

# University of the Virgin Islands

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# -STUDENT HANDBOOK-

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# University of the Virgin Islands

ACADEMIC CALENDAR (Hurricane Update)

FALL 2017 – SUMMER 2018

FALL SEMESTER	2017-2018
STUDENTS CHECK IN TO RESIDENCE HALLS	SU; 8/13
ORIENTATION, ADVISEMENT AND REGISTRATION	M-F; 8/14-18
FACULTY RETURN	W; 8/16
<b>NEW STUDENT CONVOCATION</b>	<b>TBA</b>
PRESIDENT'S UNIVERSITY ADDRESS	F; 8/18
CLASSES BEGIN	M; 8/21
ADD-DROP PERIOD	M-F; 8/21 – 8/25
LABOR DAY RECESS (UNIVERSITY CLOSED)	M; 9/4
Hurricane Irma and Maria Disaster Assessment	St. Thomas R;9/7-AAS F;10/06
University Re-Open	M; 10/09
ATTENDANCE REPORTS DUE	W; 10/18
EARLY ALERT	N/A
CENSUS DATE	M; 9/18
FINAL DAY TO WITHDRAW due to Hurricane Irma/Maria	F; 10/13
FINAL DAY TO CHANGE CREDIT TO AUDIT/AUDIT TO CREDIT	F;10/13
START OF WP/WF	M; 10/16
LIBERTY DAY RECESS (UNIVERSITY CLOSED)	W; 11/1
MIDTERM GRADES: MIDTERM LOW GRADE REPORTS DUE	R; 11/2
END OF WP/WF- LAST DAY TO WITHDRAW WITHOUT DEAN'S PERMISSION	R; 11/2
START OF AW/DEAN'S PERMISSION	R; 11/9
VETERAN'S DAY RECESS (UNIVERSITY CLOSED)	F, 11/10
THANKSGIVING/FORTSBERG DAY RECESS (UNIVERSITY CLOSED)	R-F; 11/23-24
BANWEB REGISTRATION	<b>W; 11/29</b>
LAST DAY OF CLASSES	F;12/22
STUDY DAY	N/A
<b>FALL 2017 Calendar Continues into January 2018</b>	<b>****</b>
NEW YEAR'S DAY OBSERVED (UNIVERSITY CLOSED)	M; 1/1
THREE KINGS DAY OBSERVED (UNIVERSITY CLOSED)	F; 1/5
FINAL EXAMS (NO OTHER SCHEDULED STUDENT ACTIVITIES DURING PERIOD)	M-F;1/8-12
LAST DAY FOR INSTRUCTIONS TO SUBMIT GRADES (BY 10 A.M.)	T; 1/16
<b>Academic Standing Review and Process</b>	<b>T; 1/16</b>
CERTIFICATION OF DECEMBER GRADUATES	W;1/17
LAST DAY OF SEMESTER FOR FACULTY	W: 1/17

<b>SPRING SEMESTER</b>		<b>2017-2018</b>
FACULTY RETURN		N/A
MARTIN LUTHER KING DAY RECESS (UNIVERSITY CLOSED)		M; 1/15
ORIENTATION, ADVISEMENT AND REGISTRATION		T-F; 1/16&19
CLASSES BEGIN		M; 1/22
ADD-DROP PERIOD		M-F; 1/22-26
EARLY ALERT		M-F; 2/5 - 9
ATTENDANCE REPORTS DUE		W; 2.7
CENSUS DATE		TBN
FINAL DAY TO WITHDRAW-W; CHANGE AUDIT TO CREDIT/CREDIT TO AUDIT		F; 3/2
START OF WP/WF		M;3/5
SPRING RECESS (NO CLASSES)		M-T; 3/12 - 13
MIDTERM GRADES: MIDTERM LOW GRADES REPORTS DUE		W; 3/14
CHARTER DAY		F; 3/16
END OF WP/WF: LAST DAY TO WITHDRAW WITHOUT DEAN'S PERMISSION		W; 3/21
START OF AW/DEAN'S PERMISSION		R; 3/22
START OF AW/DEAN'S PERMISSION		R; 3/22
UNIVERSITY EASTER RECESS (UNIVERSITY CLOSED)		F; 3/30
BANWEB REGISTRATION		M; 3/26
CARNIVAL RECESS (NO CLASSES)		R-F; 4/26 - 27
LAST DAY OF CLASSES		T; 5/1
STUDY DAY		W; 5/2
FINAL EXAMS (NO OTHER SCHEDULED STUDENT ACTIVITIES DURING PERIOD)		R-W; 5/3 - 9
LAST DAY FOR INSTRUCTORS TO SUBMIT GRADES (BY 10 AM)		F; 5/11
CERTIFICATION OF GRADUATES		T; 5/15
COMMENCEMENT ST. THOMAS CAMPUS		MAY 17
COMMENCEMENT ST. CROIX CAMPUS		MAY 18
<b>SUMMER SESSIONS</b>		<b>2017-2018</b>
<b>SUMMER SESSION I</b>		
BANWEB REGISTRATION		M-W; 3/26 - 5/18
REGISTRATION		R-F; 5/10 - 11
CLASSES BEGIN		M; 5/21
MEMORIAL DAY		M; 5/28
LAST DAY OF CLASSES		M; 6/25
FINAL GRADE SUBMISSION		W; 6/27
<b>SUMMER SESSION II</b>		
CLASSES BEGIN		R; 6/28
EMANCIPATION DAY RECESS (UNIVERSITY CLOSED) OBSERVED		T; 7/3
INDEPENDENCE DAY RECESS (UNIVERSITY CLOSED) OBSERVED		W; 7/4
LAST DAY OF CLASSES		F; 8/3
FINAL GRADE SUBMISSION		M; 8/6

## Message from the Provost – University of the Virgin Islands



Welcome to the University of the Virgin Islands. It is our desire to offer you the best possible educational and developmental experience during your stay at the University and to have a continuing rewarding relationship with you as an alumnus/alumna. Consequently, we have developed this handbook to serve as a guide for your actions and experiences during the years you spend as a student here.

I would strongly recommend that, initially, you read it as thoroughly as possible, and then continue to use it as a reference guide throughout your tenure with us. It outlines many of the programs and services available to you, and describes some of the opportunities for rewarding experiences. It serves as a policy guide for your actions and those of your fellow students, and includes a Code of Conduct for all students. It explains your rights as a student and recourses that you and others have when it is perceived that those rights have been violated. It gives you a thorough overview of what you can expect as a student at the University of the Virgin Islands.

A thorough reading of the handbook will also acquaint you with the many opportunities available to you, and assist you in taking advantage of them in the timely manner that will best serve your interests. It is my hope that use of this handbook will allow you to understand the leadership roles that you can adopt, not merely for your personal development, but also roles that will allow you to partner with the faculty and the administration in ensuring that we all coexist in a civil society that serves as a model for the rest of the Virgin Islands.

We have a tradition of quality and excellence at the University of the Virgin Islands. We hope that this handbook serves to assist you in upholding that tradition for our mutual benefit and the benefit of the people of the Virgin Islands whom our institution was created to serve.

## Note to Students

The intention in developing this Handbook is to provide you with the tools needed to become a master student at the University of the Virgin Islands. First time students, as well as returning students, will find its subject matter invaluable. The Handbook is also intended as a resource for prospective students to learn about the many academic and other support services offered at the University. Upon reviewing the Handbook, you will see that UVI offers a very supportive learning environment, making it an exceptional choice as a higher education institution. Familiarize yourself with the contents of the Handbook, and take the time to learn about the many academic and other support services. It is a known fact that students who engage with campus resources and get involved in campus activities tend to be more successful, persist, and graduate!

We expect that some of you may have a great many questions. That's quite alright students typically have questions about what is expected of them. Answers to many such concerns are contained in the information presented in this handbook. Using the Handbook, along with the University Catalog and university web site ([www.uvi.edu](http://www.uvi.edu)), will provide you with access to information about university policies, procedures, resources, and events. For example, you may like to know that if you have a personal concern, want to join a club, want to find out more about a career, need a little extra help in a subject area, need to find out what courses to take, need money for school, or are just looking for something to do on a Saturday night, you can find answers in these three resources.

Likewise, if you are interested in finding a cure for a particular disease, designing a more fuel efficient engine, finding a new source of energy, or knowing what careers pay the most, these same resources can point out those best suited to advise you.

As students, campus services such as counseling, career planning, health care and other programs are available to you. For example, do you know that opportunities are available for you to participate in student exchange programs where you can study Spanish in Mexico, or attend classes, conduct research, or experience life at schools or universities on the U.S. mainland? Do you know that collaborative agreements exist between UVI and U.S. institutions where it is possible for you to earn an engineering or medical degree? Access to more information on these agreements has been included.

Details on a wide choice of clubs and organizations that you may want to join and extracurricular activities you may want to attend have likewise been included. You will also be introduced to the university's website and its various links. One link, UVI Announcements will keep you abreast of current campus activities. The site is updated twice weekly and is an excellent source to help you assimilate into student life.

You may also use this website to register for classes and conduct library searches when writing papers or conducting research for class. UVI Magazine, the UVI Catalog and the Caribbean Writer, three informative campus pieces, may also be accessed on this site. They detail students' achievements, creative contributions and other developments on campus. Dateline: UVI, another publication available online, announces events and activities, and chronicles achievements of the community.

Initially, a student's introduction to campus is through the university's Orientation Program. Freshman students then go on to enroll in Freshman Developmental Seminar, a class where students learn the details about university policies and procedures, academic support services, study skills techniques, and other resources. The next most important contacts you should make are with your academic advisor and the Campus Advisement and Tutorial Services (CSS). Refer to these two sections of the handbook early in the semester so that you can get off to a good start and stay on the right track.

**The handbook is divided into four major sections:**

- Policies and Procedures – introduces students to some important policies and procedures.
- Academic Resources - provides an overview of the many sources available to support students in their academic goals. It also gives some helpful guidelines and checklists.
- Student Life and Resources– details the resources available within our learning community to support students' personal and professional needs.
- Code of Student Conduct – outlines conduct prohibited at the university and judicial procedures

Finally, we encourage you to form relationships with your faculty, staff, and fellow students to optimize your learning experience. The handbook will give helpful suggestions as you develop your learning community.



## **Know Your University**

The College of the Virgin Islands began on March 16, 1962. By 1986 it had grown extensively, offering many additional programs to students, and it was granted university status becoming the University of the Virgin Islands (UVI). By this time, UVI offered associate, bachelor, and master degrees in a variety of concentrations. Additional information on the university's history and a complete listing of the programs offered can be found in the preliminary pages of the University Catalog. Read about the numerous opportunities available to students at UVI which demonstrate that UVI is "the leading provider of intellectual capital in the US Virgin Islands and beyond". The sister campuses on St. Thomas and St. Croix offer a wide array of programs to students. While each campus is unique in some program specialties, teleconferencing between the campuses allows shared instruction and administrative functions.

**Accreditation** - UVI is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The Middle States Association of Colleges and Schools is a non-profit association that assures and attests to the quality of higher education institutions through self-study, evaluation, and other developmental services that lead to accreditation. More information on accreditation and memberships can also be found on the preliminary pages of the Catalog.

**Mission** - UVI is a liberal arts, land-grant, Historically Black College and University (HBCU) established by public statute to meet the higher education needs of the people of the U.S. Virgin Islands and wider Caribbean.

The University offers undergraduate, graduate and continuing education programs, which provide the requisite competencies for productive, fulfilling lives and responsible citizenship.

UVI also strives to be a major provider of intellectual capital for the development of the region through the integration of its teaching, research and public service activities.

The University is committed to advancing knowledge through research and public service particularly in areas that contribute to understanding and resolving issues and problems unique to the Virgin Islands and the Caribbean.

On March 16, 2003, UVI made history when Dr. LaVerne Ragster was inaugurated as its fourth and first woman president. Her short time as president can be characterized as guided by strategic planning with a focus on monitoring to achieve set targets. UVI's goal is to ensure that the institution contributes to producing a labor force capable of improving the quality of life for residents of the Virgin Islands and the greater Caribbean.

As the fifth President, Dr. David Hall, is the chief executive of the University. He is supported by a Board of Trustees, which governs the University. Reporting to Dr. Hall are the Provost, the Vice President for Administration and Finance, and the Chief Information Officer. The Provost is responsible for all academic matters, and integrating the three-part mission of the University, i.e., instruction, research and public service. The Vice President for Administration and Finance is responsible for the management of financial and capital resources of the institution. The Chief Information Officer is responsible for the management of the information technology functions and services including the Libraries and instructional and

administrative information technology systems. Reporting to the Provost is the Dean of Students who implements Student Services programs. The Dean of Students is responsible for developing policies relating to Student Affairs under the oversight of the Provost.

There are five academic divisions and each division is administered by a Dean to whom the faculty in that division reports. As a student, it is important to know and understand the chain of command when trying to address various issues. The Student Support Resources section will guide you through some steps that may be needed for problem solving and resolving academic and other concerns.

### **Section I. Policies and Procedures**

This section outlines, in alphabetical order, some of the policies you should be familiar with since they involve your rights and responsibilities as a student attending a higher education institution.

You should read this section very carefully.

**Academic Integrity:** Your experience at UVI will provide you with scholarly and personal challenges. Nonetheless, all members of the academic community are expected to behave with integrity as the university will not tolerate academic dishonesty. The University of the Virgin Islands strives to maintain an environment of mutual trust among its students and faculty. Refer to the section in the university catalog on academic information and regulations which gives details on procedures and penalties relative to academic dishonesty,

**American with Disabilities Act** Federal law requires colleges and universities to provide reasonable accommodation to students with disabilities. Students should be prepared to provide appropriate documentation to support their request. Both the Counseling and Placement Office and the Virgin Islands University Center for Excellence in Developmental Disabilities provide support services for students with special needs.

**Campus Sex Crimes Prevention Act:** The Campus Sex Crimes Prevention Act requires individuals convicted of a sexual offense to provide notification to our campus security departments. The University of the Virgin Islands is required by federal law to notify students and employees of known sexual offenders employed or enrolled at the University. These persons must register as sex offenders with the Attorney General's office after completing their sentence.

**Missing Persons:** On the St. Thomas campus, the Security Department is located on the first floor of the Penha House building. Contact the Chief of Security, at 693-1530/693-1535, to arrange registration. On the St. Croix campus, the Security Department is located on the ground floor of the Evans Center, 1-A Contact the Security Supervisor, at 692-4155, to arrange registration. For additional information log on to:

<http://www.uvi.edu/pubrelations/relations/security/people.html>

**Drug and Alcohol Policy:** The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and/or illegal drugs are prohibited in and on the University of the Virgin Islands' campuses or on university owned or controlled property. The misuse or abuse of legal drugs, including alcohol, is prohibited. Any University employee or student

deemed to have violated this policy shall be subject to disciplinary action for misconduct, which action may include evaluation/ treatment for a drug use disorder or for disciplinary action up to and including termination or expulsion in accordance with University policies and procedures. No employee/ student is to report to work/class while under the influence of illegal drugs or influence by the abuse of legal drugs.

In order to comply with the federal law, the university requires that an employee/student notify the employer (university) of any criminal drug statute conviction for a violation occurring in the workplace/classroom. The university will discipline any employee/student who is so convicted or require the employees/students satisfactory participation in a drug abuse assistance or rehabilitation program in accordance with university policies and procedures.

***Emergency Closings:*** In the event of inclement weather or other emergencies, administrative decisions regarding closure or suspension of classroom activities and support operations will be announced on the University website and on local broadcast media.

***Family Educational Rights and Privacy Act (FERPA):*** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are referred to as "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Once a student becomes 18, their educational records cannot be released to their parents without their permission. Schools may charge a fee for copies of these records. Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement within the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from the student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following under specific conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- When complying with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific Local law. Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must notify parents and eligible students about the intent to disclose directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. That actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**Sexual Harassment:** Sexual harassment is prohibited by law as well as by UVI’s policy. Generally speaking, sexual harassment includes any unwelcome advance, contact and verbal or physical conduct of a sexual nature that unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive working/educational environment. Sexual harassment may occur in a variety of ways and harms both men and women. For example, a proposition by a professor for sexual favors in exchange for better grades, and repeated sexual comments by a supervisor are instances of sexual harassment. Refer to the U.S. Department of Education’s Web site for further information.

**Students’ Right-To-Know:** The Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act became federal law in the early 1990’s as a result of the increasing violence occurring on college and university campuses across the United States. The Clery Act has been amended several times since its original enactment to reflect new requirements of the Act. Reporting guidelines on specific categories of campus crime and institutional policies to address these issues are now mandated by law to be made available to perspective and current students and employees. Be an informed consumer and familiarize yourself with this information. You can get copies of the reports from Campus Security on both campuses. The Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act can be accessed by logging on to the U.S. Department of Education web address.

## **Section II. Academic Resources and Procedures**

**Bookstore** STT 1561; STX 4162: The campus bookstore is located in Jerome House adjacent to the South Residence Halls on St. Thomas and adjacent to the Student Activities Lounge on St. Croix. Hours of operation are Monday – Friday from 8:30 - 4:30, with extended hours during registration periods. The bookstore carries your required textbooks and other course materials, supplies, computer software, an attractive line of UVI clothing, and many convenience items. We suggest that you review their refund and exchange policies, particularly as related to textbooks. On the first day of class each instructor/professor will provide you a course syllabus for his/her course. You have the right to request it if it is not distributed.

The syllabus will list all required text books and other course materials that your instructors/professors wish you to have. Take the syllabus with you to the bookstore when making purchases for your classes. Used books are often available for purchase and can offer significant savings in the total cost of textbooks. At the end of each semester, the bookstore has a book “buy-back” period for students interested in selling back their text books. When you buy your textbooks you should ask about the Bookstore policy on buying back textbooks.

**Center for Student Success (CSS):** STT 1220; STX 4156: The Center for Student Success opened in Fall 2004. The Center addresses the advising and tutorial needs of all students at UVI. Part-time, full-time, matriculated and non-matriculated students will be able to receive information about curricula, investigate career resources, or connect with tutorial services. The Center will be located in the CA building, room 118 on St. Thomas; and on the 700 level in the Evans Center on the Albert A. Sheen Campus. Make it a point to visit the Center early in the semester.

**Class Attendance and Behavior:** The University expects you to attend all classes regularly and to be on time. Failure to attend classes may result in your grades being adversely affected or other punitive action, including the return of financial aid and ineligibility for future financial aid. The university is required to return a portion of awarded financial aid for students who did not persist in classes until the end of the semester. Also please note that each instructor/professor may have his or her own attendance requirement for a course.

You will be expected to conduct yourself in an appropriate manner inside the classroom. Instructors/professors are in charge of the classroom and lab environments and they have the right to exclude you from their class if your conduct is disruptive or otherwise inappropriate.

The classroom environment should be conducive to learning. Cellular phones and any other personal equipment which may be disruptive to instructors and students alike are not allowed.

**Computer Labs:** The University is equipped with several computer labs that you may use to do class assignments, research, and other academic responsibilities. It is important that you understand all regulations related to computer use. If you use university equipment in any way that is prohibited, you will be referred for judicial action and appropriate sanctions imposed. Please familiarize yourself with computing policies. Hours of operation

for labs when classes are in session are as follows:

#### St. Thomas/ Albert A. Sheen Campus

- Business Administration Building • Melvin Evans Center Library Lab  
204 East & 204 West Room 704  
Monday thru Saturday 9:00 a.m. – 12:00 a.m. Monday thru Thursday 8:00  
Sunday 12:00 p.m. – 12:00 a.m. Friday 8 am 8 pm Saturday 9 am - 5 pm
- Classroom Administration Building (CA) Labs Sunday 1:00 p.m. - 6:00 p.m.  
Rooms 101 & 103  
Monday thru Friday: 8:30 a.m. - 7:00 p.m. • North West Wing Lab  
Saturday: 12:00 p.m. - 4:00 p.m. Room 132  
Sunday: closed Mon - Thurs 8:30 a.m.- 9:30 p.m. Friday 8:30- 6:30 pm;
- Student Success Center Saturday 9:00 – 5:00 pm; CA 118 Sunday 1:00 – 5:00 pm  
Monday thru Friday: 9:00am - 7:00pm  
Saturday – Sunday: closed • Freshman Center  
Evans Center 715
- R.M. Paiewonsky Library lab Monday – Friday 8:30pm – 4:30 pm Mon - Thurs:  
8:00am -10:00pm Saturday and Sunday closed Friday: 8:00am – 8:00pm  
Saturday: 10:00am – 5:00pm  
Sunday: 1:00pm – 6:00pm

#### Course Syllabus

Each instructor/professor should give you a course syllabus on the first day of class. The syllabus will state the instructors/professor's office hours, phone number and office location, required text(s), and class readings/ assignments, and their due dates. Some syllabi will identify specific dates when you will be tested. In order to participate fully in classes, you should read the required material beforehand. Use your syllabus as a blueprint to complete the requirements for your courses.

**E-Mail Accounts** Extension STT/STX 1466: All students who enroll at UVI are automatically assigned a campus e-mail address. You should use this address to receive notices and campus information.

Here's how to activate your UVI e-mail account:

- ❖ Open a web browser on your computer (Netscape Navigator, Internet Explorer, etc.).
- ❖ Log on to the following web address: <http://webmail.uvi.edu/>,
- ❖ Your username is the first three letters of your last name, followed by the last four digits of your social security number - all lower case with no space.
- ❖ Hit TAB.
- ❖ The initial password given to you by the University is the first three letters of your last name, followed by the 5th, 6th, and 7th digits of your social security number - again all lower case with no spaces. Passwords must contain at least six characters. Note: Students who were here before Fall 2002 would use a different default email password.
- ❖ Click on the log in button to display your list of e-mail messages. A list of your email

messages will appear. Choose the messages you want to read. Once read, you can either respond or delete. You should delete messages you no longer need.

You may select either of the following choices on the menu:

- ❖ Compose will allow you to send messages.
- ❖ Reload will display the list of messages in your mailbox.
- ❖ Logout will exit you from the program.
- ❖ Help will provide you with additional assistance if you need it.  
Caution: For security reasons, immediately change your password after your first log in to change your password:
- ❖ Use the following address <http://password.uvi.edu>.  
Select either St. Thomas or Albert A. Sheen Campus
- ❖ Enter your username.
- ❖ Hit tab.
- ❖ Enter password
- ❖ Hit tab.
- ❖ Type new password.
- ❖ Verify your password.  
Please call the Help Desk at (340) 693-1466 if you need more help familiarizing yourself with these steps.

**Faculty Advisors Academic Division** (see web directory for extension).

**Undecided Majors** extension STT 1340; STX 4150: A faculty advisor can be the single most important academic resource. Students, who have decided on a major, are assigned an advisor within their division. Your discipline/major falls within a particular division. Your advisor will help you to plan your program of study. He/she will provide accurate information about educational options, program requirements, policies and procedures, job market trends, and career options within your major. He/she will discuss the “paradigm” for your major. The paradigm is simply the courses you will need to take to fulfill the requirements for a degree in a particular discipline.

If you are undecided about your major, you will be advised in the Humanities Division. Advisors are available throughout the semester to discuss specific or general concerns that you might have. You should meet with your advisor at least twice each semester, and before you register for the following semester. Your advisor can help you obtain a Personal Identification Number (PIN) which will provide you with access to your student data via the web. Thereafter, you will be able to register, check your grades, and review your academic data on line via the web.

Some students decide to change their majors during the course of their academic experience. Your faculty advisor or Student Success Center are good resources to guide you through this decision. If you do decide to go ahead with the change, you will have to complete some paperwork in the Registrar’s Office on St. Thomas and the Academic Services Office on St. Croix. After you have completed the paperwork you will be reassigned to an appropriate advisor.

**Faculty and Office Hours** see web directory for faculty extension. Faculty are another tremendous resource to students; one that is too often underutilized. All faculty members are required to conduct office hours outside of class times.

These hours are provided in your course syllabus and posted outside the instructor's office. During this time, students can get help with class material they are having problems understanding; have written assignments critiqued; get help researching a topic; discuss their progress in class, and have other needs addressed. They can also provide information on internships, work-related positions, enrichment opportunities and other experiences. Take advantage of this time to interact with your teachers. Make an appointment very early in the semester to see each of your teachers and introduce yourself. Share some of your academic background in the subject area and any concerns you may have about being successful in the course. Likewise, students who may want more challenging course material should work out the details with their instructors. Talk with your instructor about forming or joining a study group.

**Center for Student Success Extensions STT 1220; STX 4140:** It is important that your skills level in reading, writing, and mathematics be adequate to ensure that you can be successful in your classes. Your SAT scores or the placement tests administered are assessment tools that determine your proper placement in college level Mathematics and English classes. Some students might take basic skills courses before moving on to begin taking some college level courses. All freshmen may receive additional support for success in these courses from the resources of UVI's

The Center familiarizes new students with academic and student support services. Specialists develop course schedules and otherwise assist in academic advisement and referrals for tutorials. Tutors are available in a number of subject areas. The Center is also equipped with a computer lab which all freshman students may use. As a student, you can also speak with a specialist about personal concerns which may be adversely affecting your adjustment to college life. The Centers are located on the first floor of the Classroom Administration (CA) building on the St. Thomas campus; and on the seventh level in the Melvin Evans Center on the Albert A. Sheen Campus.

**Freshman Development Seminar:** The Freshman Development Seminar provides you, the student, with an introduction to university resources and procedures. Along with your instructor and classmates, you will consider strategies which can help you become a master student! Some issues which are discussed include effective management of your time, various study strategies, decision-making, and academic and career planning. In addition to your instructors/professors, your Seminar instructor is another excellent resource for helping you adjust to college life. All freshmen are required to take this course, preferably during their first semester.

**Information Technology Services (IT) Extensions STT 1466; STX 4030:** This component provides computer labs, internet access, e-mail, and telephone services to students in the residence halls. It is located in Library on St Thomas and on St. Croix in the North West Wing Room 133, which is adjacent to the Evans Center. Hours of operation are Monday - Friday from 8:30 am and 4:30 pm.



If you live on campus you will need to arrange to connect your computer to the UVI-NET, a high-speed network, which will give you full, high speed internet access from the residence halls. Your computer will have to be fitted with an Ethernet card. For rules regarding usage, fees, and other information log on to <http://infotech.uvi/dorms.html>.

If you are interested in having telephone or internet access, contact the residence life staff. The Media Center is part of UVI's Information Technology Department and is located in the Library. It provides audio-visual equipment, conferencing services and technical assistance to the university community.

You can find any equipment you may need to assist you in your classroom instruction. Overhead projectors, LCD (computer) projectors, slide projectors, laptops, digital still cameras and digital video cameras are just a few of the items which you will find, along with equipment loans and technical support. Please call or email the Center with questions or reservations: <http://mediacenter.uvi.edu/>. Students needing media services on St. Croix should contact the Library.

**Library Extensions** STT 1367; STX 4130 <http://library.uvi.edu>: The library is an essential part of your learning experience. They provide access to information resources to support your academic program. Reference librarians will instruct you on the use of these resources and on appropriate strategies for conducting research and managing information. After you have registered for your classes, take some time to meet with a librarian, present your UVI photo I.D. to register as a library user, and become familiar with your library's holdings. A barcode number will be placed on your UVI photo I.D. which will allow you to use it as a library card. You must present your I.D. card at the Circulation Desk in order to borrow library material and access some specialized services. Library cards must be updated every semester.

UVI libraries provide electronic resources that you may view and access from your computer at home or from other areas on the campus computer network. The libraries also provide interlibrary loan services between campuses and with other higher education institutions. If a book that you need is not available locally, a librarian can arrange for it to be loaned from another institution that participates in the program. Both campus libraries have a Caribbean Collection of materials for use within the libraries, and have developed a Virgin Islands Digital Collection for online access to local documents on history and culture of the Virgin Islands. In general, books borrowed from the library must be returned within two weeks to avoid a fine. If you fail to return general collection books on time, you will be charged 5 cents a day and 10 cents a day if the material has been placed on hold by another borrower. See the library staff for rules that apply to the use of other materials. Unpaid fines will result in a hold being placed on your registration and transcript.

*Hours of operation St. Thomas and St. Croix*  
*Monday - Thursday 8:00am - 10:00pm*  
*Friday 8:00am - 8:00pm*  
*Saturday 9:00am - 5:00pm; Sunday 1:00pm - 6:00pm*

**Student /Faculty or Staff Conferences:** Earlier, you were introduced to the concept of the “chain of command” at UVI. If you find yourself in a situation where you are having difficulties, knowing who to contact for help will usually allow you to resolve the issue and move on. Like anywhere else, knowing the territory in which you operate will result in a more successful experience. All too often, when students experience frustration from failed attempts to resolve concerns, they are unable to get past the “complaining” phase and move to the “resolving” phase. Knowing who to talk with and how to present your concerns are important. Remember, stick to the facts.

In general, when you have a concern, start your efforts at the level where you are experiencing the problem. If possible, make an appointment to meet with someone who is in the position to help. Get the person’s name. Bring all paperwork to support your position as you present the details of your concern. Outline what you have already done to try to resolve your concern. If you are unable to solve your problem at one level, ask the person with whom you have been working to recommend someone who can continue to assist you. Usually this means contacting someone higher up on the “chain of command”. Keep moving up the chain until you have gotten the help you need. For example, if you have a concern with a teacher, make an appointment to talk with him/her. Explain your concern and work with the teacher following up with any suggested recommendations. Try to work things out with your teacher. If you find it necessary to seek help elsewhere, the next level is the chairperson of the department that is offering the course, followed by the Chancellor, the Provost and ultimately the President. In such a scenario, do not take your concern directly to the President as you will be redirected back down the chain to the level where you are experiencing the concern. However, if your concern is the nature of an unwanted sexual advance made by faculty, staff, or another student, immediately log on to the following web address for more information on how to report the incident:

<http://www.uvi.edu/pubrelations/security/people.htm>

**Administrative & Academic Procedures Changing Majors** Extensions STT 1160; STX 4158: Changing your major should not be an arbitrary process. It is important for you to speak with your advisor regarding the reasons why you are considering changing your major. Information gained from career fairs, vocational aptitude inventories, internships or other factors can affect a decision to opt for or change a major. Before changing your major, be sure to investigate how the new curriculum and degree requirements will affect your academic plans, including the projected time for graduation. It is possible that courses previously taken may not be required for the new major, and you may need to adapt your academic plans accordingly. Your official request to change your major must be filed in the office of the Registrar on St. Thomas, or the Academic Service Office on St. Croix.

**Identification cards (ID’s) Student Housing** Extensions STT 1110; STX 4188: Media Center Extensions STT 1183; STX 4188: You can have your UVI I.D. made at the I.D. station during registration periods by presenting your paid receipt. For a one-week period after registration, students on the St. Thomas campus can get their I.D. card from the Office of Student Housing, on the first floor in Jerome House (Student Affairs Building). Thereafter, I.D. cards are made in the Media Center in the Teachers Education Building, Room 102. On St Croix, after the registration period, you can get your ID from the Students Affairs Office in the EVC803.

We encourage you to have your UVI I.D. on you at all times. You may need to use your identification card to access campus facilities and activities. You are required to present identification when requested by authorized University personnel. Your UVI I.D. is not transferable; you cannot use another student's I.D. or allow anyone to use your card. You cannot alter or make any changes to your card or use it in any way prohibited by the university. If you lose your card, you will be charged \$5.00 to get a replacement I.D. card. You must have your UVI I.D. validated/updated each semester.

**Probation/Suspension/Dismissal:** There are minimum standards of academic success that you must maintain in order to remain at the University. If your grades fall below this level, you will be placed on academic probation and limited in the number of credits you may take. Please refer to the heading Academic Standards in the University Catalog for more information. We recommend that you review and discuss these standards with your faculty advisor to make sure you understand them. Visit CSS for information about how to improve your academic performance. Falling below these standards may result in your being placed on probation, losing your financial aid or being suspended or dismissed from the University.

**Registration/Changes of Registration Extensions STT 1160; STX4103:** The Registrar's office is located on the second floor in the CA Building on St. Thomas; and at the Academic Services office on St. Croix. These offices maintain all official academic records. Each semester, students register for classes during publicized registration periods. All students must prepare their class schedule with assistance from their faculty advisor. Registration is a three step process which begins with: 1) a conference with your advisor to finalize course selection; 2) online or in person data entry of courses; and 3) payment of tuition and fees.

You may drop, audit or add classes according to the guidelines and deadline published in the semester course schedule booklet, and in the university Catalog, both of which are available on the web site. Consult your academic advisor before you make the decision to drop a class. Be sure you consider the financial, scholarship and health insurance issues which may be impacted by your decision to drop a class. Dropping a class is an official process; discontinuing attendance does not mean that you have dropped a class. If you feel that you must withdraw from the university, consult with your faculty advisor before making your final decision. Official withdrawal from classes must be done via completion of forms obtained from the office of the Registrar on St. Thomas, or the Academic Services Office on St. Croix, appropriate signatures are required to validate your withdrawal.

If you do not officially withdraw from the University or drop a class correctly, you may receive a failing grade. Consult the university catalog for further information about the conditions and consequences associated with withdrawing, dropping or adding classes.

**Transcripts Extensions STT 1160; STX 4158:** An academic transcript is a record of the courses you've taken, the grades earned, and other degree requirements completed. These records are available at a charge of \$10.00 from the Registrar's Office on St Thomas and from the Office of Academic Services on the Albert A. Sheen Campus. Final grades are mailed out to students at the end of each semester. Notify either of these offices immediately if your address changes.

**Transfer Credit:** Many students who transfer are concerned about the number of credits they will receive. Your transcripts will be evaluated on a course-by-course basis for consideration of transferable credits. You will receive your tentative transfer evaluation before or during orientation. Discuss your transfer credits with your advisor and refer questions to the Admissions office on St. Thomas, or to the Academic Services Office on Albert A. Sheen Campus.

**Tuition/Fees Payment Extensions STT 1437; STX 4170:** After registering, you must pay your tuition and fees. If you don't make payment by the published date, your registration will be cancelled. If your registration is cancelled, you will be removed from all courses. You may re-register during the late registration period. You will have to pay a late registration fee of \$75. You will want to register and pay tuition and fees on time in order to get into the classes you need at the times desired. It is important to pay all of your tuition and fees to avoid holds being placed on your academic records. Outstanding bills may prevent you from being able to get your transcript or diploma, and may also result in reporting non-payment to credit agencies. Tuition and fees may be paid by cash, check, money order or credit card at the Cashier's Office at any time up to the last published deadline. Payments may also be made online. On St. Thomas, the Cashier's Office is located on the first floor of the Administration and Conference Center on the lower campus; and on St Croix, on the first floor of the Melvin Evans Center. Financial aid and scholarship recipients must check with the Business Services Office to be sure their award has been posted to their account.

**Academic Requirements:** In addition to completing the courses required for your paradigm, you must also satisfy other competencies to meet the requirements for graduation. Be sure to read about all the requirements for your major in the University catalog.

**Computer Literacy Examination (CLE):** UVI recognizes that in order for you to be competitive in today's marketplace, you must be familiar with basic computer concepts. With this in mind, UVI developed the Computer Literacy Examination as a means of assessing students' computer skills. You must take and pass this exam to earn your degree. The CLE must be taken by the end of the freshman year. If you fail to take it during the time specified, you may not be allowed to continue to register for classes. For further information, please refer to the computer literacy requirement explained in the Academic Information and Regulations section of the university catalog.

**English Proficiency Examination (EPE):** The English Proficiency Examination is an examination designed to test your writing abilities. You must take and pass this exam in order to graduate. It is offered three times per year during the months of November, February, and April. We recommend that you take the proficiency exam as soon as possible after successfully completing English 120, (Do we need both of these courses or just ENG 201 here.) English 201 and before taking any 300 level courses.

**Graduation Evaluation and Application:** After earning 60 or more credits, you should request a graduation evaluation from the Academic Records Officer located in the Registrar's Office on St. Thomas or the Academic Services Office on St. Croix. Once you receive your evaluation, take it with you as a guide when meeting with your faculty advisor for registration advisement. You must also complete an application for graduation by

February of the spring semester you anticipate completing all requirements for graduation. A non-refundable application fee will also be due at that time. If you complete all your requirements at the end of the Fall semester, the Academic Records Officer can provide you with verification of your pending graduation.

#### Semester Checklist

- Attend the new or transfer student orientation
- Inquire about and meet deadlines for applying for or renewing scholarships and other forms of financial aid.
- Pay room deposits for the residence halls
- Check your student accounts
- Pay your fees
- Make sure that your name appears on the class roster
- Get or update your library card
- Meet with your faculty advisor prior to registering to review your paradigm.
- Get your I.D. updated
- Juniors must complete a graduation audit
- Seniors must submit an application for graduation

#### Tips:

◆ The information disseminated on the first day of class is very important and will set the tone for your performance in the class. Teachers will hand out and review the course syllabus and share their expectations. Arrive on time, sit up front, listen carefully and ask questions. After attending this first session, you should know:

- Required Readings for Test/Quiz Dates
- How your teacher will calculate your final grades
- Penalties for late or missed assignments
- Class attendance policy
- Penalties for academic dishonesty and other prohibited conduct

◆ Take an active part in your learning

- Manage your time. There are several resources you can use to learn the best practices for managing your time. Some good sources for learning time management skills include: reference librarians, CSS specialists, instructors/professors, or web searches.
- Get help immediately if you start having trouble understanding materials covered in class. Arrange a student-teacher conference to discuss your concerns. Going to CSS or joining a study group are other ways of getting help.
- Don't wait until the midterm or later to learn how you are doing in your classes. Get early and frequent feedback from your instructor.
- Form or join study groups. Joining a study group facilitates more in depth coverage of class material, understanding of difficult class material, and test preparation. Consult with your teachers, advisors, CSS specialist, or classmates about forming study groups.
- During the first week of school, register with the CSS
- Consult with a librarian concerning the use of websites for research projects

### **Section III. Student Life & Resources**

#### **Athletics and Recreation Extension STT/STX Sports & Fitness Center 1199**

Trials: STT/ STX 1213: UVI has an active varsity and intramural sports program. If you are interested in joining any athletic team, you can find out about tryouts by contacting the Assistant Athletic Director, or looking for notices and signup sheets which are posted at various places around campus.

We encourage all students, particularly our new arrivals, to join in the exciting competitions between the UVI Buccaneers or Lady Bucs and other Colleges or Universities. Come out, wearing our school colors and support our teams. Some recent

UVI Championships and wins have included:

- Caribbean University Championship in 2002 and 2003 (Men's Varsity Basketball Team)
- Puerto Rico University League Championship 2002 & 2003 (Women's Varsity Basketball Team)
- Combined League Title in 2002 (Men's and Women's Tennis Teams)
- 2002, defeated the NCAA Division III, 12th ranked team in the nation, Ramapo College (Men's Volleyball Team)

The Athletic Department also offers a full range of intramural sports and club sporting activities. Intramural teams are available in the following sports: basketball, volleyball, tennis and golf.

The St. Thomas Campus has a golf course, tennis courts, outdoor basketball and volleyball courts, a baseball field and soccer fields. The University is adjacent to beautiful Brewer's Bay Beach where students participate in water sports. The recently renovated Sports and Fitness center seats up to 3500 people, depending on the type of event being hosted

On St. Croix, construction of new outdoor sports facilities has been completed. The campus is equipped with an outdoor basketball/volleyball court and tennis courts. Students compete in basketball, baseball, softball, track and field, tennis, volleyball, cross country and soccer.

Students may register for credit and non-credit classes in tennis, volleyball, swimming, aerobics and dancing offered by the Physical Education (PE) Department. If you have already completed your PE requirements you may still take any of these classes.

The varsity athletic program gives students the opportunity to compete in men's and women's basketball, track and field, tennis, volleyball, beach volleyball and cross country. UVI is a provisional member of the NCAA (National Collegiate Athletic Association) and competes against NCAA Division II and III members. In addition, UVI also competes in the O.D.I. League in Puerto Rico. The O.D.I. League consists of 11 Universities in Puerto Rico. The University of the Virgin Islands is also a member of the Caribbean University Sports Association (CUSA).

UVI hosts and participates in the “Paradise Jam” Tournament with institutions like Arizona State, Boston College, Hampton, Miami, Wichita State, Texas, Georgia Tech, James Madison, Indiana, Iowa State, Mississippi State, Florida, Florida State, Virginia Tech, West Virginia, LSU, Penn State, South Carolina, Duke, Wisconsin, Clemson, Arkansas and Kentucky.

**Banking:** 24-hour banking is available on campus on St. Thomas via an ATM machine located in Penha House, adjacent to the Campus Security Office. Campus Security Extension STT 1530; STX 4444. <http://www.uvi.edu/pubrelations/security/info.html>

**Campus Security** is located in Penha House on St Thomas, and in room 134 of the Melvin Evans Center on St. Croix. Protecting our campus communities is a serious task. UVI’s campuses, both on St. Thomas and St. Croix, are open campuses. On St. Thomas, the campus is located on the western end of the island, adjacent to the Cyril King Airport and John Brewer’s Bay. The campus is approximately 175 acres and is surrounded by residential communities and public recreational facilities.

The St. Croix campus is approximately 130 acres and is located midway between the towns of Christiansted and Frederiksted in a quasi-residential/commercial setting. UVI is also affiliated with a research station on the island of St. John. Altogether, UVI is made up of more than forty academic, residential, research and recreational buildings and playing fields. It enrolls approximately 2,700 fulltime, part-time and graduate students in its academic programs; and employs approximately 700 full and part-time employees. As you can see, this is a lot of ground to cover. While the focus of our security services is on protecting our campus community, everyone is reminded of their role and responsibility in reducing their vulnerability to crime. As members of our community, we encourage you to notify campus security of any criminal activity or other public safety concerns.

The Campus Security staff consist 16 security officers of various rankings on St. Thomas and 10 on St. Croix, directed by a Chief of Security on each islands. Security officers receive in-house training as well as training in collaboration with local law enforcement agencies. The officers have citizen's arrest authority and work very closely with the local police departments on both islands as part of their responsibilities.

Every effort is made to ensure that campus facilities, buildings, and grounds be maintained to promote safety and security, and to reduce opportunities for criminal activity. Emphasis has been placed on protective lighting, landscaping and grounds keeping, and identification of campus areas which may be vulnerable to crime. Other security measures include foot and car patrols.

The Campus Security Department publishes brochures and news bulletins, and is available to provide oral presentations to all segments of the campus community and to educate community members on security policies and procedures. If your conduct violates Virgin Islands or federal laws you may face legal and/or disciplinary charges. Campus security cooperates fully with the Local and Federal law enforcement agencies in cases which involve both on-campus and off- campus jurisdictions.

UVI complies with federal law by providing statistics on crime committed on University owned or leased property, properties which the University maintains agreements, and properties surrounding campus. These statistics are available to all current and prospective students and employees. If you would like to request this information, contact our campus security office in person or by telephone, or through correspondence addressed to: University of the Virgin Islands, # 2 John Brewer's Bay,

UVI also complies with Title 14 of the VI Code which requires any employee or students convicted, or found not guilty by reason of insanity of a sexual criminal offense against a minor, or of a sexually violent offense, to register as a sexual offender with the Virgin Islands Department of Justice. If you believe you have been sexually harassed, go to the Counseling Center for help. We also encourage you to report the incident to campus security. If you are not sure if the unwanted attention was sexual harassment, still go to the Center for help. Employees who feel that they have been sexually harassed should report the incident through Human Resources. In either case, Campus Security should be notified and, where appropriate, charges filed with the local Police Department. If you have any concerns about the conduct of any member of the security force, they should be reported to the Chief of Security. Reports that are not attended to on this level should be taken to the Provost.

**Counseling and Career Services** Extensions STT 1134/1088; STX 4186/4187: Personal, academic and career counseling services are available to students. If you are experiencing problems in your personal or academic life, a counselor is available to help you. Conversations with your counselor are confidential. The office also offers workshops on stress management, interpersonal relationship skills, conflict resolution, and more. Other services offered include career counseling; student employment; hosting graduate and professional school recruiters; conducting career fairs; and, facilitating workshops on resume preparation, interviewing skills and job search techniques. The National Student Exchange Program and the "Who's Who Among Students in American Universities and Colleges Program" are coordinated through this office.

**Disabilities Services** Extensions STT 1134; STX 4187 P VIUCEDD 1322 The University is equipped with facilities and provides reasonable accommodations for students with disabilities. Students with disabilities should contact the Counseling Services Office prior to New Student Orientation week so that their needs can be assessed. We also recommend that students with disabilities explore the resources and services provided by the Virgin Islands University Center for Excellence in Developmental Disabilities (VIUCEDD), established in 1994 to exclusively serve students and the families of students with disabilities. Refer to the UVI catalog for more information on the VIUCEDD.

**Drugs and Alcohol on Campus.** The University prohibits the manufacture, possession, cultivation, distribution, selling, and/or use of any illegal drug or narcotic while on or about University premises. Violators of this policy are subject to immediate dismissal from the University pending due process proceedings. Students shall not store, possess or consume alcoholic beverages in the residence halls. Violators of this policy will be charged with an infraction and their student housing contract may be immediately cancelled. You are challenged to remember, that if you bring an illegal substance on campus, you are choosing to jeopardize your academic career. Federal law requires the denial of



financial aid to any students who is convicted of a drug charge. All violations of University Drug policy will face disciplinary action and will be appropriately sanctioned.

**Student Employment Extensions STT 1088; STX 4187:** Employment opportunities are available through the Counseling and Career Office on both campuses. Information is available about both on and off-campus employment opportunities. Students who qualify for federal College Work Study (CWS) as part of their financial aid package should pursue opportunities available by visiting the Counseling and Placement Office. Students who do not qualify for CWS may apply for on-campus employment through the Institutional Work-Study (IWS) program. International students on F-1 visas are eligible for employment after one year of full-time study at the University. In addition, many departments hire students for temporary part-time positions to assist with tutoring, research projects, and other activities. For information on the federally funded College Work-Study Program, contact the Financial Aid Office.

**Food Services Extensions STT 1110; STX 4290:** Students who reside in the residence halls must select one of the established meal plans. Students who reside in off campus facilities may also elect to purchase a meal plan or pay on a per meal basis. The University offers two plans. To obtain information about the cost and meal plan options, refer to the catalog section entitled 'Student Support Services and Programs'. Meals are served in the University dining facility on each campus.

**Health Services Center Extensions STT 1124; STX 4124**

Student medical forms must be turned in to the Health Services Center. All students are required to have an updated immunization record, completed physical examination, and medical consent form on file in the Health Center. In the event you are not feeling well and need medical services, your medical history will be important in determining how best to treat you. Health Services are provided in the Gordon House on St. Thomas and in the Great House on St. Croix. A campus nurse is available during regular daytime hours and is on call for emergencies. In addition, a physician is available at appointed times to see students. The Health Services office provides medical assistance, referrals, and health education to students, staff and faculty members. For further information regarding health coverage, contact the Business Office. The campus health care staff may, at times, make referrals to appropriate off-campus health facilities.

**Residential Life Extensions STT 1110; STX 4194:** If you are a full time, undergraduate student, you may choose to live in the campus residence halls. Applications to live in the residence halls are available at the Student Housing Office and on the Office of Student Housing's website. On St. Thomas, the Housing Office is located in the Jerome House, Student Affairs Building, on the upper campus. On the St Croix campus, the Office is located in room NN101 of the residence hall building, the first building off of Palms Drive as you enter the campus. The application fee is \$100.00, certified check or money order, to be paid by the published deadline. Payment of the application fee does not guarantee housing. You will be notified when you have been assigned a room. Placement is done on a first-come first-served basis. The office maintains a waiting list system once capacity has been reached.

Returning students must indicate to the resident hall office their intention to return by completing a room reservation form and paying the \$100 room reservation fee. Once a room has been assigned, cancellations must be made three (3) weeks prior to the opening of the Residence Halls in order to receive a reservation deposit refund. No refund of the reservation deposit will be made for cancellation after this date. Students who accept housing in the residence halls sign a contract with the university indicating their commitment to abide by the rules and regulations contained in the contract. If you fail to comply with these terms, your contract may be terminated.

On St. Thomas there are four residence halls that can accommodate up to 268 students. North and Middle Halls are single occupancy facilities, while East and South Halls are double occupancy. On St. Croix, there is one residence hall with double occupancy, which accommodates 100 students. For a virtual tour of the halls, you may log on to the following address: <http://www.uvi.edu/pub-relations/uvi/home.html>. The Residence Life staff includes a Student Housing Supervisor who reports to the Associate Campus Administrator for Student Affairs, a Graduate Assistant, (GA) for Student Housing, eight (8) Resident Assistants (RA's) and an Administrative Assistant/Specialist.

**Laundry Services:** Token-operated laundry rooms are available for use by students who live on the St. Thomas campus. There are two facilities on St. Thomas, one on the ground floor of the Gordon House and the other in East Hall. Tokens may be purchased from the Student Housing and Activities Office in the Student Affairs Building, Monday–Friday, 8:30 - 4:30; and thereafter, daily in the lobby of East Hall. On the St. Croix campus, coin-operated facilities are available in the residence hall.

**Mail Services:** If you reside in the campus residence halls, you will be assigned a mail box when you check in to your hall. Staff will give you your box number and key at this time. Commuter students who are interested in applying for a campus mail box should go to the Student Activities Office in the Student Activities Building on St Thomas and to the Student Activities Center adjacent to the campus bookstore on St. Croix. Boxes are located in the Student Activities office on both campuses.

**Telephones:** Public telephones are available for students' use throughout campus. They are also available in the lobby/lounge areas in the residence halls. If you live on campus, you may apply for a private phone by going to the Information Technology Center (IT). Refer to the IT section of this handbook for more information on getting a private phone in your room.

**Leadership, Service and Student Life Programs:** There are many programs and activities which provide students an opportunity to develop intellectually, culturally and socially during their academic years at the University. Some serve strictly entertainment purposes, while others may lead to credits towards your academic program.

**Peer Tutors and Peer Mentors** Extensions STT 1220; STX 4156: Through the Peer Tutor program, you will provide supplemental instruction to your fellow students struggling with coursework. The Peer Mentor program on the St. Thomas campus provides guidance to freshman through an upper-class student who can help them adjust to college life. The Peer Leader program consists of students who enjoy organizing campus projects including Open

House, Student Orientation, and other campus activities.

**Senior Reserve Officer Training Corps (SROTC) Extension STX 4187:** New to the St. Croix campus is the SROTC program, which provides a military-based student leadership training ground. Students, who successfully complete the military training curriculum, can earn scholarship benefits and ensure job placement after graduation via service to the US military. Your commitment ensures you will serve active duty with officer ranking upon graduation. St. Thomas students interested in the military leadership training program must complete the curriculum on the St. Croix campus.

**Student Exchange Programs Extension STT/STX 1207**

**National Student Exchange STT 1136/4187:** As UVI continues to grow its student exchange programs, exciting new opportunities are being created to enhance your academic experience. By participating in an exchange program, you can expand your academic curriculum by taking courses that may not be offered at UVI. Cooperating exchange institutions can also offer you internships, service learning, and a variety of other life experiences. Visit new places, immerse yourself in foreign cultures and languages, and receive instruction by noted faculty engaged in research and special projects!

Exchanges and cooperative programs exist with a number of institutions. UVI is a member of the National Student Exchange Program (NSE), which is a consortium of 180 colleges and universities throughout the U.S. and its territories. Students may spend one or two semesters at the member institutions.

The Center for Bilingual and Multicultural Studies (UNINTER) in Mexico. An exciting 3-2 engineering program exists in cooperation with Columbia University in New York and Washington University in St. Louis; and many UVI students have taken advantage of the excellent opportunity offered through the early entry to medical school program with the Boston University School of Medicine.

**Student Government Association (SGA) Extension STT 1098; STX 4191:** The SGA should be a viable part of your University life. Through SGA working closely with the Student Activities Office and SGA Committee Advisors, students can contribute to the decision-making processes that directly affect them. Students interested in holding office may go to the Student Activities Office for information. The Student Government Association is made up of two branches: the Student Council and Executive Body. As stipulated in the Constitution, Council elections are held twice yearly: in April for sophomore, junior and senior class representatives and the executive officers and in September for freshmen representatives. The Student Council is comprised of students elected to represent each class. The Executive Body is made up of the President, Vice President and Treasurer. The student body president heads the Executive Body. Cabinet members such as chairpersons of Student Government standing committees are selected and ratified by the Student Council to whom they must report concerning their committees or posts. Regular meetings of the Student Council are held at least once per month and are chaired by the Vice President of the SGA. All fulltime and part-time, matriculated students who have paid their student activities fees are eligible to vote in elections. All policies, procedures, and guidelines are available in the Office of Student Activities.

**Student Representation on the Board of Trustees:** Student participation in the governance of the of the University is exercised, as provided by legislative action by the Virgin Islands Legislator, through the role of the Student Trustee on the Board of Trustees. Students interested in filling this position must meet the following qualifications:

- A resident of the Virgin Islands
- A full-time student
- In good academic standing
- A junior or senior
- Elected alternatively from each island

**Student Representation on the University Senate, Summer Institute for Future**

**Global Leaders in the Caribbean Extension STT/STX 1310:** Summer Institute for Future Global Leaders is an annual event that provides an intensive two week multi-disciplinary leadership training experience. By design, it equips students with the broad knowledge and functional skills necessary to assume future leadership roles in a Caribbean or global environment. You will attend lectures, seminars, workshops and laboratories; go on field trip tours of government and political institutions, historic sites, and commercial centers. Focus is placed on the Global Business Environment, Leadership for Tomorrow, and Culture and Communication. Experts in leadership, culture, communications, and global business serve as instructors and lecturers; these include professors and accomplished practitioners in various fields and leadership positions from the Caribbean, the United States, and abroad. Candidates for the institute must be juniors, seniors, or in their first year of a graduate program. If you are interested in finding out more about this program, contact the Director of the Summer Institute for Global Leaders.

**Student Activities** Extensions STT 1640; STC 4228: Every full-time student is encouraged to join at least one club, committee or organization, attend and support programs and activities sponsored by Student Affairs, and equally as important, support programs planned by fellow students and the Student Government Association. Through various music programs, theatrical performances, and speech competitions, students have access to a wide array of opportunities to express, develop, and hone their talents. Students participate in decision-making at UVI by becoming involved in SGA and actively seeking memberships on University Committees.

The Office of Student Activities coordinates student activities and provides administrative and technical support and advisory services to individuals and groups activities. It also facilitates clubs and organizations in response to students' interests. All registered student clubs and organizations are also required to sponsor two (2) community/public services projects per year.

**Food, Alcohol and Vendor Services:** Student clubs and organizations interested in serving food at an activity must first consult with the Student Activities Office and follow appropriate policies and procedures. Guidelines for serving alcoholic beverages at student-sponsored activities are available in the Dean of Students Offices on St. Croix and St. Thomas. Students must follow University rules and regulations concerning alcohol on campus. Organizations that enter into a contractual relationship for entertainment, speakers, or other activities, accept full responsibility for the demands of the contracted agreement. Because of the

technical nature of these documents, all contracts for student groups must be reviewed and approved by the advisor and Student Activities Supervisor prior to signing.

**Postings:** Public announcements or advertisements about planned activities may not be posted until the activity has been approved, facilities reserved and other appropriate procedures followed.

Unauthorized signs will be taken down. All notices and/or posters placed on bulletin boards on campus must be signed by the student and organization responsible for posting the sign. It is advised that signs, posters, and flyers be tastefully done and posted preferably two weeks, in advance of the activity. The student group responsible for posting notices is also responsible for removing signs as soon as possible after the event has taken place. It is highly recommended that all registered student groups include the university logo on their promotional items, in addition to the group's logo/emblem.

Officially registered student groups may express religious views on campus in accordance with their right to free speech; however, the university administration, including student government, may not get involved in the sponsorship or co-sponsorship of any religious group, or actively aid, endorse, or support, financially or otherwise, the religious expressions of the group. Student religious groups may have access to facilities as any other registered student organization but may not use the facilities to conduct door-to-door solicitation of students to join or support their organization.

**Sponsoring an Activity:** Any individual or group who wants to sponsor an activity must check with the Student Activities Officer about the appropriate procedures before holding the activity. In general, you must reserve a campus or lecture hall at least one week before the event. On St. Thomas, requests to use Brewer's Beach, athletic/recreational facilities, and playing fields are coordinated by the Athletic Department. For further details, refer to the Student Activities Office. Facility Reservation Forms must be obtained from the Student Activities Office and submitted two weeks in advance of an activity. Requests to use campus grounds and recreational/athletic outdoor facilities must be submitted to the Student Activities Office for further processing.

**Student Clubs and Organizations:** There are numerous clubs and organizations at UVI. More than likely, you can find a club to meet your interest, whether academic, sports, social, spiritual, or service-based. If you are interested in joining one of these organizations or in starting or reactivating a campus club, contact the Student Activities Office for further information.

*Academically Related Clubs and Organizations*

Accounting Association Math Boosters Computed MBA Student Association  
Computer Science Club Music Educators National Conference  
Computer Club Student Nursing Association  
Debate Club Pre-Professional Science Club  
Debate Society Science Club

### *Spiritual Special Interest Clubs*

Catholic Students Club Knights of Distinction  
Music Club  
Photography Club  
Residence Hall Clubs

### *Fraternities and Sororities*

Cobras Alpha Kappa Alpha- Rho Omicron Chapter Invaders Alpha  
Kappa Alpha- Rho Xi Chapter Predators Warriors Alpha Phi Alpha  
Interest Group  
Delta Sigma Theta-Sigma Omega Chapter  
Kappa Club Interest Group  
Kappa Sweet Hearts Interest Group

New student clubs and organizations must be registered with the Office of Student Activities. There are formal procedures which must be completed in order for your club or organization to be recognized by the University. Current clubs must renew their registration periodically. Each club and organization is guided by a faculty or staff activity advisor, who should be actively involved and accessible. Clubs and organizations are expected to strictly adhere to established guidelines regarding the management of expenditures and accounts.

### **Traditions:**

- Alma Mater Alma Mater by the Sea - Composer Wilbur LaMotta
- Afternoon on the Green Annual fund-raising activity held on the St. Thomas campus golf course where foods prepared by community supporters are sampled.
- Agriculture Fair Cultural and agricultural exhibits highlight local plants, animals and foods. Career Day Sponsored by the Counseling and Placement Office. Charter Day Activities Recognition of the founding of the University
- Colors UVI school color is Reflex Blue.
- Miss UVI Queen Selection Sponsored by the Queen's Committee of the SGA and open to female students who are interested in serving as an ambassador for the University. Interested students must meet specific qualifications.
- Sports Awards Program Hosted by the Athletic Department to recognize student-athletics who participated in the University sports programs
- Student Activities Awards Program Hosted by the Office of Student Activities to recognize the contributions of student organizations to the University
- St. Thomas Carnival and St. Croix Cruzan Festival Annual entries of 4-H and faculty/staff/student floupes or troupes.

**APPENDIX A**  
**Alma Mater By the Sea**

Hail to thee, dear Alma Mater  
Beside the blue Caribbean calm  
Hail to thee, dear Alma Mater  
'neath sunny skies and whisp'ring palm

Proud we are to tread thy ways  
Loud and true we voice our praise  
Open door thy every portal  
'mid sand and sea and golden days

Long the ties that will endure  
Strong in heart and memory  
Faithfully we'll always honor  
Our Alma Mater by the sea

Hail to thee, dear Alma Mater  
For guiding stars so brightly shown  
Hail to thee, dear Alma Mater  
How wide the bound'ries we have flown

Sing we now of bright tomorrows  
Yesterday we never knew  
Walking down thy halls of wisdom  
The towerin' heights are all in view  
Here to us on islands famed

Dear to us thy name will be University of the Virgin Islands  
Our Alma Mater by the sea.

## **APPENDIX B**

### **Student Code of Conduct**

#### **INTRODUCTION**

Students enrolled at the University of the Virgin Islands (UVI) are assumed to be of good moral character and are expected to exhibit acceptable standards of conduct both on and off campus. The policies and regulations of the University are based on the expectations that students will be responsible for their own behavior during their years at the University. In all cases, it is expected that students will be governed by a respect for the rights of others and for the commonly accepted standards and morals of our society. Thus, the University's Student Code of Conduct ("Student Code") is designed not only to maintain order but also to foster positive student development at UVI by establishing behavioral standards conducive to a higher educational learning environment.

#### **The goals of the Student Code are:**

- a) To maintain order and to ensure the freedom, due process, and privacy of all members of the UVI community;
- b) To maintain a way of life that is physically and psychologically healthy;
- c) To provide an atmosphere in which students can achieve their educational objectives.

UVI students are members of both the University community and the wider Virgin Islands community. Thus, a student's conduct may be subject to concurrent review both by the University community and by local law enforcement authorities. A student whose conduct violates the UVI Student Code also may be held responsible for the same conduct in civil court or in criminal court (if the conduct violates existing local and/or federal law). Therefore, it is important for students to become familiar with both the Student Code and local laws that govern their behavior while attending the University.

#### **ARTICLE I: DEFINITIONS**

- A. The term "UVI" means the University of the Virgin Islands.
- B. The term "student" includes all persons taking courses at UVI, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. The term "student" includes:
  1. Persons who graduate, withdraw, or leave after allegedly violating the Student Code (thus allowing the completion of the Student Code process);
  2. Persons who are not officially enrolled for a particular term but who have a continuing relationship with UVI;
  3. Persons who have been notified of their acceptance for admission; and
  4. Persons who, with the permission of UVI, are living in UVI residence halls, though they are not enrolled in UVI. (Students who are attending a camp are subject primarily to the rules and regulations of their respective program but must also comply with the rules under this Student Code, while the process applicable to any misconduct is as specified by their respective program; e.g., 4-H, Upward Bound.)



- C. The term “faculty member” means any person hired by UVI to conduct classroom or teaching activities or who is otherwise considered by UVI to be a member of its faculty.
- C. The term “UVI official” includes any person employed by UVI, performing assigned administrative or professional responsibilities.
- D. The term “member of the UVI community” includes any person who is a student, faculty member, UVI official, business invitee or licensee or any other person employed by UVI. A person’s status in a particular situation shall be determined by the Student Affairs Administrator, for either UVI Campus, as is appropriate.
- E. The term “UVI premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by UVI (including adjacent streets and sidewalks).
- F. The term “organization” means any number of persons who have complied with the formal requirements for UVI recognition.
- G. The term “Student Conduct Board” means any person or persons authorized by the Student Affairs Administrator on either UVI Campus to determine whether a student has violated the Student Code and to recommend sanctions to be imposed as a result.
- H. The term “Student Affairs Administrator” means a UVI official authorized on an academic year, case-by-case, or other basis by this Student Code or by the UVI President, if he wishes to modify the arrangement set forth in the Student Code, to impose sanctions upon any student(s) found to have violated the Student Code and to administer the operation of the Student Code processes set forth in this Student Code. Unless changed by the President, the Student Affairs Administrator for all matters involving conduct by accused students at the Albert A. Sheen, Sr. campus shall be the Associate Campus Administrator for Student Affairs-St. Croix and the Student Affairs Administrator for all matters involving conduct by all other accused students shall be the Associate Campus Administrator for Student Affairs-St. Thomas. The Associate Campus Administrator for Student Affairs-St Thomas is responsible for the overall administration of the Student Code.
- I. The term “Appellate Reviewer” means any person (or, in unusual cases, persons) authorized by the UVI President to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Affairs Administrator (or by the President, in case of a sanction of Revocation of Degree). If there is more than one appeal from the same matter, all appeals shall be considered together. The UVI President may appoint an Appellate Reviewer on a case by case basis or for a longer period, such as serving for an academic year. Unless otherwise designated by the UVI President, the Appellate Reviewer for matters involving

accused students at the Albert A. Sheen, campus shall be the Student Affairs Administrator and the Appellate Reviewer for matters involving all other accused students shall be the Student Affairs Administrator on the St. Thomas campus, or an individual designated by the President.

- J. The term “shall” is used in the imperative sense.
  
- K. The term “may” is used in the permissive sense.
  
- L. The term “policy” means the written regulations of UVI as found in, but not limited to, the Student Code, Residence Life Handbook, the UVI web page, the UVI Acceptable Use policy, the Graduate Bulletin, and the Undergraduate Catalog.
  
- M. The term “cheating” includes, but is not limited to:
  - (1) use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - (3) the acquisition, without permission, of tests or other academic material belonging to a member of the UVI faculty or staff
  - (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion;
  - (5) gaining access, without authorization, to UVI’s electronic system such as for the maintenance of grade and transcript information or the manipulation of same. 3Penultimate: Updated May 29.2012\_Reflects feedback from ARSA
  
- N. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
  
- O. The term “Complainant” means any member of the UVI community who submits a written complaint stating that a UVI student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Accused Student, even if another member of the UVI community submitted the initial complaint.
  
- P. The term “Accused Student” means any UVI student who is alleged to have violated this Student Code.
  
- Q. The term “Student Impact Statement” means a written statement, prepared by a student (with the assistance of another person, if the student wishes), that explains how her/his experience as a student has been impacted by the situation. The impact statement may

be submitted during the hearing or prior to it (but not after it is over). The hearing panel may ask the student to read the statement, as well, and may ask the student questions about the student impact statement. A student impact statement may be submitted by a student who believes he/she was a victim of another's misconduct or by the accused student.

## **ARTICLE II: STUDENT CODE AUTHORITY**

- A. Each of the Student Affairs Administrators shall determine the composition of Student Conduct Boards on her/his respective campus. The designation of persons eligible to serve on a Student Conduct Board will be made annually for the Academic Year (more frequently if necessary). Each Student Conduct Administrator will appoint a pool of persons eligible to serve on Student Conduct Boards that hold hearings on either the St. Thomas or the Albert A. Sheen campus.
1. The Pool on each campus will each include both student and faculty members. The SGA President from each campus shall recommend possible student members to serve in the Campus Pool for that campus; the Provost shall recommend possible faculty members to serve in the Campus Pool for their campus. In each case, the recommendations are transmitted to the President for approval. One pool will include students and faculty from the Albert A. Sheen, Sr. campus and its members will be available to hear cases involving accused students who attend the Albert A. Sheen, Sr. campus. The other pool will include students and faculty from the St. Thomas campus and its members will be available to hear cases involving all other students.
  2. When a hearing is to be scheduled, the Student Affairs Administrator for the appropriate campus will designate a Student Conduct Board, selected from the larger appropriate campus pool, to hear the case. The Student Conduct Board appointed shall include both student and faculty members and shall include seven members of which a majority is to be students. It is a goal, but not a requirement, for each appointed Student Conduct Board to have, among its student members, one student from each class (Freshman, Sophomore, Junior, Senior).
  3. The Student Conduct Administrator will designate one person to serve as a Chair for each Hearing. It is expected that many UVI community members will know each other. Thus, a person shall not be disqualified from serving in any capacity under the Student Code because she/he knows one or more of the students or witnesses involved as long as she or he is comfortable that she/he is able to serve impartially (no one shall serve on a Student Conduct Board if she/he is a witness in the matter or is related by blood or marriage to one of the students or witnesses involved). 4 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA
- B. The Associate Campus Administrator for Student Affairs-St Thomas and her/his designees may develop policies for the administration of the student conduct system and/or procedural rules for the conduct of Student Conduct Board hearings that are

not inconsistent with provisions of the Student Code.

- C. Decisions made by a Student Conduct Board and/or Student Affairs Administrator (and President, in the event of the Revocation of a Degree) shall be final, pending the normal appeal process.
- D. Whenever this Student Code states that a person holding a certain title is to perform a function, she/he may designate an appropriate person to do that task as a designee and, if the job is vacated or its title has changed, the President may name the designee.

### **ARTICLE III: PROSCRIBED CONDUCT**

A. Jurisdiction of the UVI Student Code: The UVI Student Code shall apply to conduct that occurs on UVI premises, at UVI sponsored activities, and to off-campus conduct that adversely affects another member of the UVI Community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Thus, the UVI Student Code applies to such conduct even if it occurs before classes begin or after classes end, as well as during the academic year, and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending, thus allowing for the completion of the Student Code process.

B. Conduct—Rules and Regulations: Any student found to have committed, to have attempted to commit, or to have conspired to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
  - a. Most acts of cheating, plagiarism or other forms of academic dishonesty are covered under the UVI Academic Integrity Policy; only such acts not covered under the UVI Academic Integrity Policy are covered by this Student Code.
  - b. Furnishing false information, in writing or orally, to any UVI official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any UVI document, record, or instrument of identification.
  - d. Possessing, receiving, or storing property on or about UVI premises known to have been wrongfully taken from UVI or from any person or group.
  - e. Giving a worthless check to any unit within UVI or failure to promptly redeem such a worthless check.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, graduation, UVI sporting events or other UVI activities, including its public service functions on or off campus, or of other authorized non-UVI activities when the conduct occurs on UVI's premises.
3. Physical abuse, fighting, inflicting or threatening to inflict bodily harm, restraining any person while on or about the premises of UVI and/or other

conduct which threatens bodily harm or endangers the health or safety of any person. This includes helping or encouraging another person to engage in the above mentioned behavior violations. A student present during the commission of an act(s) by another which constitutes those kinds of behavior violations mentioned above must report such act(s) to the proper UVI authorities, such as the Student Affairs Administrator (otherwise, such conduct of “no reporting” would violate this rule). 5 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA

4. Unsafe conduct. This includes, but is not limited to, conduct that:
  - a. Causes bodily harm to any person on or about UVI premises;
  - b. Creates a substantial risk of bodily harm to a person on or about UVI premises; or
  - c. Causes or creates a substantial risk of damage, defacement, destruction, theft or loss of property belonging to UVI or to any person or group on or about UVI premises.
5. Sexual Misconduct including sexual assault, unwanted sexual contact of any kind, unwanted sexual advances, requests for sexual favors or visual, verbal, or physical contact of a sexual nature, the threat of such contact and/or any physical abuse. Sexual conduct shall be considered “unwanted” or without consent if no clear consent is freely given, if inflicted through force, threat of force, or coercion or if inflicted upon a person who is unconscious or who is otherwise without the physical or mental capacity to consent. If sexual contact is inflicted on someone who is intoxicated or impaired in the exercise of their judgment by alcohol or drugs, it shall be considered without consent. Violations of this provision shall be determined in accordance with and governed by the University’s Sexual Harassment Policy, not under the Student Code.
6. Theft of and/or damage to property of UVI or property of a member of the UVI community or other personal or public property, on or off campus (including helping or encouraging another person to engage in such conduct). Unauthorized use of, misuse of, or interference with any UVI service including, but not limited to, duplication equipment, computers, printers, fax machines, etc.
7. Harassment– conduct of any sort directed at another that is severe, pervasive and persistent, with the intent of causing substantial emotional distress and undermining a person’s ability to work, study, or participate in his or her regular life activities or participate in the activities of UVI. Engaging in such conduct by any combination of telephone calls, emails, social network posts, or other communication or physical activity is covered by this rule and includes behavior commonly known as “stalking.”
8. Hazing– any act that endangers the mental or physical health or safety of a student, or which destroys, damages or removes public or private property, for the purpose

of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim shall not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of this rule. Hazing includes, but is not limited to, the following examples:

- a. Interfering with a student's academic performance by denying sufficient time for class, study or other academic activities;
  - b. Compelling ingestion of any substance;
  - c. Compelling participation in physical activities such as calisthenics, exercise or other games or activities requiring physical exertion;
  - d. Compelling exposure to weather elements or other physically or emotionally uncomfortable situations; Compelling excessive fatigue from sleep deprivation, physical activities, or exercise; Committing any act of physical brutality against another including but not limited to paddling, striking with fists, open hands or objects, and branding;
  - e. Kidnapping or transporting another, including doing so with the intent of stranding her or him;
  - f. Compelling conduct that can be reasonably expected to embarrass or adversely affect the dignity of another, including the performance of public stunts and activities such as scavenger hunts; Intentionally creating work or labor for another;
  - g. Compelling another to commit any sexual act or to engage in lewd behavior;
  - h. Compelling any act that results in the destruction, defacement or removal of private or public property. 6 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA
9. Failure to comply with directions of UVI officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so; loaning, transferring, altering, borrowing or otherwise misusing official University identification materials, including the UVI logo and/or Emblem.
10. Misconduct relating to Emergencies:
- a. Initiating or causing to be initiated any false report, warning or threat of impending fire, explosion or any other emergency.
  - b. Causing the evacuation of any UVI building for reasons known to be false.
  - c. Obstructing or hindering the maintenance, provision or function of such emergency services as fire department, police department, security personnel, first aid rescue on or coming into or about UVI premises.
  - d. Obstructing or hindering emergency evacuation or similar procedures announced for any building or facility on UVI premises.
  - e. Tampering with, misusing, abusing, or altering any safety equipment or devices, including but not limited to fire extinguishers, elevators on or about UVI premises.
11. Unauthorized possession, duplication or use of keys to any UVI premises; or unauthorized entry, or attempted entry, to or use of any building, room, locker or

facility on UVI premises.

12. Violation of any UVI policy, rule, or regulation published in hard copy or available electronically on the UVI website, including, but not limited to, the Sales, Public Communication, and Solicitations Policies; the Animals Policy; and the Policies Concerning Demonstrations and Use of Sound Amplifying Equipment; Residence Halls Policies; Cafeteria Policies; Student Housing Policies, including: Quiet Hours, Defacements, Visitation Policy, Pets, Smoking, Improper Maintenance, Alcoholic Beverages, Cafeteria Decorum, Unauthorized Moves; Sexual Harassment Policy; and the Acceptable Use Policy.
13. Use, possession, manufacturing, cultivation, distribution or sale of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law or any other violation of the UVI Drug and Alcohol Policy.
14. Serving, giving or selling alcohol to anyone who is not legally able to possess or consume alcoholic beverages, including beer, under the laws of the U.S. Virgin Islands; use or service of alcoholic beverages, including beer, in restricted areas of UVI.
15. Possession of or storage of any firearms, pellet gun, illegal knife, slingshot, ammunition, dangerous chemical or explosive device or other dangerous weapon or substance of any kind.
16. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of UVI and/or infringes on the rights of other members of the UVI community, or that disrupts scheduled and/or normal activities within any campus building or area.
17. Obstruction of the free flow of pedestrian or vehicular traffic on UVI premises or at UVI sponsored or supervised functions. 7 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA
18. Conduct that is disorderly or a breach of peace on UVI premises or at functions sponsored by, or participated in by, UVI or members of the academic community.
19. Invading the privacy of another: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on UVI premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, rest room,

showers, residence hall room or Wellness Center.

20. Misbehavior at UVI Events:
  - a. Throwing any article into a crowd or onto a playing field, court, or a stage.
  - b. Alcoholic beverages of any kind are prohibited at UVI sponsored events, unless permitted in advance in writing by the Student Conduct Administrator or, in the case of athletic events, the Athletics Director.
  - c. A student may not display a sign in the Wellness Center, BUCS Fitness Club, Sports and Fitness Center, softball field, soccer field, cafeteria or Reichhold Center for the Arts, Evans Center, Great Hall, or anywhere else on campus unless the sign is approved in advance for size and placement by the Athletics Director for athletics events by the Reichhold Center Director or Wellness Center Director for other event and the Student Activities Supervisor on the respective campus. Lewd or obscene language is not permitted on signs. All signs must be approved by the Student Activities Supervisor on the respective campus where the sign is to be displayed.
21. Abuse of the Student Conduct System, including but not limited to:
  - a. Failure to obey the notice from a Student Conduct Board, or from any UVI official to appear for a meeting or hearing as part of the Student Conduct System.
  - b. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - c. Failure to comply with the sanction(s) imposed under the Student Code.
  - c. Retaliation against any person who has filed a complaint under this Student Code, or retaliation against any person who has participated in any proceedings or investigation as a result of a matter being handled under this Code.
22. Theft or other abuse of computer facilities and resources, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or UVI Official.
  - e. Use of computing facilities and resources to interfere with normal operation of the UVI computing system or in any other manner disrupting or interfering with the normal use of computers, computer related equipment, data, or programs of individuals and UVI.
  - f. Use of computing facilities and resources in violation of copyright laws.
  - g. Attempts to breach or actual breaches in computer security in any manner.
  - h. Use of UVI computer related equipment to violate any other UVI rule or policy.
  - i. Any violation of the UVI Acceptable Use Policy.



23. Violation of any federal or local law.

C. Violation of Law and UVI Discipline

1. UVI disciplinary proceedings may be instituted against a student charged with misconduct that potentially violates the Student Code, or both the criminal law and the Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. In such situations, the presumption is that UVI proceedings will go forward with usual promptness even if other related criminal or civil trials are occurring simultaneously or may occur in Court at later times. In any event, in each case, the Student Affairs Administrator on each campus shall determine, in his/her sole discretion, keeping in mind UVI's obligations to proceed promptly in all cases, whether proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were later dismissed, reduced, or resolved in favor of or against the criminal law defendant or because a civil lawsuit relating to the same facts was later resolved in a particular manner. 8 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA
2. When a student is charged by federal or local authorities with a violation of law, UVI will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged misconduct is also being evaluated under the Student Code, UVI may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the UVI community. UVI, to the best of our ability, will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the UVI community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES**

A. Complaint, Notice and Student Conduct Board Hearings

1. Any member of the UVI community may submit a signed complaint stating that a student violated the Student Code. Such a complaint shall be prepared in writing with as much detail as possible, including the names and contact information of all known witnesses to the alleged conduct and it should be directed to the Student Affairs Administrator. Any complaint should be submitted as soon as possible after the event takes place, preferably within 10 working days (although later complaints will be accepted). If a complaint is submitted more than 10 working days following the incident, it is suggested that the reasons for the delay should be submitted.
2. The Student Affairs Administrator or her/his designee may conduct a preliminary investigation to determine the nature of the matter, likely witnesses and relevant documents, whether the complaint may have merit and/or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the

Student Affairs Administrator (such as by the student accepting responsibility and sanctions, by mediation, or by such other approaches as may fit the situation). Such disposition shall be final and there shall be no subsequent proceedings. If the matters complained of are not admitted and/or cannot be disposed of by mutual consent, the Student Affairs Administrator may later serve in the same matter as the person who assigns sanctions if a Student Code violation is determined to have occurred. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s). The normal expectation is that this preliminary investigation and related actions will be completed within 10 working days of receipt of the complaint, but this is a guideline, not a requirement.

3. If the matter is not resolved by the Student Affairs Administrator after the preliminary investigation and it appears to the Student Affairs Administrator that the complaint may have merit, the conduct shall be presented to the Accused Student in a brief written Notice. The Notice will also state the campus rules that may have been violated. The Notice will set a time and place for a Student Conduct Board Hearing, neither less than 72 hours nor more than fifteen working days after the Accused Student has been given Notice. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Affairs Administrator. If a student does not accept the Notice, time periods shall run from the date of the attempt to deliver such Notice. 9 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA
4. If alleged student misconduct occurs during the Summer (that is, after Spring examinations and before classes begin in the Fall) and a Hearing is required, the Student Affairs Administrator has several options: a. The Student Affairs Administrator may follow the usual procedure for appointing a Student Conduct Board; or b. The Student Affairs Administrator may choose, instead, to appoint one or more staff members or administrators to serve in the place of one or more faculty members; or c. The Student Affairs Administrator may elect to hold the matter for the beginning of the Fall semester. (Note: These options are also available to the Student Conduct Administrator when the alleged misconduct occurs during the Spring semester but where the Hearing would be scheduled after Spring examinations.)
5. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines:
  - a. Student Conduct Board Hearings normally shall be conducted in private.
  - b. The Complainant (or Victim Student, if different), Accused Student, and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Affairs Administrator. Students and faculty members who are selected for a Campus Pool to serve on Student Conduct Boards may attend a Hearing(s) (but not the deliberations) as a silent observer as part of their training.
  - c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Affairs Administrator, in his or her discretion, may permit the

- Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
- d. The Student Affairs Administrator or her/his designee shall organize materials and logistics for the Hearing and shall be available to perform recordings or other related functions.
  - e. The Complainant (or Victim Student, if different) and the Accused Student have the right to be assisted by an advisor they choose. The advisor must be a member of the UVI community and may not be an attorney. The Complainant (or Victim Student, if different) and the Accused Student are separately responsible for presenting their own information and, therefore, advisors are not permitted to speak or to participate directly in any Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
  - f. The Complainant (or Victim Student, if different), the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. Both the Complainant (or Victim Student, if different) and the Accused Student shall have an opportunity to be heard by the Student Conduct Board and to offer witnesses, subject to reasonable limitations established by the Board Chair. UVI will try to arrange (but UVI cannot guarantee) the attendance of possible witnesses who are members of the UVI community, if reasonably possible, and who are identified by the Complainant (or Victim Student, if different) and/or Accused Student at least two workdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be submitted, through the Board Chair, by the Accused Student and/or Complainant (or Victim Student, if different) to be answered by each other or by other witnesses. This Hearing will be conducted by the Student Conduct Board with such questions directed to the Chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Chairperson of the Student Conduct Board.
  - g. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  - h. All procedural questions are subject to the final decision of the Chairperson of the Student Conduct Board.
  - i. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
  - j. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.

- k. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings; instead all such questions are resolved by the discretion of the Chair of the Student Conduct Board. 10 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA
6. There shall be a single, verbatim record, such as a tape recording, of all Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of UVI.
7. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered (and determinations of responsibility and, if appropriate, recommendations concerning sanctions, shall be made) even if the Accused Student is not present to take part in the process.
8. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant (or Victim Student, if different), Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Student Affairs Administrator to be appropriate. Similarly, the Student Affairs Administrator may judge it appropriate to use video conferencing equipment for the travel convenience of a witness if the equipment is easily available (including a situation in which a student is enrolled on one campus and the hearing occurs on the other campus) and if a full and complete verbatim record of the proceedings can be maintained (as required by Article IV, Section 6). It is, however, preferred that witnesses appear in person.
9. A variation on the processes described above applies to certain cases arising in and around the UVI residence halls. The more serious cases (those for which the sanctions might include suspension or expulsion from UVI) would be handled under the process described above. For the less serious cases, however, there are a few modifications of the process that apply. These modifications would apply in situations involving conduct arising in and around the UVI residence halls and for which the possible sanctions would not include suspension or expulsion from UVI; rather the most serious sanction would be expulsion from the residence halls. The modifications for such matters are:
  - a. The Student Conduct Board shall be the Residence Hall Student Conduct Council (RHSCC). The RHSCC shall have seven (7) members. This will include four (4) students, each elected by a residence or "dorm block." In addition, there will be three (3) persons appointed by the President: a faculty member, a member of the UVI staff, and a UVI Student Affairs staff member, who serves as the Chair. The same UVI Student Affairs staff member who serves as the Chair will also serve at the Student Affairs Administrator who assigns sanctions, if any violation is found. A separate RHSCC may be appointed for residence halls on each campus. 11 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA
  - b. If the RHSCC is unable, for any reason, to hear a matter promptly, the Student

Affairs Administrator may determine to have it heard by the regular Student Conduct Board.

## B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

- a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations. Repeated infractions, after a warning, may result in more severe sanctions. A record of the warning will be maintained by the Student Affairs Administrator.
- b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time, not to exceed one academic year, and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- c. Loss of Privileges—Denial of specified privileges for a designated period of time. This may include not being allowed to use University facilities and/or not being allowed to represent UVI in any extracurricular activity such as intercollegiate athletics, debate teams, University theatre, UVI band (intramural and other informal recreational privileges would not be denied.)
- d. Fines— Previously established and published fines may be imposed.
- e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions—Work assignments, essays, service to the UVI community, development of a program of self-development or other related discretionary assignments.
- g. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- h. Residence Hall Expulsion—Permanent separation of the student from the residence halls.
- i. UVI Suspension—Separation of the student from UVI for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. During a suspension, the person is barred from attending UVI classes, taking part in any UVI activities, and from coming onto or using UVI property and facilities without the express written consent of the Student Affairs Administrator. Violations of UVI rules during the period of suspension may result in additional sanctions under this Student Code. Notification of disciplinary sanctions will appear on the student's official electronic record until the expiration of the sanction. Near the end of the suspension period, a student suspended under this Student Code (that is, not for academic reasons) who wishes to return to UVI must obtain from the Student Affairs Administrator the conditions applicable to the resumption of enrollment. The Student Affairs Administrator may recommend a denial for readmission in those instances where the suspended student fails to demonstrate a positive change in behavior which indicates that the suspended student is now prepared to become, again, a responsible member of the UVI community.
- j. UVI Expulsion—Permanent separation of the student from UVI. Expulsion as a

sanction under this Student Code is the termination of all student rights, including any remaining right or privilege to receive some benefit or recognition or certification. Only under very unusual circumstances would an expelled student be readmitted. An appeal seeking readmission upon conditions set by UVI should be directed to the Associate Campus Administrator for Student Affairs on the appropriate campus, no sooner than one complete calendar year from the date that the expulsion became effective. (An appeal seeking readmission after an expulsion for academic reasons – not Student Code reasons – should be directed to the Provost.) During an expulsion the person is barred from coming onto or using UVI property and facilities. A record of the action will appear on the student's official electronic record after all appeals, if any, have been concluded.

- k. Revocation of Admission and/or Degree—Admission to or a degree awarded from UVI may be revoked for fraud, misrepresentation, or other violation of UVI standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

As provided below, the sanction of Revocation of Degree may be imposed only by the President following a review by the Student Conduct Board and Provost. However, the President may take such action whether or not such action is recommended by the Student Conduct Board and/or the Provost. I. Withholding Degree—UVI may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any. (12 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA)

2. More than one of the sanctions listed above may be imposed for any single violation.
3. In determining and specifying the sanction(s) after a violation has been determined to have occurred, the Student Affairs Administrator (or President, in the case of a sanction of Revocation of Degree) may take into account the accused student's prior conduct record at UVI.
4. Other than UVI expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record.
5. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
6. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above as sanctions (a)–(f).
  - b. Loss of selected rights and privileges for a specified period of time, as designated by the Student Affairs Administrator. This could include, by example, loss of the right to representation on

other UVI organizations (such as Student Government) and loss of representation in the Student Handbook, Student Leaders directories or other UVI publications. c. Deactivation. Loss of all privileges, including UVI recognition, for a specified period of time. UVI also reserves the right to establish contact with and to make recommendations to the organization's regional or national office.

7. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) (other than Revocation of a Degree) shall be determined and imposed by the Student Affairs Administrator. The recommendation of the Student Conduct Board shall be considered by the Student Affairs Administrator in determining and imposing sanctions. The Student Affairs Administrator is not limited to sanctions recommended by the Student Conduct Board.
8. In the event that the Accused Student has graduated and the Student Conduct Board, after finding the Accused Student responsible for violating the Student Code, recommends revocation of a degree as a sanction, such recommended sanction(s) shall go to the Provost, rather than to the Student Affairs Administrator. The Provost would then recommend to the President whether the sanction of Revocation of a Degree should be imposed, or not. Thereafter, the President would determine whether to impose the sanction of revocation of a degree. Any appeal from the determination of violations by the Student Conduct Board (but not including the sanction imposed by the President) would be considered by the Appellate Reviewer using the regular Appeal process in this Student Code. (13 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA)
9. Following the Student Conduct Board Hearing, the Student Affairs Administrator (together with the President in a case involving a sanction of Revocation of Degree) shall advise the Accused Student, group and/or organization (and a student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any. The Accused Student and Victim Student will have the opportunity to be advised of the results in the same manner, in the same detail and with equal promptness.

C. Interim Suspension In certain circumstances, the Associate Campus Administrator for Student Affairs on the appropriate campus (or the President or Provost) may impose a UVI or residence hall suspension prior to the Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the UVI community or preservation of UVI property or property of UVI community members; or ( b) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of UVI.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other UVI activities or privileges for which the student might otherwise be eligible, as the Associate Campus Administrator for Student Affairs on the relevant campus may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on

the normal schedule, up to and through a Student Conduct Board Hearing, if required.

#### D. Appeals

1. A decision reached by the Student Conduct Board (including the RHSCC) and/or a sanction imposed by the Student Affairs Administrator may be appealed by the Accused Student(s) or Complainant(s) (or Victim Student, if different) to the Appellate Reviewer within seventy two (72) hours of notice of the decision. Such appeals shall be in writing explaining the reasons for the appeal and shall be delivered to the Student Affairs Administrator or his or her designee. Sanctions shall not take effect until the appeal process is completed (but conditions imposed as an Interim Suspension may remain in effect until the appeals process is completed). A decision involving the revocation of a degree may be recommended to the President but the President's decision to revoke a degree cannot be reviewed by an Appellate Reviewer; only the Student Conduct Board's decision finding a violation may be appealed in such a case. After any such appeal, a decision reached by the President to impose the sanction of revocation of a degree shall be final.
2. Except as required to explain the basis of new information, on appeal the Appellate Reviewer shall be limited to a review of the verbatim record of the Student Conduct Board Hearing, documents considered by the Board, and the Board's report for one or more of the following purposes:
  - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party (or Victim Student, if different) an opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student an opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed. (This ground for appeal is not available as to the President's sanctioning decision in the case of a sanction of Revocation of Degree.)
  - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing. A person urging this basis for appeal should explain, in his/her written appeal, the alleged information, why the information may be sufficient for a Hearing Board to alter a decision and why the information was not known at the time of the Hearing. (14 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA)
3. The Appellate Reviewer does not hold a new hearing or conduct interviews (formal or informal) with any of the witnesses who testified at the Hearing. (The Appellate Reviewer may hold a Hearing solely to ascertain the basis of an appeal based upon new



information; if so, the Complainant (and Victim Student, if different) and the Accused Student shall have the same opportunity to take part.) The Appellate Reviewer accepts the credibility decisions of the Hearing panel and does not attempt to determine what the Appellate Reviewer might have done instead but reviews, on appeal, only the four issues listed above.

4. When there is an appeal, the other Accused Student(s) or Victim Student (s) will be notified that there has been an appeal and will be given an opportunity to come to the office of the Student Affairs Administrator to review it and to submit for the Appellate Reviewer any written comments they might have within 72 hours after notice, so that the Appellate Reviewer may consider all perspectives at one time (both the comments in the written appeal and comments made in response by others).
5. If an appeal is upheld by the Appellate Reviewer, the matter shall be returned to the original Student Conduct Board and Student Affairs Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanctions(s), consistent with the Appellate Reviewer's determination. In an unusual case, the Student Affairs Administrator may assign the matter anew to a new Student Conduct Board to conduct a new hearing. If an appeal is not upheld, the matter shall be considered final and binding upon all involved unless a timely special appeal is made to the President.
6. An appeal to the President of the Appellate Reviewer's decision shall be allowed only in cases in which a student was given the sanction of expulsion or suspension from UVI. This appeal shall follow the same procedures applicable to the appeal to the Appellate Reviewer, as set forth in paragraphs 7-11. Appeals to the President involving possible violation of the Sexual Harassment Policy of the University shall be determined not by the Student Code process but by the procedures set forth in the Sexual Harassment Policy of the University.
7. A decision reached by the Appellate Reviewer concerning the decision reached by the Student Conduct Board and/or a sanction imposed by the Student Affairs Administrator in a case in which the sanction imposed was suspension or expulsion from UVI, may be appealed to the President by the Accused Student(s) or Complainant(s) (or Victim Student, if different) within ten business days of notice of the Appellate Reviewer's decision. Such appeals shall be in writing explaining the reasons for the appeal and shall be delivered to the Student Affairs Administrator or his or her designee. Sanctions shall not take effect until the appeal process is completed (but conditions imposed as an Interim Suspension may remain in effect until the appeals process is completed). 15 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA
8. Except as required to explain the basis of new information, on appeal, the President shall be limited to a review of the verbatim record of the Student Conduct Board Hearing, documents considered by the Board, the Board's report, the original appeal letter and other written materials considered by the Appellate Reviewer, and the Appellate Reviewer's report for one or more of the following purposes:

- a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party (or Victim Student, if different) an opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student an opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing. A person urging this basis for appeal should explain, in his/her written appeal, the alleged information, why the information may be sufficient for a Hearing Board to alter a decision and why the information was not known at the time of the Hearing.
9. The President does not hold a new hearing or conduct interviews (formal or informal) with any of the witnesses who testified at the Hearing. (The President may hold a Hearing solely to ascertain the basis of an appeal based upon new information; if so, the Complainant (and Victim Student, if different) and the Accused Student shall have the same opportunity to take part.) The President accepts the credibility of the decisions of the Hearing panel and does not attempt to determine what the President might have done instead but reviews, on appeal, only the four issues listed above.
  10. When there is an appeal to the President, the other Accused Student(s) or Victim Student (s) will be notified that there has been an appeal and will be given an opportunity to come to the office of the Student Affairs Administrator to review it and to submit for the President any written comments they might have within 10 days after notice, so that the President may consider all perspectives at one time (both the comments in the written appeal and comments made in response by others).
  11. If an appeal is upheld by the President, the matter shall be returned to the original Student Conduct Board and Student Affairs Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanctions(s), consistent with the President's determination. In an unusual case, the Student Affairs Administrator may assign the matter anew to a new Student Conduct Board to conduct a new hearing. If an appeal is not upheld, the matter shall be considered final and binding upon all involved. 16 Penultimate: Updated May 29.2012\_Reflects feedback from ARSA

#### **ARTICLE V: INTERPRETATION AND REVISION**

- A. Any question of interpretation or application of the Student Code shall be referred to

the Dean of Student for Student Affairs – St. Thomas or to his or her designee for final determination.

- B. The Student Code shall be reviewed periodically by the Dean of Students for Student Affairs on both campuses.

## APPENDIX C FIRE SAFETY

The purpose of fire safety information is to alert students to facts concerning the causes of fires and what can be done to insure student safety. All members of the University Community, especially those who reside on campus have a share in the responsibility for fire safety. Because of the serious nature of fire safety and prevention, some behaviors are considered unacceptable. Among the more juvenile abuses that can result in serious consequences, including disciplinary action, are such things as playing with fire extinguishers, blocking open fire doors, and setting false alarms. The University has done, and will continue to do everything within its power to provide safe accommodations for faculty, staff and students. It is equally important those residence hall occupants:

1. Recognize the fire hazards
2. Have a responsible attitude towards fire safety
3. Respond in a positive way to the challenge of fire prevention
4. Take a serious view of and participation in fire drills

### THE ORIGIN OF AND PROCEDURES IN CASE OF A CAMPUS FIRE

**Smoking:** Improper smoking habits and carelessness related to smoking is one of the leading causes of fires. It is for this and health reasons that smoking is prohibited in the residence halls, classrooms and offices.

**Electricity:** Many fires are caused by electrical malfunctioning. It sometimes takes years for the insulation of an overloaded wire to deteriorate to a point where shorting can take place and cause ignition of combustible materials. When shorting does occur, it is neither seen nor smelled before it erupts into a sizeable fire and breaks through where it can finally be discovered. This is the reason for residence hall rules which deny cooking and the use of certain appliances, such as hot plates, electrical ovens, electric fryers, crock pots, or any and all cooking equipment for the preparation of/or heating of foods.

### Fire Control and Evacuation

Here is what to do when a fire is discovered in the residence halls:

- (1) Pull fire alarm and try to arouse your hall mates.
- (2) Alert Campus Security.
- (3) Isolate the fire by closing doors and windows in the immediate area of the fire.
- (4) Size up the fire and if possible fight with a fire extinguisher.
- (5) If the fire gets out of control evacuate the building.

Residence Hall occupants should do the following when a fire alarm is heard:

- (1) Grab a towel to protect your face.
- (2) Close door behind you.
- (3) Walk, do not run, to the designated exit. Maintain a single file.
- (4) Do not talk, so that instructions from the Resident Assistant(s), Graduate Assistant(s) or Housing Supervisor can be heard.
- (5) When the signal is given to return to the building, proceed in an orderly manner.

### Participation in Fire Drills

All on campus residents are required to respond to fire drills in the residence halls. Fire drill exercises, regardless of the time of day or evening, are conducted for the benefit and safety of students and staff. Students in each residence hall should acquaint themselves with fire and emergency exits and confine their use to emergencies. Students who refuse to respond to and/or participate in fire drill exercises will be subject to immediate disciplinary action and may forfeit their Student Housing Contract. Students are prohibited from tampering with, misusing, abusing, or altering any safety equipment or device, including but not limited to fire extinguishers, fire alarms, smoke detectors, etc., on or about the campus. Violators will face disciplinary action which may result in forfeiture of the Housing Contract, suspension, or expulsion from the residence halls and/or the University.

## APPENDIX D HURRICANE PREPAREDNESS

### PREPARATIONS

Much of the information listed below is applicable to faculty, students, and staff who commute and may want to follow the same procedures in their homes. On-campus residents, upon notification of a pending hurricane, with the assistance of Physical Plant personnel, will do the following:

1. Clean and sterilize tubs, sinks, basins and fill them with water. Chlorine bleach makes an excellent cleansing and purifying agent.
2. Close all doors, windows, and louvers. Stuff paper and rags into any opening.
3. Have mops and pails available.
4. Have a battery radio handy with an adequate supply of batteries, so that you can listen to the progress of the storm from VITEMA or the Weather Channel.
5. Have a good flashlight with additional batteries.
6. Use the telephones for emergencies only. Jammed lines may prevent the transmission of emergency calls to the Virgin Islands Territorial Emergency Management Agency (VITEMA), Police, Fire, and hospitals.
7. Relocate to private residences, home, when the instructed to do so. Non-residents of the U.S. Virgin Islands will be relocated in the Residence Halls during the hurricane warning stage.
8. Fill the gas tanks of your car because gas stations will not be operating if the power goes off. Locate your vehicle in a sheltered area away from utility poles and trees.

### DURING THE STORM

1. Stay indoors and away from windows. The glass may shatter and result in cuts.
2. Do not go outdoors during a lull. The eye of the hurricane is usually a calm period followed by sudden onset of strong gales.
3. Open a window or door on the side of the building not hit by the wind; so that inside pressure is equalized.
4. Do not leave your shelter until the ALL CLEAR signal is given, unless your life is seriously threatened. You will notify the Campus Hurricane Headquarters of your plight if the Communications Center is still in operation and they will try to send aid to you. In the event you are left to your own resources, seek high ground and the best possible shelter.

APPENDIX E  
 DIRECTORY OF OFFICES

<i>OFFICES &amp; SERVICES</i>	<i>St. Croix Campus</i>	<i>St. Thomas Campus</i>
<i>EMERGENCY HOTLINES</i>	340-692-4168	340-693-1016
<i>Administration &amp; Finance</i>		340-693-1400
<i>Admissions</i>	340-692-4158	340-693-1160/2150
<i>Alumni Affairs</i>	340-692-4023	340-693-1040
<i>Bookstore</i>	340-692-4162	340-692-1561
<i>Business Office</i>	340-692-4110	340-693-1437
<i>Cafeteria/Dining Services</i>	340-692-4290/3187	340-693-1138/1139
<i>Campus Advising and Tutorial Services (CATS)</i>	340-692-4140	340-693-1220
<i>Campus Executive Administrator</i>	340-692-4000/4236	340-693-1140
<i>Counseling and Placement</i>	340-692-4180	340-693-1134
<i>Financial Aid</i>	340-692-4193	340-693-1090
<i>Health Services</i>	340-692-4214	340-693-1124
<i>Human Resources</i>		340-693-1410
<i>Information Technology Services</i>	340-692-4130	340-693-1367
<i>Institutional Advancement</i>	340-692-4023	340-693-1040
<i>Library</i>	340-692-4130	340-693-1367
<i>Physical Plant</i>	340-692-4171	340-693-1510
<i>President's Office</i>	340-692-4024	340-693-1000
<i>Provost's Office</i>	340-692-4022	340-693-1200
<i>Public Relations</i>	340-693-1057	340-693-1057
<i>Registrar's Office</i>	340-692-4103	340-693-1160
<i>Residence Halls</i>	340-692-4194	340-693-1110
<i>Security</i>	340-692-4155	340-693-1530
<i>Student Activities</i>	340-692-4188	340-693-1111
<i>Student Affairs Office</i>	340-692-4187	340-693-1120
<i>Student Employment</i>	340-692-4180	340-693-1088
<i>Student Government Association</i>	340-692-4191	340-693-1098
<i>VI University Center for Excellence in Developmental Disabilities (VIUCEDD)</i>	340-692-1919	340-693-1322

<i>SCHOOLS &amp; COLLEGES</i>	<i>St. Croix Campus</i>	<i>St. Thomas Campus</i>
<i>School of Business</i>	340-692-4150	340-693-1300
<i>School of Education</i>	340-692-4150	340-693-1320
<i>College of Liberal Arts and Social Sciences</i>	340-692-4110	340-693-1340/1260
<i>School of Nursing</i>	340-692-4010	340-693-1290
<i>College of Science and Mathematics</i>	340-692-4010	340-693-1230

Full Directory available at <http://www.uvi.edu>

- Directory: Look up e-mail addresses, phone numbers for faculty and staff.
- Offices A-Z: List of colleges, departments, offices, programs and schools.
- University postal address is:

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 Kingshill, USVI 00850-9781

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 St. Thomas, USVI 00802-9990