administrative or campus environment is prohibited. Conduct standards will be based on the generally accepted university community standards of decency and morality and the extent to which any infringement has on the rights of others in the community. Examples include, but are not limited to; fighting, obscene telephone calls or electronic messages and excessive noise.

2. Respect for others

- a. **Threats and Endangerment:** Students shall not endanger the safety, health or life of themselves or others. All forms of abuse and harassment (physical, sexual, and emotional), including threats, intimidation and coercion are prohibited; including those sent using an electronic format (such as cyber bullying).
- b. **Aiding and Abetting:** Attempting or aiding the commission of any prohibited act shall be disciplined at the same level as a completed violation. While a lesser breach, conspiring to commit a violation will still be considered an infringement of the Code of Conduct.

- c. **University Employees:** Students must comply with the direction of university employees and show due respect. Any form of aggressive, abusive, or non-compliant behavior is prohibited.
 - d. **University Policies:** Students and organizations must comply with all other university policies and rules. Such regulations include, but are not limited to: computer use, parking, and intramural sports.
- 3. Respect for Personal and Academic Integrity**
- a. **Academic Honesty:** Students shall refrain from all acts of dishonesty, including, but not limited to: cheating, plagiarism, and other forms of academic dishonesty.
 - b. **Misrepresentation:** Students shall not provide false information to university officials, faculty members, or office. Misrepresentation includes forgery or alteration of any University document or record.
- 4. Academic Program Expectations:** Some academic and extra-curricular programs have additional expectations and requirements that, if not met, may result in simple intervention up to final dismissal from the program and/or the University.
- 5. Respect for Property**
- a. **Theft:** Actual or attempted theft of personal or University property is prohibited.
 - b. **Property Damage:** Actual or attempted damage of property of the University community or other personal or public property is prohibited.
 - c. **University Facilities:** Unauthorized use of or entry into any University facility, or unauthorized abuse of such building, premise or facility is prohibited.
 - d. **Technology Resources:** Abuse of the computer and networking resources of Heritage University is prohibited. Violations in this category include, but are not limited to: 1) unauthorized access, transfer and editing of files; 2) unauthorized use of another university affiliated member's identification and password; 3) illegal downloading of media files or software; 4) use of computing facilities or networking systems in a way that violates Heritage University's Technology Use Policy.
- 6. Respect for the Judicial System**
- a. **Failure to Comply:** Students must comply with the directions of those University officials involved in the judicial process. This includes responding to requests and completion of imposed sanctions.
 - b. **Falsification:** Students must not provide false or distorted information. Knowingly causing the commencement of judicial proceedings without just cause (fair and honest and based on reasonable grounds) is prohibited.
 - c. **Interference:** Attempting to influence others within the judicial process is prohibited. This includes, but is not limited to, harassment, intimidation, or attempted influence of the members of the judicial proceedings.

- d. **Disruption:** Students may not disrupt the orderly proceedings of judicial hearings or processes.

Disciplinary Procedures

As a learning process, rather than a criminal proceeding, Heritage University uses the “preponderance of evidence” standard for disciplinary proceedings. This means that a final determination is based on the concept of whether the accused is more likely than not to have committed the act. There is not a requirement of physical evidence nor does the alleged violation have to be witnessed. Congruent with classroom participation, this process focuses on student learning and the development of rigorous critical reflection and self-advocacy skills. Therefore, it is not intended to include direct participation or intervention by parents or other external parties.

Authority

The Office of Student Affairs is responsible for the oversight of this policy. The Vice President for Student Affairs may serve as the judicial officer, or delegate another appropriate official to serve in this capacity especially in cases where s/he is the investigating officer. Each member of the university community is responsible for communicating and enforcing behavior expectations and for reporting violations.

Hearing Process

The typical hearing process is described as follows:

1. **Concern Raised.** The student will be informed by a University judicial officer or designee that a concern has been raised and a response by the student is necessary. The judicial officer then conducts an initial review of the facts to determine how to proceed.

2. **Student Conduct Meeting.** Many times, the matter can be resolved during a less formal Student Conduct Meeting with the student. In most cases, the student conduct meeting serves the same purpose as a hearing.

Within five (5) normal business days, a Student Conduct Meeting will be held at the earliest mutually agreeable time for the student and judicial officer. The meeting is held with only the student and the judicial officer present.

During the meeting the student will be informed of the concern and provided an opportunity to respond and discuss the matter. The student may also be advised of the opportunity to present additional evidence. At any time during the disciplinary process, the student may choose to accept responsibility for his or her involvement in the incident involving a Code violation. This informal method is the preferred intervention for the University because it allows for resolution in a more productive and less adversarial manner.



Within 10 normal business days of the Student Conduct Meeting, if a student denies any involvement in the incident, or chooses not to accept any responsibility and subsequent disciplinary sanction, s/he must formally request, in writing, for the University to hold a Student Conduct Hearing.

3. **Student Conduct Hearing.** Within five normal business days of a written, formal request for a Student Conduct Hearing, such hearing will be scheduled for a student who denies any involvement in the incident, or chooses not to accept any responsibility and or respond to any subsequent disciplinary sanction imposed by judicial officer. The student will be notified in advance of the date, time, and location of the hearing. If the student chooses not to attend the hearing, it may be held in his or her absence. As a result of the student's decision not to participate, any decisions made at the Student Conduct hearing are not eligible for appeal.

Student Conduct Hearings are a formal administrative hearing attended by a minimum of two University Officials as designated by the Chief Judicial Officer. A student participating in the Student Conduct Hearing process will:

- a. Receive advance notice of the date, time, and place of the initial hearing in a manner determined appropriate by the judicial officer.
- b. Receive a statement of the alleged violation(s).
- c. Be informed of the privileges afforded the student. These include:
 - i. Time to prepare a case and review related documentation
 - ii. Have a support person present during the hearing. If the support person happens to be an attorney, he or she may not act as legal counsel. Support persons may not speak or participate directly in the hearing unless invited by the hearing officer.
 - iii. Have an opportunity to present written information or witnesses with relevant information to present his/her side of the story.

The student will be informed of the Hearing Committee's decision and any sanctions imposed within five normal business days following the Student Conduct Hearing.

Students who are considered to be victims of a crime of violence in which another student is accused and subjected to the Student Conduct Hearing Process, will, at the very least, be verbally notified of the outcome of the case.

Sanctions

Sanctions for disciplinary actions are used as a developmental and educational tool in an effort to redirect student behavior toward compliance with community expectations:

- If such redirection is feasible.

- To protect the University community.
- To allow the student the opportunity to heal damage done to the campus community or specific individuals.
- To allow students the opportunity to learn about the impact of their attitudes and behavior toward others.

A student's behavior/disciplinary history is cumulative it may warrant higher sanctions for similar or different types of violations.

Representatives from the Office of Student Affairs may impose the following required actions and sanctions:

- 1. Warning:** Notice to the student, either verbally or in writing that he or she has failed to meet the University's code of conduct. The warning will include the specific behavior of concern, an opportunity for the student to ask questions or serious sanctions.
- 2. Reprimand:** Notice in writing censuring the student for failure to meet the University's conduct standards. The written reprimand will be dated and signed and acknowledged as received by the student and placed in the student's file.
- 3. Probation:** In response to a serious, escalating, or repeated level of violation, the probation will be imposed for a specified period of time and will outline expected behavior and the repercussions of non-compliance.
- 4. Suspension:** Suspension from the University involves exclusion from participation in academic and/or extra-curricular activities for a specified period of time. Written notification of suspension will be provided to the student. This action includes the following:
 - a. The student will be withdrawn from all courses, at all University locations carried that semester;
 - b. The student will forfeit fees according to the normal refund schedule of the university;
 - c. The student will be restricted from visiting the all University premises and locations (which may include a criminal trespass warning) except when engaged in official business approved by the university in writing.

Reinstatement from suspension: When a student has concluded the suspension period and completed any expected conditions for return, the student must submit a letter to the Vice President for Student Affairs requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension. The student may only return after approval by the Vice President of Student Affairs.

- 5. Dismissal:** Dismissal is a permanent expulsion from the University; it may be ordered as a result of a very serious offense or for repeated offenses. In addition to forfeiting all tuition paid, the student suffers all losses as indicated in the suspension status



above. Students in this status are not allowed to be readmitted to the University. The student will be restricted from visiting the University, which may include a criminal trespass order.

In addition to or in lieu of the listed levels of sanction, the Office of Student Affairs may impose additional strategies for resolution of the concern such as:

- 1. Facilitated discussion:** A neutral third party may be brought in to help with a conflict situation. With the intent that the parties involved can find a resolution, ground rules will be discussed and agreed upon by all parties. For this process to be successful, all involved parties must be willing to participate.
- 2. Positive actions:** Positive Actions are required activities that are intended to engage the student in a learning process related to the behavior of concern. This may include, but is not limited to, engaging in campus or community activities, participating in short courses, or writing a report.
- 3. Restorative actions:** Are opportunities to repair or heal some of the damage to the university community inflicted through the student's code violation behavior. Assignments include, but are not limited to, writing a sincere letter of apology, restitution, fines, and non-paid work.
- 4. Loss of privileges:** Restrictions on participation (including leadership and university events), eligibility for employment, internships, communication, financial aid, facility access, and student account/record holds are examples of the types of loss of privileges that may be evoked by the Office of Student Affairs.

Appeals

A student found responsible by the Student Hearing Committee may appeal the decision in writing to the Vice President for Student Affairs.

Records and Notification

While Heritage University does not place disciplinary records on student transcripts, discipline records do become part of students' file and are subject to FERPA guidelines. In order to support and reinforce expectations for the student or to be warned of a potentially dangerous student, for those advisors, faculty and program staff who are determined to be in the "Need to Know" category of FERPA, may be notified at specific steps within the entire student discipline process