

EMBRY-RIDDLE

Aeronautical University

WORLDWIDE

WORLDWIDE STUDENT HANDBOOK 2019 – 2020

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(800) 522-6787 • worldwide@erau.edu
<https://worldwide.erau.edu/>

Disclaimer: *Applicable rules and regulations may be modified or updated from time to time, and shall be binding as of the date published. Students and applicants are bound by the terms in effect at the time of any event or occurrence. The online version of the student handbook shall be the official current version of applicable rules, regulations, and procedure and can be found on the [Student Affairs website in ERNIE](#).*

Welcome from the Worldwide Chancellor



To our students,

Please allow me to congratulate you on being part of Embry-Riddle Aeronautical University. Your decision to become a student here reflects your commitment and dedication to achieving success both academically and professionally.

Our Worldwide Campus is comprised of more than 135 locations in the United States, Canada, Asia, South America, Europe, and the Middle East, and as a student, you will have the opportunity to interact with and learn from faculty, staff and students from across the globe. Our commitment to you is to support, encourage and assist you as you work to reach your goals.

I believe our strengths are many, but the following stand out:

- **Our commitment to student service and success.** Embry-Riddle Worldwide continues to be a place where anyone interested in aviation/aerospace — regardless of age, geography, family responsibilities or other circumstances — can attend and thrive at a first-class university.
- **Our commitment to academic quality.** Embry-Riddle Worldwide is dedicated to academic quality, to providing an exemplary teaching and learning experience, and to preparing our students for professional careers in the aviation industry.
- **Our commitment to innovation.** As a leader in distance education, Embry-Riddle Worldwide continues to develop and deliver online courses, EagleVision courses, and online/classroom blended courses, making quality higher education available to anyone — anywhere.
- **Our commitment to the military community.** Embry-Riddle Worldwide has a long-standing commitment to our servicemen and servicewomen, both active-duty and veteran, and we take pride in our ability to offer high quality education that is flexible to meet their specific requirements.

Thanks to the work and support of our faculty and staff, our alumni and students, and so many people in the communities we serve, Embry-Riddle Worldwide stands ready to help you achieve your educational and career goals. We welcome you to share in the great Embry-Riddle tradition and be part of our promising future. And whether you are a new student, a continuing student, or one of our many alumni, let me offer you a warm welcome to Embry-Riddle Worldwide.

A handwritten signature in black ink, appearing to read "John Watret".

John Watret, Ph.D., FRAeS
Chancellor
Worldwide Campus



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Our Values

Embry-Riddle provides a transformative educational experience through fostering collaboration and teamwork, ethical and responsible behavior, and a culture of research and discovery that mirrors the professions we serve. We focus on the development of the professional skills needed for success in global business. Embry-Riddle is committed to providing a climate that facilitates the highest standards of academic achievement, innovation and entrepreneurship in a culturally diverse community that supports the unique needs of each individual.



Diversity Value Statement

Embry-Riddle Aeronautical University administrators recognize that our students, staff, and faculty are our greatest strength. Embry-Riddle fosters a culture where students, staff, faculty, and guests are valued for their contributions and are motivated to participate to the fullness of their potential. The following value statement summarizes how we embrace cultivating a campus and online campus environment where everyone is respected and significant to campus life:

Our campus culture nurtures and celebrates different and unique perspective while valuing the ideas and efforts of individual contributors in a safe and non-judgmental environment. We are committed to attracting and retaining a diverse group of student, faculty, and staff so that we are enriched by the variety of people this world has to offer. We purposely promote civility and respect so that our stakeholders will enjoy meaningful experiences.

We consider one of our important missions to be the stewardship of students, who are our primary focus. Their well-being and feeling of belonging is paramount to Embry-Riddle. It is our goal to ensure that students feel welcomed and include into the Embry-Riddle “family”.



Campus Departments & Services

Academic Advising

[Worldwide Campus Website](#) • [Online Campus Website](#)

A student's Academic Advisor is responsible for orientation and continued guidance, which includes advising students of University regulations and procedures. Advisors at all Worldwide Campus locations offer personalized degree planning and academic advising and advisors can call, text chat, video conference or meet in person with students if they are located near their campus. Academic advisors serve as the student's liaison to all other university entities and are focused on providing all levels of support and resources a student may need to be successful.

Advisors offer guidance and assistance with the following topics (but not limited to):

- Discussing academic programs to help students understand what each offers
- Personalized degree mapping and graduation planning
- Discussing possible credit transferability for incoming students
- Prior learning assessment
- Course prerequisite requirements
- Enrollment, textbooks, financial assistance, and payment requirements
- Class attendance
- General student support and services

A student's primary point of contact is the campus staff academic advisor at their [Worldwide Campus home location](#). For Online students not associated with a Worldwide Campus location, their primary contact is their Online Academic Advisor at the [Online Campus](#).

Academic Affairs

Phone: 1-800-522-6787 • ERNIE [Website](#)

The Academic Affairs department supports academic excellence at the undergraduate, graduate, and doctoral levels. The Chief Academic Officer oversees the University curriculum, academic policies, academic catalog, faculty hiring and promotion, support for faculty research and teaching, and administration of all academic colleges.

Asia Campus

Phone: +65 6933 9580 • Email: asia@erau.edu • ERNIE [Website](#)

The Asia Online campus delivers Embry-Riddle Worldwide degree programs to residents of Singapore and the international community in Asia. Students are enrolled in Embry-Riddle Worldwide courses but receive local academic advising and student billing services based in Singapore.

Bookstore

Phone: 386-226-6062 • Email: erauworldwide@bkstr.com • [Website](#)

The online bookstore is available 24 hours a day to purchase or rent textbooks, purchase gifts and collectibles, order supplies, and much more! Business hours vary each day, so please check their website for office hours.

Campus Safety & Security

Phone: 386-226-6480 • ERNIE [Website](#)

Embry-Riddle Aeronautical University shares the concern of students and parents regarding safety on our campus. Accordingly, the Campus Safety & Security Department is actively engaged in collaborating with students, parents, employees, and the community to provide a safer University environment and to treat every individual with respect, fairness and compassion. While no campus can guarantee the complete safety of its community, we can work together to provide the safest possible environment. We encourage all University community members to start taking responsibility for their own safety and security. By accepting this responsibility, members of the University community assist in maintaining a safer and more secure academic environment.

Career Services

Phone: 386-226-6092 or 386-226-3737 • Email: wwcarser@erau.edu • ERNIE [Website](#)

Embry-Riddle partners with *Handshake*, the premier Career Services platform for universities, to provide students and alumni access to cutting-edge, mobile Career Services technology and industry-leading employers. Worldwide Career Services offers free resume reviews and personalized 1-on-1 orientation sessions (via phone or Skype). Career Services will help familiarize students with available career resources and to address the unique needs of non-traditional students and alumni around the globe.

College of Aeronautics

Phone: 800-522-6787 • Email: wwaero@erau.edu • ERNIE [Website](#)

The mission of the College of Aeronautics at Embry-Riddle Worldwide is to develop and provide graduate and undergraduate academic programs that enable students to excel in the multidisciplinary field of aerospace: in the aeronautics industry, in the military, and in the local, state and federal government organizations connected to aerospace programs. The mission also includes assessing program outcomes and using these assessments to update courses and programs.

College of Arts and Sciences

Phone: 800-522-6787 • Email: wwasadm@erau.edu • ERNIE [Website](#)

The mission of the College of Arts and Sciences is to promote in students the development of competency in inquiry and problem-solving skills, communication skills, and ethical interaction with the contemporary social world.

College of Business

Phone: 800-522-6787 • ERNIE [Website](#)

Embry-Riddle Worldwide's College of Business comprises five departments offering a range of undergraduate, graduate, master's, and certificate programs to help students achieve their professional goals. Please visit their website for further information in ERNIE.

Disability Support Services

Phone: 386-226-4911 • Toll Free: 1-888-292-5727 • Email: wwdss@erau.edu • ERNIE [Website](#)

Embry-Riddle Aeronautical University recognizes its responsibility under the mandates of Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990, to ensure equal access to its programs and services for students with a documented disability. To assure non-discrimination, the University is prepared to make reasonable accommodations to promote students' effective participation in their academic activities.

EAGLEcard (ID Card)

Website: <http://eaglecard.erau.edu>

Your EAGLEcard is your Embry-Riddle Aeronautical University identification card. Even though you are an online student, and may not have a campus close to you, you can apply for your EAGLEcard online! You will need to upload a picture of yourself and then finish the application process online. For additional information and to apply, please visit the [Worldwide EAGLEcard Application form](#) online.

Financial Aid

Phone: 866-567-7202 • Fax: 386-226-6915 • Email: wwfinaid@erau.edu • ERNIE [Website](#)

Embry-Riddle Worldwide recognizes the investment students and their families make when choosing a private college. The Worldwide Financial Aid Office provides assistance with educational funding options to help you achieve your goals.

They can assist you with:

- Award and Disbursement Status
- Completing your FAFSA Application
- Federal Student Loans
- Private Loans
- Scholarships
- Verification.

Information Technology

Phone: 866-227-8325 • Email: itsupport@erau.edu • ERNIE [Website](#)

Regardless of how you fit into the ERAU community, the Information Technology department is here to help with problems 24/7 as well as create plans and solutions for faculty, staff, and students alike. Please call or email IT if you have any problems with your online classes.

International Student Service

Phone: 386-226-6433 / 386-226-4817 • Email: wwintstc@erau.edu • ERNIE [Website](#)

International Student Services assists international Worldwide prospects, applicants, students, and graduates from around the globe who wish to live and study in the United States. Online learning is an option for students who wish to remain in their country of residence. The International Student Services team provides assistance and support to students, staff, and faculty with their international questions and concerns. The team serves as the primary resource for the Embry-Riddle Worldwide and international student concerns.

Library (Hazy & Hunt)

Phone: 386-226-7656 / 800-678-9428 • Hunt Library [Website](#) • Learning Center [Website](#)

The Hunt Library is the library for Daytona Beach and Worldwide students, faculty, and staff. The library is one of the larger units on campus with a full-time staff of 35 and approximately 20 student assistants. Noted for its customer-service philosophy, the library staff places a high value on student success.

Office of the Registrar

Phone: 866-393-9046 • Email: worldwide.registrar@erau.edu • ERNIE [Website](#)

The Embry-Riddle Aeronautical University Office of the Registrar - Worldwide Campus is responsible for the security, confidentiality, and integrity of student records. We collaborate with academic personnel

and the Offices of Enrollment Management to create, maintain, and enforce University policies, catalogs, and procedures. This office evaluates and awards transfer credit for new and continuing students from multiple sources, confers degrees, collaborates on the Worldwide graduation ceremony in Daytona Beach, Florida, produces transcripts, manages FERPA compliance, and provides support to our Online Division, Embry-Riddle Asia and to our more than 135 campuses around the world.

Professional Education (ProEd)

Phone: 386-481-9070 • Email: training@erau.edu • [Website](#)

In a world where an abundance of professional education and training programs exist, how do you choose a program that delivers affordable, top-notch education to fit your needs? The answer? A name that's known and trusted! Embry-Riddle Aeronautical University has been delivering the highest quality education for over 90 years and we are still going strong. In this digital age of learning, we offer the latest in online education both live and at your own pace. Couple that with our time-honored face to face learning expertise and we are sure to have what you want delivered the way you need!

Student Affairs

Phone: 1-888-292-5727 • Email: wwstuaff@erau.edu • ERNIE [Website](#)

The Worldwide Campus Office of Student Affairs advocates and provides oversight of student development and services. Those services include a centralized grievance and complaint system, disability support services, career services, co-operative and internship opportunities, Alpha Sigma Lambda Honor Society, Ombudsman and study abroad programs. The Office of Student Affairs also supports faculty and staff in a myriad of other areas and serves as the escalation point for any student issue. In addition to the adjudication of non-academic student conduct violations, the Office of Student Affairs also listens to student concerns, clarifies policies and procedures, and strives to resolve student issues.

Study Abroad

Phone: 386-226-6727 • Email: wwstuaff@erau.edu • ERNIE [Website](#)

Summer Study Abroad programs last between 2-5 weeks and transfer up to six credit hours. Financial aid applies for all programs, as long as the classes are required for your major. Courses are taught in English by Embry-Riddle (ERAU) faculty and are graded on a scale of pass or not pass. Many programs include a three-day weekend. Field trips are included in all programs.

Veteran Affairs / Veteran Student Services

Phone: 1-855-785-0001 • Email: wwva@erau.edu • ERNIE [Website](#)

Embry-Riddle Aeronautical University – Worldwide serves a large veteran population. The Veteran Affairs Office assists all veterans, whether recently discharged or currently serving, as well as the spouses and dependents of disabled veterans. The Veterans Affairs Office processes V.A. Enrollment Certifications for all students using G.I. Bill Benefits. These certifications are what the V.A. uses to send payments to both the university and the student.

University Policies

The online version of the student handbook shall be the official current version of applicable rules, regulations, and procedure and can be found on the Student Affairs website on ERNIE.

Your Safety & Security

Mission Statement

The mission of Embry-Riddle Aeronautical University's Campus Safety & Security Department is to make every effort to promote and maintain a safe campus environment for all members of the campus community and to provide quality service so that each person is afforded the opportunity to achieve their academic and professional goals as they work and learn in our educational community. Accordingly, Campus Safety & Security is actively engaged in collaborating with students, parents, employees, and the community to provide a safe environment and to treat every individual with respect, fairness, and compassion.

While no campus can guarantee the complete safety of its community, we can work together to provide the safest possible environment. We encourage all University community members to take responsibility for their own safety and security. By accepting this responsibility, members of the University community assist in maintaining a safer and more secure campus environment.

Reporting Situations

If it is an emergency, call 911 in the United States. Otherwise, please contact your local authorities if you are outside the United States.

- **Non-Emergencies**

Please contact your local campus staff member to report non-emergency situations. Remember, prompt reporting of emergencies, suspicious conditions, or crimes is important. If you see something, say something!

- **Student of Concern**

Are you concerned about an Embry-Riddle student? If you have witnessed a situation involving a student that creates concern for his/her health and safety, feel like a student requires additional assistance, or see a student behaving inappropriately in class or on campus, please submit the: [Student of Concern Form](#) in ERNIE. This report goes to the Worldwide Student Affairs Office.

- **Sexual Misconduct and Harassment**

For reporting Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct, please contact our [Title IX Coordinator](#) immediately. You can also fill out the [Sexual Misconduct Form](#) online through ERNIE and the [Title IX Website](#). Say NO to Sexual Harassment and Sexual Violence.

Annual Campus Security Report

The Annual Campus Security Report is available at the [Safety & Security website](#). This report includes campus and related crime statistics for the previous three calendar years and features campus security

policies, procedures, and safety recommendations.

Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits colleges and universities that, which receive federal funds, from discrimination on the basis of sex. Discrimination under Title IX includes sexual harassment and sexual violence, including rape and sexual assault. In addition, the Clery Act requires all colleges and universities that participate in federal financial aid programs to maintain and disclose information related to crime on college campuses, including sexual assault.

Title IX requires that any school receiving federal funding have a designated Title IX coordinator. It is imperative that employees and students report any incidents of sexual violence to the Title IX coordinator immediately, even if the report complaint was initially filed with another individual or office. Title IX requires a school to take prompt and effective steps to reasonably end sexual harassment and sexual violence that creates a hostile environment. For additional information and reporting, please visit the [Title IX ERNIE website](#).

Campus Sex Crimes Prevention Act

Information concerning sexual offenders or predators as required by the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act is available in the United States within each individual state. Please contact your local police department for additional information and reporting.

Honor Code

The online version of the student handbook shall be the official current version of applicable rules, regulations, and procedure and can be found on the Student Affairs website on ERNIE.

Philosophy and Introduction

Embry -Riddle's policies and regulations are established to protect the health, safety and daily operations of the university community. The wellness of the ERAU community is always a primary concern during investigations and subsequent judicial action. Students are responsible for knowing and adhering to all published policies and regulations. A student is defined as any person who is currently enrolled at the university or who has been enrolled at the university in a prior semester or term and is classified as a continuing student as stated in the current ERAU catalog. Any member of the campus community may officially report a violation of The Honor Code. When a violation of a policy, rule or regulation does occur, the goal is to resolve the situation educationally. Occasionally, restitution or punitive action will be required. Most violations are best handled in such a manner as to inform and guide students toward the development of personal responsibility, conscientiousness and ethical standards. Maintaining a positive relationship with the greater Embry-Riddle community and the aviation / aerospace industry is critical to the success and growth of the university and its students. Therefore, students are expected to conduct themselves in a positive manner regardless of whether they are on or off campus. The university may take disciplinary action regarding a student's off-campus behavior. If a student has allegedly violated an institutional regulation and is also charged by civil authorities, University disciplinary proceedings may be initiated separately from any civil/criminal or military action.

What the Honor Code Is

The Honor Code is the Embry -Riddle Aeronautical University Worldwide Campus's statement on academic integrity and personal accountability. It articulates University expectations of students and faculty in establishing and maintaining the highest standards in academic work and personal conduct. The Honor Code is based on the principle that a spirit of trust should pervade all aspects of student life. Its essence is that any violation of the Honor Code is an offense against the community. An effective Honor Code depends upon each student adhering to the spirit and letter of its principles. It demands accountability on the part of each student for his or her actions. ERAU students are responsible for their personal conduct at all times and shall be subject to review, including possible suspension, for behavior that discredits themselves or the University.

The Honor Code incorporates two different pledges of student conduct: the academic pledge and the community pledge. In addition, it embodies the individual's commitment to develop a community of honor, including taking action against those who violate the Code.

Therefore, as a student of Embry-Riddle Aeronautical University:

- I understand the importance of the Honor Code for the university, my community, and myself.
- I will hold myself to the highest standards of personal honesty and ethical behavior in my academic work.
- If I see an instance of academic dishonesty, I will take the appropriate steps that are consistent with the Honor Code.
- I will respect myself, fellow Embry-Riddle Aeronautical University students, faculty and staff, and members of our community and I will do my best to apply the standards set forth by the Honor Code to my daily life.

As a member of the Embry-Riddle Aeronautical University community, I am committed to this Honor Code and maintaining the highest level of academic integrity and social and civic responsibility at our institution.

Definitions

For purposes of interpreting the University Honor Code, the following definitions shall apply.

Cheating

Cheating includes, but is not limited to:

- Giving or receiving help from unauthorized persons or materials during examinations
- The use of unauthorized information during testing or examination; the submission, in whole or in part, of the ideas or work of another as one's own;
- The unauthorized communication of examination questions prior to, during, or following administration of the examination;
- Completing academic work for another student who later submits said work, in whole or in part, as her/his own;
- Submission of the same or similar work in two or more classes without the approval of the instructor(s) involved;
- Fraud and deceit that include knowingly furnishing false or misleading information or failing to furnish appropriate information when requested, such as when applying for admission to the University.

Collusion

Collusion includes, but is not limited to:

- Agreements or conspiracies entered into for fraudulent or illegal purposes;
- Discussing or otherwise describing the content of a test or examination with a student who will take a similar examination in the same course at a later period;
- Forgery for purposes of deception.

Property Violations

Property violations include, but are not limited to:

- The misappropriation of patents, copyrights, trademarks, or computer software;
- Securing information from the Internet or similar sources without paying the required fees or royalties, where prescribed;
- The destruction or corruption of information technologies intended for common use;
- The misappropriation of library resources intended for common use; forgery for purposes of theft.

Plagiarism

Plagiarism is presenting the ideas, words, or products of another as one's own and violations include, but are not limited to:

- The use of any source to complete academic assignments without proper acknowledgement of the source;
- Submission of work without appropriate documentation or quotation marks;
- The use of part or all of written or spoken statements derived from sources, such as textbooks, the Internet, magazines, pamphlets, speeches, or oral statements;
- The use of part or all of written or spoken statements derived from files maintained by individuals, groups or campus organizations;
- Resubmission of previously submitted work without formal quotation;
- The use of a sequence of ideas, arrangement of material, or pattern of thought of someone else, even though you express such processes in your own words.

Submitting ERAU content to resource sharing sites such as Course Hero, CHEGG and Paper Camp, constitutes a direct violation to Embry-Riddle Aeronautical University's Intellectual Property and will be considered a violation to the University's Student Code of Conduct Policy. Students submitting any ERAU course material or previously submitted graded assignments to or from resource sharing websites will be considered in violation of the Academic Integrity Policy.

Acknowledgment

Proper acknowledgment includes identifying the author and source of a quoted or paraphrased passage and indicating clearly (by the appropriate use/omission of quotation marks or indentions) whether the passage is being quoted or paraphrased.

Violations of the Honor Code

Examples of conduct that have been regarded as being in violation of the Honor Code include:

- Any behavior in violation of the Student Code of Conduct
- Copying from another's examination paper

- Allowing another to copy from one's own paper
- Unpermitted collaboration
- Plagiarism
- Revising and resubmitting a quiz or exam for regrading, without the instructor's knowledge and consent
- Giving or receiving unpermitted aid on a take-home or online examination
- Representing as one's own work the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

Penalties for Violating the Honor Code

Penalties for violating the Embry-Riddle Aeronautical University Worldwide Campus's honor code will be determined through the Worldwide Campuses Student Affairs office. Academic violations are handled in accordance with the Academic Integrity Policy and Conduct violations are handled in accordance with the Student Conduct Policy.

Student Code of Conduct

If an enrolled or continuing student is found responsible for an infraction of any of the following concepts, values or behaviors, they will be subject to disciplinary action processed through the Student Affairs Office. Any applicant found to violate the student code of conduct during the application process may be denied admission. A student that leaves the University prior to the disposition of an alleged violation(s) will not be allowed to register for future semesters until the matter has been adjudicated through the disciplinary process. Sanctions imposed will depend on the severity of the violation(s) and/or the student's previous disciplinary record.

The following is a list of violations:

- 1. Abusive/Threatening Behavior:** Any conduct that threatens or endangers the health and/or safety of a member of the University community (including oneself) on or off University property; any place that the University conducts business, or at a University sponsored or supervised activity. Behavior including but not limited to threats, intimidation, profanity, discrimination, harassment, coercion, bullying, cyberbullying, blackmail, sexual misconduct, and/or stalking.
 - a. Verbal:** Communications made in person, over the phone, left on voicemail, or other auditory means.
 - b. Physical:** Includes but not limited to assault, battery, fighting, false imprisonment,
 - c. alcohol poisoning, prohibiting a person from freely entering or departing a room, car, event through physical force or presence or otherwise confining a person and any unwanted physical contact between individuals or attempts of physical threat.**
 - d. Written:** Includes but not limited to instant messaging, internet usage, email, cell phone (texting, etc.), social networking sites, letters, signs, chalkboards, whiteboards, discussion boards.

- e. **Retaliation:** Action taken against another member of the community who has been identified as a reporter (complainant), victim or University representative alleging misconduct.
 - f. **Implied:** Includes but not limited to gestures, taunting comments, intimidation, or any behaviors that are deemed to create a threatening environment.
2. **Harassment:** Willful, intentional or a persistent act that knowingly and maliciously harms or annoys another individual. Bullying, intimidating and stalking may be considered forms of harassment and under Abusive/Threatening Behavior.
 3. **Sexual Misconduct:** Includes but is not limited to, sexual harassment, sexual discrimination, non-consensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, stalking, dating violence, domestic violence, intimate partner violence.
 4. **Alcohol/Drugs/Tobacco Use:** Use and/or possession of alcohol, illegal drugs, or tobacco on University owned property with the exception of approved designated areas or events is prohibited. Policies may differ regarding tobacco usage on military installations and on property that ERAU leases. It is advisable to check directly with those facilities
 5. **Computer Use & Security Violations (including attempted violations):** Any misuse of computing facilities, software, hardware; unauthorized use of another individual's computer account; misuse of one's own computer account; or any violation of the policies for using University computers, equipment or computing network resources at ERAU or through the ERAU system.
 6. **Criminal Violation:** Violation of any State or Federal Criminal Code while on or off University owned or leased property.
 7. **Disorderly Conduct:** Behavior that can be deemed inappropriate for a University setting to include but not limited to excessively loud, lewd, indecent, obscene, disruptive or disrespectful conduct and/or disturbing the peace, or inciting others.
 8. **False Information:** Knowingly providing false information or withholding information.
 9. **False Representation & Forgery:** Forging, altering, falsifying, destroying, misuse, or unauthorized use of reproduction of a University document, the signature or computer login of university personnel, record or identification; or using Embry-Riddle stationary, business cards, or logo.
 10. **Military Installations:** Students taking courses on a U.S. military installation must adhere to the Department of Defense and base regulations and requirements, as applicable, concerning standards of conduct on the installation and access to the base. The university must report all disruptive behavior to the U.S. Government, and students may be barred from access to a military installation.
 11. **Theft:** Theft or attempted theft, unauthorized possession, misuse or wrongful appropriation of property, vandalism or malicious destruction, or sale of property not belonging to oneself.
 12. **Unauthorized Entry or Use:** Unauthorized entry or attempted entry or use of University facilities and/or equipment, including unauthorized possession, duplication, or use of University keys, access codes, or unauthorized access to information, property, or person.
 13. **Vandalism:** Includes but not limited to the misuse, attempted or destruction of University owned or leased equipment, building, or emergency equipment.
 14. **Weapons Possession:** The possession of weapons or replicas including but not limited to firearms, BB guns, air guns, knives, swords, machetes, blow darts, spears, compound bows/arrows, Tasers, brass knuckles, sling shots, martial arts devices, dangerous chemicals, incendiary devices or other explosive substances, including fireworks, or any device capable of firing or launching a projectile or other objects classified or used as weapons with potential for danger or harm.**
 15. **Other:** Any other just cause, including behavior deemed inappropriate or unethical.

Important Notes

* Because the safety of our students and employees is paramount, all employees and students have an affirmative duty to immediately report to local or military police agencies should a student or other employee exhibit behavior at any University-sponsored activity that is deemed to threaten or endanger the health or safety of others.

**All employees and students have an affirmative duty to immediately report to local or military police agencies the presence of dangerous weapons on any premises owned/leased or controlled by ERAU.

Sanctions

Disciplinary sanctions may be imposed for violations under the Student Code of Conduct. All disciplinary sanctions are noted in the student's non-academic student file and may be kept indefinitely, including those of suspended or dismissed students.

1. **Warning:** A disciplinary warning is a verbal or written notice given to a student whose behavior is in violation of University policy.
2. **Probation:** University Conduct Probation is an intermediate sanction imposed for a specific period. The probationary period allows a student to demonstrate acceptable behavior in order to continue enrollment at Embry-Riddle. Guidelines for a student's behavior may be included as conditions of the probation. If an offense is committed during the probation period, actions may be instituted that result in suspension or dismissal.
3. **Suspension:** Suspension is an involuntary separation of the student from the University for a specific period. Readmission to the University may be granted after the suspension period or after conditions have been satisfactorily met.
4. **Dismissal:** Dismissal the involuntary and permanent separation of the student from the University.

Student Rights & Responsibilities

Student Responsibilities

All Embry-Riddle Aeronautical University students are responsible for knowing the academic regulations and procedures required for continued attendance at the University. Academic regulations and procedures are detailed in University publications. A student who requires clarification of any policy or regulation should seek help from his/her academic advisor at their local campus or the Worldwide Student Affairs Office. University regulations will not be waived because a student is unaware of established policies and procedures. The University reserves the right to change curricula, and academic regulations and procedures without notice or obligation. The University reserves the right to cancel and/or modify a course or course modality at any time. All measures will be taken to adjust the course prior to the term start date.

Academic Integrity

Embry-Riddle is committed to maintaining and upholding intellectual integrity. All students, faculty, and staff have obligations to prevent violations of academic integrity and take corrective action when they occur. The adjudication process will involve imposing sanctions which may include, but are not limited to, a failing grade on the assignment, a failing grade in a course, suspension or dismissal from the University, upon students who commit the following academic violations:

Plagiarism: Presenting the ideas, words, or products of another as one's own. Plagiarism includes use of any source to complete academic assignments without proper acknowledgement of the source.

Cheating: A broad term that includes, but is not limited to, the following: a. Giving or receiving help from unauthorized persons or materials during examinations. b. The unauthorized communication of examination questions prior to, during, or following administration of the examination. c. Collaboration on examinations or assignments expected to be, or presented as, individual work. d. Fraud and deceit, that include knowingly furnishing false or misleading information or failing to furnish appropriate information when requested, such as when applying for admission to the University.

Suspension and Dismissal for Cause

The University reserves the right to suspend or dismiss a student at any time and without further reason, if the student exhibits the following undesirable conduct:

Actions that pose a risk to the health, safety, or property of members of the University community, including, but not limited to, other students, faculty, staff, administrative officers, or the student himself/herself. Conduct that disrupts the educational process of the University. Any other just cause.

Student Grievance

It is the policy of Embry-Riddle Aeronautical University to administer its educational programs both on and off campus in a manner that is fair, equitable, academically sound and in accordance with the appropriate regulations and criteria of its governing board, accrediting association, and federal and state laws and regulations. To this end, Worldwide students are provided an opportunity to express any complaints, grievances, or disputes that upon investigation may be redressed through the [Worldwide support system](#) and the [Student Grievance Form](#). No adverse action will be taken against any student who files a complaint or grievance.

Students are encouraged to first address any issues with the faculty or staff member for which the grievance is based. If unresolved, the student should provide a written document outlining the situation and submit it to their Advisor at the Worldwide Campus location they attend, or if an Online student, to the Student Affairs Office through the [Student Grievance Form](#). At any time, students may contact the [Student Ombudsman](#) to gain advice and specific direction in seeking a resolution.

In the event a student going through the above mentioned remedies is still not satisfied with the outcome of their grievance, they may make a final appeal in writing to the Associate Vice President and Chief Academic Officer (or his designee) for academic issues, or the Director of Student Affairs for student affairs issues and ultimately the Executive Vice President.

For state specific student grievance procedures, please visit the [State Authorizations page](#).

Student Ombudsman

The Ombudsman is available to listen to concerns, clarify issues and resolve conflicts by referring students to the appropriate services within the Worldwide Campus and is a source of information and assistance to students concerning University policy and procedures.

Issues related to grades, differences of opinion with instructors or academic matters should first be brought to the attention of the faculty member or the appropriate campus staff. If the problem is not

resolved at this level, then the Program Chair or Regional Deans' office should be included in the discussion. The Ombudsman may also make recommendations to the appropriate authorities about changes to University policy and procedures. The Ombudsman serves as an impartial representative of the University, and is not directly involved in the area of the complaint or grievance.

How the Ombudsman can help you?

- By listening carefully to concerns and complaints.
- By helping analyze the situation.
- By looking into a concern, including talking with involved parties, and reviewing pertinent documents and policies.
- By identifying and explaining relevant University policies, procedures, and problem-solving channels.
- By helping define options.
- By following up to make sure a concern is resolved.
- By recommending changes in University policies or procedures.

When the Ombudsman does not get involved?

- When you want legal advice or legal representation. The Ombudsman can advise you of your rights within the University, but will not provide legal advice or represent you in a legal matter.
- When you have a non-University-related disagreement or problem.
- When you want someone to represent you in a University grievance procedure. The Ombudsman will discuss the process and clarify the options available before and after the proceedings.

For additional information visit the [Ombudsman ERNIE website](#).

Student Conduct

See above section on Student Code of Conduct or view the [Student Affairs Website in ERNIE](#).

Criminal Convictions and Violations

Unless specifically exempted from disclosure by law or order of court, students and applicants have an affirmative duty to immediately disclose any criminal convictions or charges against them for violent offenses, offenses against minors, and/or offenses that are punishable as a felony.

The presence on campus of students or applicants who commit serious violations of University rules, regulations, and procedures, or have unacceptable character, academic or behavioral record, criminal record, or other aspects may be inconsistent with the safety and other business and academic interests of the University. Accordingly, the University may, in the University's sole discretion, temporarily or permanently bar from all or any part of University owned or controlled property, or impose reasonable conditions upon any student or applicant who violates University rules, regulations, and procedures, or whose character, academic or behavioral record, or criminal record is determined by the University to pose an unreasonable risk to the interests of the University, its students, employees, or visitors. No adverse action based on conduct shall under normal circumstances be taken against admitted students until the student has been afforded due process consistent with applicable policies and procedures.

Nonetheless, the University reserves the right to take immediate reasonable action to protect the health or safety of people or property.

The applicable rules and regulations may be modified or updated from time to time, and shall be binding as of the date published. Students and applicants are bound by the terms in effect at the time of any event or occurrence. The electronic version of applicable rules, regulations, and procedures shall be the official current version. For additional information and contact information, please go to the Ombudsman [website in ERNIE](#).

Sexual Misconduct

Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy and Resolution Procedure

Embry-Riddle Aeronautical University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise and does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status, or any other characteristic protected by University policy or state, local, or federal law.

Reports of discrimination, harassment, and/or retaliation should be made to the Title IX Coordinator promptly, but there is no time limitation on the filing of grievances, as long as the responding party remains subject to the University's jurisdiction. All reports are acted upon promptly while every effort is made by the University to preserve the privacy of reports. Reports of discrimination by the Title IX Coordinator should be reported to the respective chancellor at each campus.

All alleged violations of this policy are subject to resolution using the University's Resolution Procedure. The Resolution Procedure is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff. The University reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the University.

The University's Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The University uses the preponderance of the evidence standard (also known as "more likely than not") for determination of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt", "innocence", and "burdens of proof" are not applicable, but the University never assumes a responding party is in violation of University policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

Please visit the [Worldwide Title IX website in ERNIE](#) to find the policy, procedures, and online reporting form.

Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the Title IX Coordinator: [Linda Dammer](#), Phone: 386-226-7971.

FERPA

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) is a federal law designed to protect the privacy of and limit access to student educational records. FERPA grants to student's certain rights, privileges and protections relative to the identifiable information contained within their educational records maintained by the University.

Specifically:

- Students have some control over the disclosure of information. A student's educational records (with the exception of directory information) will be released to third parties outside the University only with the consent of the student.
- Students have the right to inspect, review and request amendment of their educational records.
- Students have the right to challenge information contained within their educational records.
- Students have the right to file a complaint with the U.S. Department of Education if they believe their rights under FERPA are violated.

Educational records covered by FERPA include grades, housing information, financial status, results of disciplinary proceedings, etc. FERPA does not apply to Medical, Disability and Counseling records, which are confidential and protected.

FERPA permits the release of directory-type information to third parties outside the institution without written consent. Students may file a [Request for Non-disclosure](#) of Student Directory Information, meaning no information, including directory information, will be released, except as required by law. This means that the University cannot verify enrollment and degrees earned requests from potential employers or insurance companies. Requests from the student for Enrollment Verifications or Transcripts may be honored regardless of the hold with verified student authorization. Requests for non-disclosure remain in effect even after graduation and may be rescinded with a verified signature. For students who have rescinded their Non-disclosure and left the University, it can only be reinstated if the individual re-enrolls.

Directory information includes:

- Name
- ERAU e-mail or box address
- Campus, school, or college attended
- Course of study and areas of specialization
- Dates admitted, attended, and graduated
- Enrollment and class status (freshman, senior, full-time, part-time, etc.)
- Degrees sought or earned and dates received or anticipated
- Awards, honors, and special programs or recognitions
- For student athletes and scholarship recipients, the ERAU ID photograph

The following is also included as Directory Information, but is only released for compelling reasons and only with advance approval of the Registrar, Dean of Students or their designee:

- Permanent or local mailing addresses and telephone numbers
- Non-ERAU email addresses or account information
- Date of birth
- Factual disciplinary history, including the results of disciplinary processes or the fact that action was pending at the time of withdrawal
- Information from public sources

Directory information cannot include a student's identification number or social security number, race, ethnicity, nationality or gender.

To request Non-Disclosure of Directory Information:

The [Non-Disclosure of Directory Information](#) form must be completed and presented to University personnel along with a photo ID. Unless notarized, the form should be signed in the presence of University personnel after identification has been verified.

Non-directory information contained within a student's educational record may include grades, GPA, disciplinary proceedings, and social security and student numbers. Disclosure of non-directory, personally identifiable information requires student consent. This means that the University must withhold such information from parents and others, who believe their relationship with the student entitles them to have the information (even on occasions when the student prefers the information be released), if consent for release is not given.

Consent for release is not required for disclosure:

- to school officials, including the National Student Clearinghouse, with legitimate educational interests;
- to state, federal and local authorities conducting audits, evaluations or enforcement of education programs, or to organizations working on their behalf;
- to accrediting organizations;
- in connection with financial aid;
- to parents of a dependent child when the most recent tax return is provided;
- in compliance with a lawfully issued subpoena;
- in a health or safety emergency.

If you are a current student, you may review the training for [granting auxiliary access inside ERNIE](#) (Embry-Riddle's Intranet portal). Students may grant Auxiliary Access to non-directory records through Campus Solutions in their Student Self Service Center. Under FERPA, the University cannot release non-directory information if it has not been given permission to do so, unless under the circumstances listed above. The University is able to release non-directory information only when the student has granted access via Auxiliary Access. FERPA forbids requiring students to give such permission. Once Auxiliary Access has been granted, the University will be able to disclose non-directory information and respond to inquiries from the student designated individuals. Students may revise their designations for disclosure at any time through Auxiliary Access in Campus Solutions.

Each year, the University [Catalog](#) contains annual disclosure information about FERPA. Students may request additional information regarding FERPA, or a copy of the University policy (APPM 1.22) describing the regulations implementing this act, by contacting their campus Registrar/Records and Registration Office. Visit the [U.S. Department of Education Website](#).

Consumer Information

The [Higher Education Opportunity Act of 2008](#) requires colleges and universities to publicly disclose various aspects of their policies and procedures. The information provided is to aid families in making the best college decision possible for them and their future.

Please visit our Consumer Information [website](#) for further information.

Academic Regulations & Procedures

See the Worldwide Embry-Riddle Catalog and [Student Services and Academic Affairs](#) section.

EMBRY-RIDDLE

Aeronautical University

WORLDWIDE

2019 - 2020 Academic Year

Undergraduate Classroom				
Term	Term Start Date	Add/Drop Ends	Last Day to Withdraw	Term End Date
Jul 2019 (2495)				
Aug 2019 (2501)	August 5, 2019	August 11, 2019	September 5, 2019	October 6, 2019
Sep 2019 (2504)				
Oct 2019 (2507)	October 14, 2019	October 20, 2019	November 14, 2019	December 15, 2019
Nov 2019 (2510)				
Dec 2019 (2513)				
Jan 2020 (2519)	January 13, 2020	January 16, 2020	February 13, 2020	March 15, 2020
Feb 2020 (2522)				
Mar 2020 (2525)	March 23, 2020	March 26, 2020	April 23, 2020	May 24, 2020
Apr 2020 (2528)				
May 2020 (2531)	May 31, 2020	June 4, 2020	July 1, 2020	August 1, 2020
Jun 2020 (2537)				

Graduate Classroom				
Term	Term Start Date	Add/Drop Ends	Last Day to Withdraw	Term End Date
Jul 2019 (2495)				
Aug 2019 (2501)	August 5, 2019	August 11, 2019	September 5, 2019	October 6, 2019
Sep 2019 (2504)				
Oct 2019 (2507)	October 14, 2019	October 20, 2019	November 14, 2019	December 15, 2019
Nov 2019 (2510)				
Dec 2019 (2513)				
Jan 2020 (2519)	January 13, 2020	January 16, 2020	February 13, 2020	March 15, 2020
Feb 2020 (2522)				
Mar 2020 (2525)	March 23, 2020	March 26, 2020	April 23, 2020	May 24, 2020
Apr 2020 (2528)				
May 2020 (2531)	May 31, 2020	June 4, 2020	July 1, 2020	August 1, 2020
Jun 2020 (2537)				

Undergraduate Online				
Term	Term Start Date	Add/Drop Ends	Last Day to Withdraw	Term End Date
Jul 2019 (2495)	July 1, 2019	July 7, 2019	August 1, 2019	September 1, 2019
Aug 2019 (2501)	August 5, 2019	August 11, 2019	September 5, 2019	October 6, 2019
Sep 2019 (2504)	September 9, 2019	September 15, 2019	October 10, 2019	November 10, 2019
Oct 2019 (2507)	October 14, 2019	October 20, 2019	November 14, 2019	December 15, 2019
Nov 2019 (2510)	November 18, 2019	November 24, 2019	December 22, 2019	January 26, 2020
Dec 2019 (2513)	December 5, 2019	December 11, 2019	January 8, 2020	February 12, 2020
Jan 2020 (2519)	January 13, 2020	January 16, 2020	February 13, 2020	March 15, 2020
Feb 2020 (2522)	February 10, 2020	February 13, 2020	March 12, 2020	April 12, 2020
Mar 2020 (2525)	March 23, 2020	March 26, 2020	April 23, 2020	May 24, 2020
Apr 2020 (2528)	April 20, 2020	April 23, 2020	May 21, 2020	June 21, 2020
May 2020 (2531)	May 31, 2020	June 4, 2020	July 1, 2020	August 1, 2020
Jun 2020 (2537)	June 15, 2020	June 18, 2020	July 16, 2020	August 16, 2020

Graduate Online				
Term	Term Start Date	Add/ Drop Ends	Last Day to Withdraw	Term End Date
Jul 2019 (2495)	July 1, 2019	July 7, 2019	August 1, 2019	September 1, 2019
Aug 2019 (2501)	August 5, 2019	August 11, 2019	September 5, 2019	October 6, 2019
Sep 2019 (2504)	September 9, 2019	September 15, 2019	October 10, 2019	November 10, 2019
MSAE 12 week term	September 7, 2019	September 13, 2019	October 18, 2019	November 29, 2019
Oct 2019 (2507)	October 14, 2019	October 20, 2019	November 14, 2019	December 15, 2019
Nov 2019 (2510)	November 18, 2019	November 24, 2019	December 22, 2019	January 26, 2020
Dec 2019 (2513)				
Jan 2020 (2519)	January 13, 2020	January 16, 2020	February 13, 2020	March 15, 2020
MSAE 12 week term	January 7, 2020	January 10, 2020	February 18, 2020	March 31, 2020
Feb 2020 (2522)	February 10, 2020	February 13, 2020	March 12, 2020	April 12, 2020
Mar 2020 (2525)	March 23, 2020	March 26, 2020	April 23, 2020	May 24, 2020
Apr 2020 (2528)	April 20, 2020	April 23, 2020	May 21, 2020	June 21, 2020
May 2020 (2531)	May 31, 2020	June 4, 2020	July 1, 2020	August 1, 2020
MSAE 12 week term	May 7, 2020	May 12, 2020	June 17, 2020	July 29, 2020
Jun 2020 (2537)				

Eagle Vision Home Undergraduate				
Term	Term Start Date	Add/ Drop Ends	Last Day to Withdraw	Term End Date
Jul 2019 (2495)				
Aug 2019 (2501)	August 5, 2019	August 11, 2019	September 5, 2019	October 6, 2019
Sep 2019 (2504)				
Oct 2019 (2507)	October 14, 2019	October 20, 2019	November 14, 2019	December 15, 2019
Nov 2019 (2510)				
Dec 2019 (2513)				
Jan 2020 (2519)	January 13, 2020	January 16, 2020	February 13, 2020	March 15, 2020
Feb 2020 (2522)				
Mar 2020 (2525)	March 23, 2020	March 26, 2020	April 23, 2020	May 24, 2020
Apr 2020 (2528)				
May 2020 (2531)	May 31, 2020	June 4, 2020	July 1, 2020	August 1, 2020
Jun 2020 (2537)				

Eagle Vision Home Graduate				
Term	Term Start Date	Add/ Drop Ends	Last Day to Withdraw	Term End Date
Jul 2019 (2495)				
Aug 2019 (2501)	August 5, 2019	August 11, 2019	September 5, 2019	October 6, 2019
Sep 2019 (2504)				
Oct 2019 (2507)	October 14, 2019	October 20, 2019	November 14, 2019	December 15, 2019
Nov 2019 (2510)				
Dec 2019 (2513)				
Jan 2020 (2519)	January 13, 2020	January 16, 2020	February 13, 2020	March 15, 2020
Feb 2020 (2522)				
Mar 2020 (2525)	March 23, 2020	March 26, 2020	April 23, 2020	May 24, 2020
Apr 2020 (2528)				
May 2020 (2531)	May 31, 2020	June 4, 2020	July 1, 2020	August 1, 2020
Jun 2020 (2537)				

Please refer to the Human Resources calendar for all University holiday dates.

8/26/2019