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STUDENT HANDBOOK

2009-2010

Updated 2009

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Academic Calendar

Fall Semester 2009

August

10	Placement testing
10-12	New student orientation
12	Faculty return date
12	Advisement and registration for new students
13-14	Advisement and late registration
14	University/Faculty Convocation
17	Classes begin
17-21	Add/Drop period
21	Final day to add a course

September

7	Labor Day Recess (University closed)
14	Final day to drop a course without penalty

October

5	Midterm
9	Mid-Term Low Grade Reports due
16	Final day to withdraw without UVI permission
26-30	Advisement and registration for Spring 2010 semester
30	Last day to apply for graduation

November

2	Liberty Day Recess (University closed)
11	Veterans Day Recess (University closed)
26-29	Thanksgiving/Fortsberg Day Recess (University closed)

December

8	Last day of classes
9-15	Final Exams (no other student activities to be scheduled during this period)
15	Fall semester ends for students
16	Last day for instructors to submit grades (by 10 a.m.)
18	Faculty certify December graduates

Spring Semester 2010

January

6	Three Kings Day Recess
10-14	New student orientation activities
11	Faculty return date
11	Placement testing
13	Advisement and registration for new students
14-15	Advisement and late registration
18	Martin Luther King Day Recess (University closed)
19	Classes begin
19-22	Add/Drop period
29	Final day to add a course

February

23	Last day to drop a course without penalty
26	Last day to apply for graduation

March

1	Midterm
5	Mid-Term Low Grade Reports due
4-5	Spring Recess (no classes)
16	Charter Day (classes held)
16-19	Advisement and registration for Fall 2010 semester
26	Final day to withdraw without UVI permission

April

30-May 1*	Carnival Recess (no classes)
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May

7	Last day of classes
10-15	Final Exams (no other student activities to be scheduled during this period)
15	Spring semester ends for students
17	Last day for instructors to submit grades (by 10 a.m.)
18-19	Faculty Institute
19	Faculty certify Spring 2010 graduates
24	Commencement St. Thomas Campus
25	Commencement St. Croix Campus

**Dependent on confirmation of Carnival dates.*

Message from the Acting Campus Executive Administrator – St Croix Campus

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.

Sincerely
Nereida Washington
St. Croix Campus.

Message from the Acting Campus Executive Administrator - St. Thomas Campus

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Sincerely
LilyMae Durante
St. Thomas Campus

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 \(www.uvi.edu\)](#), 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 \(CATS\)](#). 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.

[Angela McGhee, Ed.D](#)
[Director of Campus Advising and Tutorial Services](#)

[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 President, Dr. David Hall, is the chief executive of the University. She 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, the Chief Information Officer and the Campus Executive Administrators. 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. Each campus is managed by a Campus Executive Administrator who is responsible for operationalizing the policies and for the administration of the campus. Reporting to the Campus Executive Administrator is Associate Campus Administrator who implements Student Services programs. The Associate Campus Administrator for Student Affairs is responsible for developing policies relating to Student Affairs under the oversight of the Campus Executive Administrators.

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.htm>

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 Advising And Tutorial Services (CATS) STT 1220; STX 4156

The Center for Advising and Tutorial Services 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 St. Croix. Make it a point to visit the Center early in the semester.

Class Attendance and Behaviour

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/ [St. Croix](#)

• 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 8:00 a.m. - 8:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m.

• [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 Monday - Thursday 8:30 a.m.- 9:30 p.m.

Friday 8:30- 6:30 pm;

• [Freshman 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](#)

Evens Center 715

• [R.M. Paiewonsky Library lab](#) Monday – Friday 8:30pm – 4:30 pm

Monday - Thursday: 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 St. Croix 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 **CATS** 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.

[Freshman Center 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

[Freshman Center](#). 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 St. Croix 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 Evens Center.

Hours of operation are Monday thru Friday from 8:30 a.m. and 4:30 p.m.

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](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 8:00 - 10:00

Friday 8:00 - 8:00

Saturday 9:00 - 5:00

Sunday 1:00 - 6:00

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 Residence Hall.

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 CATS 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 St.Croix. 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 St. Croix.

[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. (provide link info). 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:
 - o Required Readings
 - o Test/Quiz Dates
 - o How your teacher will calculate your final grade

- o Penalties for late or missed assignments
- o Class attendance policy
- o Penalties for academic dishonesty and other prohibited conduct
- Take an active part in your learning
- o [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, CATS specialists, instructors/professors, or web searches.
- o [Get help immediately if you start having trouble](#) understanding materials covered in class. Arrange a student-teacher conference to discuss your concerns. Going to CATS or joining a study group are other ways of getting help.
- o 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](#).
- o [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, CATS specialist, or classmates about forming study groups.
- o During the first week of school, register with the CATS
- o 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.htm>

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 Campus Executive Administrator.

[Counseling and Placement Services Extensions STT 1134; STX 4186](#)

Personal academic and career guidance counselling 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, unless it is determined that you represent a danger to yourself or others. The office also offers workshops on values clarification, interpersonal relationship skills, conflict resolution, and more. Other services offered include career counseling; student employment; hosting graduate and professional school recruiters; conducting career fairs; maintaining a career resource library; 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 VIUAP 1322](#)

The University is equipped with facilities and provides reasonable accommodations for students with disabilities. Students with disabilities should contact the Counseling and Placement 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 Affiliated Program (VIUAP), established in 1994 to exclusively serve students and the families of students with disabilities. Refer to the UVI catalog for more information on the VIUAP.

[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.

[Drug and Prevention Education Program \(DAPEP\) Extensions STT /STX 1120](#)

We are very concerned about any student who abuses alcohol or use illegal drugs.

DAPEP is one of a number of strategies available to assist such students. This program is administered out of the Associate Campus Administrator for Student Affairs Office on the St. Thomas campus.

DAPEP sponsors ongoing drug prevention and education programs, and provides referrals services to community agencies for students who need counseling and or treatment. One of the DAPEP's most popular and successful outreach programs involving UVI students in the Mentorship Program. For further information on the DAPEP program, refer to the Student Support Services and Programs section of the UVI catalog.

Refer to the policy and procedure section of this Handbook for further information on UVI's drug and alcohol policy. Students who violate these policies may face disciplinary action that may result in dismissal from the university.

[Employment Extensions STT 1088; STX 4187](#)

[Financial Aid Office STT 1090; STX 4193](#)

Employment opportunities are available through the Counseling and Placement 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 and insurance 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.

Housing 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.

[Mentorship Program Extensions STT /STX 1120](#)

The primary focus of the Mentorship program is to encourage UVI students to serve as mentors for elementary students attending public schools. The Mentorship Program has taken on the task of providing mentor/mentee relationships to fill the void in the lives of some young students. Many UVI full-time students have volunteered to serve as mentors and, in so doing, consider "mentoring" their most rewarding co-curricular experience.

For more information on Drug & Alcohol Prevention Education and Mentorship programs, students may contact the Office of the Campus Administrator for Student Affairs in Gordon House on St. Thomas and the Student Activities Supervisor in the Student Center Building on St. Croix.

[Peer Counseling and Peer Leaders Extensions STT1134; STX 4187](#)

[Peer Tutors and Peer Mentors Extensions STT 1220; STX 4156](#)

Opportunities to develop leadership skills exist through the peer support programs offered on both campuses. You can participate as a Peer Counselor and play a role in helping other students deal with personal issues. 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 1120/4180](#)

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 171 colleges and universities throughout the U.S. and its territories. Students may spend one or two semesters at the member institutions. Faculty and student exchange opportunities also exist with the College of Charleston, Emory University, State University of New York at New Paltz, and Universidad Internacional 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. Through participation in the Association of Caribbean Universities and Research Institute (UNICA) and the Caribbean Intercollegiate exchange program, you can learn more about and discover the wider Caribbean by spending one or two semesters at a partner institution in the region.

[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 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 1188; STC 4188](#)

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 Associate Campus Administrator's 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.

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. On the St. Croix Campus, a Facility Reservation Form 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.

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.

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

Future Business Leaders of America
Social Science Student Association
Phi Beta Lambda Student Education Assn (SEA)
Journalism Club
Student Nurses Association
Leeward Breezes

Recreation/Sports Related Interests Cultural Enrichment

Buc Wild Anguilla Student Association
Cheerleaders
British Virgin Islands Association
Dance Club
Creole Language & Culture Club
Dive Club
Dominica Association
Fitness Club
Hindu Caribbean Association
Health Awareness Club
Netherlands Antilles/Aruba Association
Soccer Club*
St. Kitts & Nevis Student Association
Tennis Club
Track Club
Volleyball Boosters Club*

Spiritual Special Interest Clubs

Advent Youth Fellowship
Chess Club
Baptist Student Union
Commuter Club*
Catholic Students Club
Knights of Distinction
Music Club
Photography Club*
Radio Club
Studio One

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
Phi Alpha Psi Interest Group
Sigma Gamma Rho Sorority

* Inactive clubs and organizations

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. 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 recognise the contributions of student organizations to the University

[St. Thomas Carnival & Cruzan Festival](#) Annual entries of 4-H and faculty/staff/student floupes or troupes.

[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.

[Section IV. Code of Student Conduct](#)

Major Infractions

The following behaviors are in violation of the UVI Code of Student Conduct and are considered of the utmost gravity by the University and may result in the maximum sanction of expulsion (dismissal) from the University or any lesser sanction listed (recommended) by the Coder of Student Conduct.

A. Academic Misconduct:

This includes all forms of student academic misconduct wherever committed, including but not limited to plagiarism and cheating on examinations as defined in the University Catalog and this Student Handbook under Academic Integrity. A student charged under this section in most cases will be referred to the appropriate academic unit for necessary disciplinary action.

B. Assault/Infliction or Threat of Bodily Harm to a Person:

This includes inflicting or threatening to inflict bodily harm or coercing or restraining any person while on or about University premises. This also includes brandishing of weapons.

C. Aiding and Abetting or Complicity in Threatening Bodily Harm and/or Committing Bodily Harm to a Person:

This includes conspiring with or knowingly helping or encouraging another person to engage in the above mentioned behavior violations. Students present during the commission of an act(s) by another which constitutes those kinds of behavior violations mentioned above and who fail to report such act(s) to the proper University authorities shall be guilty of complicity to commit bodily harm to a person.

D. Sexual Harassment and/or Sexual Assault:

This includes any deliberate, unsolicited, and un-welcomed sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature or with sexual implications.

E. Hazing-Harassment:

Committing, conspiring to commit, or causing to be committed any act which causes or is likely to cause serious physical or mental harm or which tends to injure or actually injures, frightens, demeans, degrades or disgraces any person. This includes but is not limited to violation of the University policies on hazing, sexual harassment or sexual assault.

F. Dishonesty:

(1) Furnishing false information to the University by forgery, alteration or misuse of University documents or records with intent to deceive.

(2) Furnishing to a University office or official a written or oral statement known to be false.

G. Disruption-Obstruction of University Functions or Activities:

(1) Obstructing or interfering with the orderly conduct of University affairs including teaching, research, administrative and disciplinary procedures or any University activities on or off University premises;

(2) Obstructing the free flow of vehicular or pedestrian traffic on University premises.

H. Unauthorized Use of University Keys:

The unauthorized duplication, attempted duplication, use, loan or possession of any key to any building, room, property or facility owned or controlled by the University.

I. False Report of Emergency:

(1) Intentionally initiating or causing to be initiated any false report, warning or threat of impending fire, explosion or any emergency.

(2) Intentionally causing the evacuation of University buildings for reasons known to be false.

J. Forcible Entry:

Forcibly breaking into and entering, or attempting to break into, any building, room, locker, or facility on University premises.

K. Interference with Emergency Services, Procedures or Equipment:

(1) Obstructing or hindering the maintenance, provision, or function of such emergency services as fire department, police department, security personnel, first aid rescues on or coming into or about University premises.

(2) Obstructing or hindering emergency evacuation or similar procedures announced for any building or facility on University property.

(3) Tampering with, misusing, abusing, or altering any safety equipment or devices, including but not limited to, fire extinguishers, elevators, etc. on or about University premises.

L. Possession of Dangerous Weapons, Devices, or Substances:

Possession or storage of any firearms, pellet gun, illegal knife, sling shot, ammunition, dangerous chemical or explosive device or other dangerous weapon or substance of any kind on or about the University premises.

M. Manufacture, Distribution, Possession, Use or Sale of Drugs or Illegal Narcotics:

This may include but not limited to the manufacture, distribution, cultivation, use, possession, or sale of any illegal drug or narcotic while on or about University premises and violation of the **University Drug and Alcohol Policy**.

N. Interference with or Misuse of the Property Rights or Service of the University or of Individual Students:

These include but may not be limited to the following:

(1) Theft, defacement, damage, destruction, or unauthorized possession of College property belonging to any individual group.

(2) Unauthorized use of, misuse of, or interference with any University service including but not limited to duplication equipment, typewriters, computers, fax machines, etc.

O. Violation of Federal and Local Ordinances and University Policies on or About the University Premises:

P. Misuse of the University Computer System:

(1) Disruption or interference with the normal use of the computers, computer related equipment, data, or programs of individuals and the University.

(2) Use of this equipment, data, or programs in performance of any act listed as prohibited in this document.

(3) Attempts to break security in any manner.

(4) Use of a computer account for other than the purpose for which assigned.

Q. Throwing Objects from University Buildings:

R. Misbehaviour at Sports Events, Concerts, and Social-Cultural Events:

(1) The throwing of any article into a crowd or onto a playing field, court, or a stage.

(2) Alcoholic beverages of all kinds are prohibited at University sponsored events unless permitted by appropriate University officials.

(3) Displaying in the Field House, softball field, soccer field, cafeteria and Reichhold Center for the Arts any unauthorized or obscene, offensive or obstructive sign.

S. Discrimination:

Discrimination on the basis of race, gender, color, religion, national origin, political affiliation, disability or age.

T. Repeated Violations, Violation of Probation, Mediation Agreement:

This applies to students who have demonstrated a history of committing infractions of University regulations or who commit any violation of the terms of any University sanction.

U. Failure to Comply with the University Judicial Process:

This includes failure to comply with a subpoena and/or request for written information from a duly constituted University judicial body; failure to attend a meeting requested by a University official or judicial body; failure to attend a disciplinary hearing; failure to comply with imposed sanctions.

GENERAL INFRACTIONS

The following behaviors are in violation of the UVI Student Code of Conduct and may result in a maximum sanction of suspension from the University or any lesser sanction authorized by the Code of Student Conduct.

A. Negligent Bodily Harm:

This includes, but is not limited to, the following:

- (1) Failure to exercise reasonable care, thereby causing bodily harm to any person on or about University premises;
- (2) Failure to exercise reasonable care, thereby creating a substantial risk of bodily harm to a person on or about University premises.

B. Verbal Assault, Lewd, Indecent, or Obscene Conduct or Expressions on University Owned or Controlled Property or at University Sponsored or Supervised Functions.

C. Aiding, Abetting and Complicity in the Destruction of University or Personal Property:

This includes conspiring with or knowingly helping or encouraging another person to engage in the above mentioned behavior violations. Students present during the commission of any act(s) by another which constitutes one of the above mentioned behavior violations and who fail to report such act(s) to the proper authorities shall be guilty of complicity.

D. Trespassing or Misuse of University Facilities:

Unauthorized presence in or use of any University building or facility.

E. Unauthorized Possession of Property:

Possessing, receiving, or storing property on or about University premises known to have been wrongfully taken from the University or from any person or group.

F. Negligent Destruction or Impairment of Property:

Failure to exercise reasonable care thereby causing or creating a substantial risk of damage, defacement, destruction, theft or loss of property belonging to the University or to any person or group on or about University premises.

G. Failure to Comply with the Lawful Direction of a University Official:

Failure to comply with directions of University or other law enforcement officers, or University officials in the proper performance of their duties.

H. Misuse of University Telephones:

- (1) Charging or causing to be charged any long distance or other toll telephone call to the University or locally operated telephone without proper authorizations.
- (2) Damage or destruction to or tampering with University or locally operated telephones.

MINOR INFRACTIONS

The following behaviors are in violation of the UVI Code of Student Conduct and may result in a maximum sanction of disciplinary probation or any lesser sanction authorized or recommended by the Code of Student Conduct.

A. Sales and/or Solicitation:

This includes violation of the sales, public communication, and solicitation policies of the University including the promotion of political, commercial or religious activities.

B. Gambling and/or Scalping:

This includes gambling by organizations or individuals including chain letters, lotteries and games of chance at any form, or the resale of tickets to a University event or function for a price higher than the price originally listed on the ticket.

C. Unauthorized Possession or Use of Alcoholic Beverages:

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 of alcoholic beverages, including beer, in restricted areas of the University.

D. Disturbing the Peace:

This includes, but is not limited to, disruption of the peace on or about the University premises by fighting, disorderly conduct, or violation of University policies concerning demonstrations and use of sound amplifying equipment.

E. Violations of Residence Halls, Cafeteria, Student Housing Policies and/or Procedures

and the Student Housing Contract as Stated in University Publications: These include, but are not limited to the following:

Quiet Hours Defacement

Visitation Policy Pets

Unauthorized Moves Alcoholic Beverages

Improper Maintenance Smoking

Cafeteria Decorum

Refer to the residence halls contract for other rules and regulations governing residence hall living.

F. Bad Checks:

This includes the repeated passing of worthless checks or failure to promptly redeem worthless check(s) submitted to any unit within the University.

G. Misuse of any University Identification Material:

Loaning, transferring, altering, borrowing or otherwise misusing official University identification materials, including the UVI Logo and/or Emblem.

H. Conduct Which Causes Emotional Distress:

This includes conduct which results in physical manifestations, significant restraints on normal behavior or conduct and/or which compels the victim to seek assistance in dealing with the distress.

I. Unauthorized Animals on Campus: Violation of the University Policy concern animals or pets on campus.

J. Aiding, Abetting and Complicity to Influence the University Judicial Process or the Orderly Process of Instruction Under the Auspices of the University.

This includes conspiring with or knowingly helping or encouraging another person to engage in the above mentioned types of behavior violations. Students present during the commission of an act(s) by another which constitutes said behavior violations and who fail to report such act(s) to the proper authorities shall be guilty of complicity.

PROHIBITED CONDUCT - All misconduct, including, but not limited to, the prohibited conduct listed in this Code, is subject to disciplinary action.

SANCTIONS

The purpose of a sanction, in addition to protecting others, is primarily to educate an individual by increasing his/her awareness of the consequences of conduct violations and the importance of responsibility to the University community for one's actions. This will ordinarily be the guiding force behind imposition of sanctions by the University's judicial system. In some instances, however, the community's need to properly function outweighs the University's ability to so educate an individual. In such a case, for benefit of both the student and the community, suspension from the University may result.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or to the safety of the other members of the University community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

THE STUDENT SANCTIONS LISTED BELOW MAY BE IMPOSED FOR VIOLATION OF THE STUDENT CODE OF CONDUCT POLICY

A. Expulsion or Disciplinary Dismissal:

Expulsion or Disciplinary Dismissal is the termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification.

Recommendations for expulsions or disciplinary dismissals are made by the Associate Campus administrator for Student Affairs or Campus Executive Administrator to the President of the University. Only under very unusual circumstances would an expelled student be readmitted. Conditions for readmission may be established only through written appeal to the Chancellor no sooner than one calendar year from the date the expulsion became effective. During the expulsion the person is barred from coming onto or using University property and facilities. The action will appear on the student's official transcript only after all appeal channels have been exhausted.

B. Suspension:

Suspension from the University is normally for a stated period of time up to one academic year. Any conditions on resumption of activities may also be imposed. During suspension, an individual may not attend classes and/or participate in any University activities, nor come to the University property without express written consent from the Associate Campus Administrator for Student Affairs or the Campus Executive Administrator or his/her designee. Further violations of the University regulations while on suspension may result in additional sanctions by the University. Notification appears on the student's official transcript until the expiration of the sanction. Near the end of the suspension period as specified by the suspension action, a student suspended for non academic reasons must obtain from the Associate Campus Administrator for Student Affairs any conditions applicable to the resumption of enrollment. The Campus Administrator for Student Affairs 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 not yet prepared to become, again, a responsible member of the University community.

The Discipline Committee, Residence Hall Judicial Council, or the Campus Administrator for Student Affairs Committee may decide on the case. The academic record of the student will not be used in consideration of the application for readmission after suspension for disciplinary reasons.

C. Disciplinary Probation:

This action involves a specified period of time, not to exceed one year determined by the Discipline Committee, Residence Hall Judicial Council or the Campus Administrator for Student Affairs during which a student in violation of one or more University regulations is given an opportunity to prove that he/she can become a responsible and positive member of the University community. A student violating any University regulation or the terms of probation while on probation may be subject to disciplinary action as specified under the repeated

violations section of the Code of Student Conduct. Disciplinary probation may include one or more of the following:

1. **The student may not represent the University** in any extracurricular activities such as intercollegiate athletics, debate teams, University theatre, band, etc. However, the student may participate in informal activities of a recreational nature sponsored by the University, such as intramural sports.

2. **A program of self development** will be planned in conjunction with a faculty or staff person assigned to assist in a counseling/guidance capacity. Numerous resource persons and agencies may be used to assist the student in identifying and clarifying experiences, goals, educational and career choices, and other personal objectives.

3. **Dismissal from University Housing:** In the event of serious or repeated violations of University regulations occurring in a residence hall, a student may be dismissed from University housing for a specified length of time. Such dismissal may result in a percentage refund of room and board service fees in accordance with the written instructions of the Campus Administrator for Student Affairs.

4. **Restitution:** A student may be required to make payment to the University or to the complainant for any expenses incurred as a result of physical injury or property lost, damaged, destroyed or stolen as a result of a violation of a University regulation.

Once ordered, restitution becomes an integral part of the student's sanction.

Failure to make restitution constitutes a violation of sanction and may lead to more serious disciplinary action which may result in suspension, expulsion or access to transcripts and placement files.

5. Other conditions and restrictions as deemed appropriate by the Discipline Committee, Residence Hall Judicial Council or the Campus Administrator for Student Affairs.

D. Disciplinary Warning:

Disciplinary warning is a formal written notification from a University official or the Associate Campus Administrator for Student Affairs containing a warning that repeated infractions of regulations may result in more severe disciplinary action. A record of the action will be filed in the Division of Student Affairs.

THE SANCTIONS LISTED BELOW MAY BE IMPOSED AGAINST A STUDENT ORGANIZATION IN CASES OF VIOLATION OF THE STUDENT CODE OF CONDUCT

Sanctions which may be imposed in cases of student organizations' violations are:

1. **Denial of Use of University Facilities**

2. **Denial of Recognition** of the group as an organization

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3. **Forfeiture of the Right to Representation** or other University organizations (Student Council, Intercollegiate Sports, etc.)

4. **Forfeiture of the Right to Representation** in the Student Handbook, Student Leaders Directories or other University publications.

5. **Denial of Privileges** of some or all social activities on University premises for a definite period.

6. The University reserves the right to establish contact with and recommend to the organization's regional or national office for Forfeiture of Right to function as a group including forfeiture of charter or chapter. This penalty must be approved by the Discipline Committee, Residence Hall Judicial Council, and the Associate Campus Administrator for Student Affairs.

7. **Restitution.** An organization may be required to make payment to the University, or to the complainant, for any property lost, damaged, destroyed or stolen as a result of a violation of a University regulation. Once ordered, restitution becomes an integral part of an organization's

sanction. Failure to make restitution constitutes a subsequent violation of sanction, and may lead to more serious disciplinary action.

Changes and amendments to the Code of Student Conduct shall take effect immediately following approval by the Associate Campus Administrator for Student Affairs.

DUE PROCESS PROCEEDINGS

In cases of violation of UVI's Code of Student Conduct or infractions of University regulations or behavior detrimental to the welfare of the University community, the following procedures will normally be followed.

1. All complaints of alleged violations of the Code of Student Conduct should be submitted in writing to the appropriate department within the Division of Student Affairs. Each complaint shall contain a detailed statement of facts explaining the misconduct or infraction which the student is alleged to have committed.

2. The student alleged to have committed an infraction shall be called in by a member of the staff in Student Affairs within 5 working days of receipt of the complaint. At this time, the student will be given the Notice of the Charges and be given the option of having his/her case heard before the Discipline Committee, the Residence Hall Judicial Council, or the Associate Campus Administrator for Student Affairs. The student shall indicate his/her preference in writing.

At this point a decision will be made regarding the need for witnesses, and the wishes of the student concerning an advisor. (The student has the option of an advisor, providing the advisor is not a lawyer. The Advisor may be present during all hearing proceedings to advise the defendant but may not take an active role in the proceedings.) 45

3. The student will be notified in writing at least forty-eight (48) hours before the hearing concerning the following:

a. The date and time of the hearing.

b. The names of the witnesses, if witnesses are scheduled.

Any student who fails to appear before the Discipline Committee, Residence Hall Judicial Council or the Associate Campus Administrator for Student Affairs after having been properly notified to do so is in contempt of the University's judicial processes and will be subject to further disciplinary action. The hearing may be rescheduled at the discretion of the Discipline Committee, the Residence Hall Judicial Council or the Associate Campus Administrator for Student Affairs depending on who is hearing the case but within 5-10 working days of the originally scheduled hearings. Should the student fail to appear at a reschedule hearing, a recommendation may be made to the Associate Campus Administrator for Student Affairs that the student be suspended⁴. The decision(s) reached at the hearing will be communicated in writing to the student within five working days after a final decision regarding sanctions has been determined by the Discipline Committee, Residence Hall Judicial Council, or the Associate Campus Administrator for Student Affairs.

At the disciplinary proceedings, the defendant has the right:

a. to an advisor of his choice, providing the choice is not a lawyer

b. to question the complainant

c. to present evidence in support of his/her case

d. to call witnesses (if this is applicable)

5. Due to the confidential nature of disciplinary hearings, proceedings are not open to the public.

6. In the event of an emergency involving danger of life or destruction of property,

etc., the Associate Campus Administrator for Student Affairs or Campus Executive Administrator or designee may immediately temporarily suspend a student, pending a hearing within seven days from the date of such suspension.

A tape recording and/or summary transcription of the proceedings shall be made of the hearing and kept in the Division of Student Affairs for the sole purpose of appeal. The student may also have a verbatim transcript made at his/her own expense for the purposes of appeal.

APPEAL PROCEDURES

When a student is expelled, suspended, or placed on probation, he/she shall have the right to appeal. Appeals shall be made in writing to the Associate Campus Administrator for Student Affairs, or to the Campus Executive Administrator in cases where the Associate Campus Administrator for Student Affairs was the original hearing officer, within seven-two (72) hours after notification of the decision of the case in question. In cases of appeal, any action assessed by the previous hearing (Associate Campus Administrator for Student Affairs, Discipline Committee, or Residence Hall Judicial Council) shall be suspended pending the outcome of the appeal to the Associate Campus Administrator for Student Affairs/ Campus Executive Administrator. Exceptions to this shall be made when the student's presence would create a clear and present danger to himself, others, UVI property or interference with the normal operation and processes or the requirements of appropriate discipline at the University.

1. The student shall appeal in writing to the Associate Campus Administrator for Student Affairs within 72 hours after notification of the decision.
2. A student may appeal on the grounds that the evidence was not sufficient to find him/her guilty or other specified relevant grounds. He/she shall clearly state his/her grounds in his/her letter to the Associate Campus Administrator for Student Affairs.
3. The Associate Campus Administrator for Student Affairs reserves the right to determine the nature and format of the appeal. The Associate Campus Administrator for Student Affairs will be given the tapes and/or written summaries of the original hearing for consideration and may or may not require a full hearing after all the evidence and proceeds of the hearing have been reviewed.
4. If the Associate Campus Administrator for Student Affairs determines that a full hearing is warranted, it is at this state that legal counsel may be allowed. If the student requests the use of legal counsel, the University also reserves the right to legal counsel.

THE DISCIPLINE COMMITTEE

The Discipline Committee of the University shall consist of seven members of whom four shall be full-time students, one from each class (freshman, sophomore, junior, senior) recommended by the Associate Campus Administrator for Student Affairs or Campus Executive Administrator and be appointed by the President. The President shall appoint a member each year to act as Chairman of the Discipline Committee. A member of the Division of Student Affairs shall present the case to the committee and shall be available to perform recording and other related functions.

The role of the Discipline Committee is found throughout the "Due Process Proceedings" section of this Handbook. The Committee will serve for one academic year or until replaced by the President.

THE RESIDENCE HALL JUDICIAL COUNCIL (RHJC)

The Residence Hall Judicial Council is a new addition to the University's judicial process. It became effective Fall 1997 and was established to hear only those cases concerning infractions/violations committed in and around the residence halls.

STUDENT JUDICIAL PROCESS DURING THE SUMMER: The Associate Campus Administrator for Student Affairs, or designee, will hear all disciplinary cases during the summer months (from the end of examinations in the spring semester to the first day of classes in the fall semester.

Appendix

APPENDIX A

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 and refrigerators.

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.
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- (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.