



Student Handbook

2026-2027



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A Message to Strayer University Students

Welcome! As you begin your educational journey at Strayer University, we are committed to making your experience rewarding, relevant and meaningful. Since first opening our doors in 1892, our administration, staff and faculty have shown dedication to supporting our students every step of the way.

We understand that returning to school is a significant decision. Education is transformative but requires balancing personal goals with schoolwork, career and family responsibilities. We're here to assist you and lift you up along your academic journey. Your faculty members and coaches are available to help you navigate every aspect of earning your degree, from academic and learning support to career advice to well-being tips to financial aid.

The Student Handbook offers an overview of university policies and services that will be useful throughout your studies. We commend your decision to pursue your degree and look forward to supporting you. Know that you can achieve your dreams.

To your success,
Dr. Antoinette Farmer-Thompson
President
Strayer University



History and Mission

In the late 1800's, Dr. S. Irving Strayer realized that the business world was evolving and that education was not keeping up. Working adults needed a focused education to help them further their careers and advance their lives. So, in 1892, he founded Strayer's Business College of Baltimore City.

More than 130 years later, Strayer University is one of the largest accredited universities in America. Our campuses can be found in cities and suburbs across the country. We're also a leading online educator. In fact, we have offered online courses since 1996. We aim to serve all students, from recent high school graduates wanting to finish school before entering the workforce to mature adults with full-time careers, part-time jobs, active military service, and U.S. veteran status.

At Strayer University, we exist for a single, driving purpose: to make college degrees accessible and help people advance their lives through education.

Whether you seek a certificate, associate, bachelor's or master's degree, our goal is to provide a relevant education that works for you and that you can obtain for less and time and money than you ever thought.

What we take great pride in:

Our academic quality – We are an accredited university. We have an esteemed faculty. Our courses are challenging. Added together, that results in a valuable degree.

An accessible education – On campus, online, or a little bit of both. We strive to provide educational opportunities that work with your schedule.

A supportive environment – On campus, online, or a little bit of both. We are here for you and work to ensure that you receive the support to be successful.

Nondiscrimination Policy

Strayer University is an equal opportunity educational institution. The university is committed to a policy of equal opportunity in the provision of educational programs, activities and benefits to students, as well as equal opportunity in all aspects of employment.

Strayer University does not discriminate on the basis of age, sex, gender identity, color, race, religion, disability, sexual orientation, marital status, veteran status, national origin or any other basis prohibited by federal, state or local laws and regulations and does not tolerate such discrimination by its students, staff and faculty.

Accommodations for Students with Disabilities

It is Strayer University's policy to afford qualified students with disabilities an equal opportunity to participate in, and thus benefit from, all programs, services, and activities of the University. This includes, but is not limited to, providing appropriate academic accommodations and auxiliary aids and services for persons with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990 (ADA); and applicable federal and state nondiscrimination laws.

A student with a disability is not required to disclose their disability to the University unless the student wishes the University to provide a reasonable accommodation. For assistance, students with disabilities desiring special accommodations should contact the Section 504/ ADA Coordinator. *Students must request accommodations at least thirty (30) calendar days prior to the start of the quarter to ensure that accommodations are available by the first day of classes. However, the University will put interim accommodations in place to the extent possible for requests received less than thirty (30) calendar days in advance.* In order to apply for accommodations, students with disabilities must complete an Academic Accommodation Application Form and provide medical documentation which would support the accommodations requested. The ADA Coordinator, who serves as the University's Section 504 coordinator, will evaluate each application and provide notice of what accommodations (if any) will apply. The Section 504/ ADA Coordinator will not evaluate verbal requests for accommodations; all such requests must be in writing.

The Section 504/ ADA Coordinator will review the application and contact the student if additional information is required. Within thirty (30) calendar days after receiving the completed application, the Section 504/ ADA Coordinator will issue a letter to the student indicating whether the student is determined to be a qualified student with a disability and, if applicable, the accommodations the University will provide to the student. After determining the appropriate accommodations, the Section 504/ ADA Coordinator will contact the student's instructors via email and copy the student. Notifications will be sent at the start of each quarter detailing the approved accommodations.

At any time, students having difficulty with the accommodation process or questions about the University's policies for students with disabilities may contact the Section 504/ ADA Coordinator whose contact information is as follows,

Strayer University
Office of Student Affairs, ADA Coordinator
PO Box 710927
Herndon, VA 20171

Phone: 1-877-261-6908

Fax: (703) 563-6223

Email: adacoordinator@strayer.edu

Sign Language Interpreter Policy and Procedures

It is Strayer University's policy to afford qualified students with disabilities an equal opportunity to participate in, and thus benefit from, all programs, services, and activities of the University. Strayer University provides sign language interpreter services for hearing impaired students who have provided the proper documentation and have been approved for ADA accommodations. Interpreter services are provided for on-campus classes and course-related activities, such as registration, New Student Orientation, and tutoring. Students are not charged the cost for interpreter services.

Approving and Securing Interpreter Services

- A student must be approved for ADA accommodations prior to receiving interpreter services. Any exceptions must be cleared with the ADA Coordinator prior to scheduling interpreting services.
- A student requiring interpreter services should complete registration for classes at least two weeks prior to the beginning of the quarter to guarantee that an interpreter will be available for the first day of classes. However, the University will put interim accommodations in place to the extent possible for requests received less than two weeks prior to the beginning of the quarter.

Notice of Late Arrival or Cancellation

- Students must notify the Campus Leadership or their instructor at least 24 hours in advance when planning to miss a class or course-related activities for which interpreter services have been secured.
- Students should notify the Campus Leadership or instructor if they anticipate a late arrival for class or course-related activities. Interpreters will wait 20 minutes after a class or scheduled session has started before leaving. If the student does not show up, it will be considered the same as a failure to provide advance notice.
- There may be instances when notice of late arrival or 24 hours advance notice of cancellation is not possible. Such instances should be reported to the ADA Coordinator for consideration.

Consequence for Failure to Provide Advance Notice of Late Arrival/Cancellation:

1. First occurrence: A letter or email from the ADA Coordinator will be sent to the student reminding the student of the interpreter services policy and procedures and warning the student that indefinite suspension of interpreter services may result after a second occurrence. Students will be required to sign an acknowledgment of understanding of the interpreter policies and procedures.
2. Second occurrence: A letter or email will be sent to the student notifying the student that failure to give 24-hour advance notice has occurred twice and warning the student that a third occurrence may result in indefinite suspension of interpreter services. The letter or email will also remind the student of the interpreter policies and procedures.
3. Third occurrence: Interpreter services may be suspended indefinitely. A letter or email notifying the student of indefinite suspension of interpreter services will be sent by the ADA Coordinator. The student will be required to meet with the ADA Coordinator (in person or by telephone/TTY) before a reinstatement of interpreter services will be considered.

Title IX Sexual Harassment Policy

Policy

Strayer University (SU) is committed to maintaining education programs and activities that are free of sex based discrimination, as defined in Title IX of the Education Amendments of 1972 (Title IX). SU prohibits sexual harassment of any members of the university community and any retaliatory behavior related to reports of such conduct. This policy was adopted to ensure the safety of students and personnel, a healthy and thriving workplace and learning environment, and compliance with Title IX in SU's education programs and activities.

Rationale

Since the University is committed to providing an environment free of sexual harassment, this policy establishes the definitions, procedures, prohibited conduct, and sanctions necessary for maintaining the desired environment.

Definitions

Community

Community includes all Strayer University students, faculty, administrators, staff, contracted workers, and others who participate in any University-related activities, including but not limited to fieldwork, practicum, and internship.

Complainant

Complainant means an individual who is participating in or attempting to participate in a Strayer University Education Program or Activity and is alleged to be the victim of conduct that could constitute a violation of this policy if proved.

Education Program or Activity

Education Program or Activity includes locations, events, or circumstances over which Strayer University exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs.

Formal Complaint

Formal Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the institution investigate the allegation of Sexual Harassment.

Hostile Environment

A Hostile Environment is an objectively hostile or abusive Strayer University setting caused by sexual harassment that is so severe, persistent, and pervasive that it effectively denies a person equal access to an Education Program or Activity.

Prohibited Conduct

Prohibited Conduct includes Sexual Harassment and Retaliation, as defined in this policy, provided that the conduct either

- a. occurs in the context of a Strayer University Education Program or Activity; or
- b. creates a hostile environment in a Strayer University Education Program or Activity.

Respondent

The Respondent is the person alleged to have engaged in Prohibited Conduct.

Retaliation

Retaliation is an adverse action taken in retribution for one's reporting, supporting, or participating in an investigation related to an allegation of Prohibited Conduct.

Sanction

A Sanction is a disciplinary action that may result from Prohibited Conduct. Disciplinary action may include one or more of the following:

- a. formal written warning;
- b. mandated remedial activity;
- c. suspension from Strayer University;
- d. dismissal from a program;
- e. dismissal from Strayer University; or
- f. cancellation of a previously-awarded academic credit or degree.

This list of possible sanctions is neither progressive nor exhaustive, and Strayer University reserves the right to assess sanctions on a case-by case basis.

Sexual Harassment

Sexual Harassment means conduct that occurs within an Education Program or Activity, on the basis of sex, and satisfies one or more of the following:

1. A Strayer University employee, or contracted worker, conditioning the provision of a Strayer University aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct that results in what a reasonable person would deem to be a Hostile Environment; or
3. "Sexual assault" as defined in the Clery Act at 20 U.S.C. 1092(f)(6)(A)(v); and "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). (34 C.F.R. 106.30(a) (2020); commonly known as the Violence Against Women Act or "VAWA").

Summary Suspension

Summary Suspension is the immediate suspension of a Student. Summary Suspension is a temporary status during which a student is prohibited from engaging in identified Strayer University activities while an evaluation of alleged Prohibited Conduct is being completed. When Summary Suspension is imposed on a Respondent, that individual will be provided with notice and an opportunity to challenge the decision immediately following the imposition of Summary Suspension under the procedures outlined in Section V below.

Supportive Measures

Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available, without fee or charge. Supportive Measures may include counseling, extensions of deadlines, course-related adjustments, modifications of class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas, and other similar measures. Strayer University will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the ability of Strayer University to provide the Supportive Measures.

Suspension

Suspension is a Strayer University-initiated temporary status during which a student is denied access to the course room and prohibited from engaging in Strayer University activities until stated conditions have been met.

University Administrator

A University Administrator is a Strayer University employee who holds a position of responsibility at a supervisory or managerial level, or higher. For purposes of faculty, "University Administrator" refers to a faculty member holding the position of faculty chair or higher.

Procedures

I. Reporting of Suspected Prohibited Conduct

- A. Anyone may report an instance of alleged prohibited conduct to:
 1. The faculty member or official directly associated with the activity or event;
 2. A university administrator
 3. The Title IX Coordinator; or
 4. Student Affairs.
- B. Strayer University strongly encourages the prompt reporting of sexual misconduct to allow the University to respond promptly and effectively. If the reported respondent is not a member of the Strayer community or is no longer associated with the University at the time of the report or at the time a resolution process is initiated, Strayer may be unable to conduct an investigation or take disciplinary action. Upon receipt of an allegation, a faculty member, official, or administrator will notify the Title IX Coordinator and/or Student Affairs.
- C. Student Affairs may be contacted at:
 1. Email: studentaffairs@strayer.edu ;
 2. U.S. Postal Service: PO Box 710927 Herndon, VA 20171; (please note that hardcopy reports filed by mail may additional time for the University's initial response and all reporters are encouraged to also submit a report electronically or to notify the Title IX Coordinator via email or telephone that they have submitted a hard copy report)
 3. Phone: 1-877-261-6908; or
 4. By submitting a report (including anonymous reports) <http://titleix.cusu.ethicspoint.com/>
- D. Upon receipt of an allegation, Student Affairs will document reports of prohibited conduct under this policy and will maintain such documentation as dictated by the applicable document retention policy.
- E. Upon receipt of an allegation, Student Affairs will promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the Title IX complaint resolution process, including which members of the University may have access to – and for what purpose – information obtained during this process.
- F. An allegation of prohibited conduct under this policy must include:
 1. The individual(s) against whom the alleged prohibited conduct is directed.
 2. A brief description of the alleged prohibited conduct, including the date(s), time(s), and place(s) if known.
 3. The corrective action the Student or member of the Strayer Community is seeking.
- G. In the event of a factual dispute at any stage of these procedures, and which follows the report of alleged prohibited conduct, the burden is on the alleged victim to establish that their version of the events in question is more likely true than not true, also known as preponderance of the evidence, which shall serve as the evidentiary standard in such cases.
- H. If at any state of these procedures the Complainant requests in writing (may be written or electronic writing) that the complaint not be pursued, that request will be honored unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.
- I. If at any stage of these procedures the Complainant requests anonymity, good faith efforts will be undertaken to act consistently with that request. However, the student is advised that the ability to maintain anonymity while pursuing a claim under this policy may be limited by law or regulation in certain circumstances.
- J. The Complainant maintains the right to notify law enforcement at any time or to refrain from contacting such authorities. The Complainant also maintains the right to seek an order of protection, no-contact order, restraining order, or similar lawful order from any court with jurisdiction. Upon the Complainant's request, Strayer will assist the alleged victim(s) in notifying law enforcement. Strayer at all times retains the right to notify law enforcement, at its discretion, to protect its students and/or employees or when required by law or regulation.

II. Initial Resolution Process

- A. The Initial Resolution Process shall be administered by Student Affairs. Student Affairs will consult with Human Resources when a faculty member or employee is involved.
- B. Upon receipt of an allegation, Student Affairs will determine whether the allegation as shared constitutes an allegation of prohibited conduct under this policy. A complaint will be dismissed in the event that, at any time during the investigation or hearing any of the following occur:
 - a. the alleged conduct does not meet the definition of sexual harassment under this policy even if proved;
 - b. the conduct did not occur in an Educational Program or Activity; or
 - c. specific circumstances prevent the institution from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- C. Only after a Formal Complaint has been filed, Student Affairs may offer both parties the opportunity to attempt an informal resolution of the matter. For any kind of informal resolution process to occur that forecloses the procedures contained in this policy, the following must occur:
 1. Both parties must give voluntary, informed, written consent to attempt informal resolution.
 2. Both parties must be informed of any consequences of participating in an informal resolution process.
 3. Parties must be notified that they can withdraw from any informal resolution process at any time and resume the formal grievance process.
 4. Informal Resolution is not available where allegations involve employee sexual harassment of a Student.
 5. If informal resolution is not reached, the allegation will be sent back to the formal grievance process as defined in this policy (or to Human Resources as appropriate) for investigation and review.
- D. At any time during any portion of the procedures contained in this policy, either party may request a temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Strayer University reserves the right, in its sole discretion, to deny such requests if they are made merely to delay or impede the prompt resolution of such matters.

III. Investigation and Review

- A. Allegations of prohibited conduct under this policy will be investigated by an independent review panel if the Respondent is a Student. Allegations will receive a prompt, fair, and impartial investigation and resolution. The process will be conducted by school officials who receive annual training under this policy, which includes but is not limited to training on issues related to domestic violence, dating violence, sexual harassment, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- B. Allegations of prohibited conduct under this policy will be investigated by Strayer University's Human Resources department if the respondent is a Strayer University employee or contractor. Allegations will receive a prompt, fair, and impartial investigation and resolution.
- C. Throughout the investigation and review process, there shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- D. Investigations of alleged prohibited conduct will include:
 1. Notification to the respondent of the allegation of prohibited conduct and that respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
 2. An opportunity for both parties to submit any writing, information, evidence, and/or witnesses supporting or refuting the allegation. Both parties shall have the ability to review any such information available at that

time that was provided by another party prior to any interviews, meetings, or hearings, so long as such information is directly related to the allegations. Note that prior to a live hearing, both parties must have at least ten (10) days to make corrections, provide context, and prepare responses to such information or evidence.

3. For all hearings, investigative interviews, or other meetings, the provision of written notice to a party whose participation is invited or expected, which notice shall include the date, time, location, participants, with sufficient time for the party to prepare to participate.
4. Prior to completion of the investigative report, Strayer University will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. The institution shall make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
5. Strayer University will create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a hearing (if a hearing is required) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
6. Strayer University shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the institution obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 C.F.R. 99.3, then the institution must obtain the voluntary, written consent of a "parent," as defined in 34 C.F.R. 99.3).

E. Role and Appointment of Advisors

1. During the course of any grievance proceeding, parties' advisors may be, but are not required to be, attorneys. Strayer University will not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. During the investigative phase, advisors will only be allowed to interact with Strayer University personnel and shall not have direct contact with adverse parties or witnesses. During a live hearing, advisors will conduct cross-examination.
2. If a party does not have an advisor present at the live hearing, Strayer University will provide, without fee or charge to that party, an advisor of the institution's choice solely for the purpose of conducting cross-examination on behalf of that party. The institutionally provided advisor may be, but is not required to be, an attorney. Only advisors may cross examine another party or adverse witness. To be clear, under no circumstances will one party be allowed to directly cross-examine another party or an adverse witness.
3. A party must notify Strayer University at least seven (7) days prior to any hearing or proceeding at which an advisor may participate with the contact information for that advisor. If a party does not have their own advisor but will need to have one provided by Strayer University, that party must also notify Strayer University at least seven (7) days prior to any hearing or proceeding at which an advisor may participate so that the University can arrange for advisor to be present and to have time to prepare for such hearing or proceeding.

F. Live Hearings, Examination, Cross-Examination, Relevance, Sexual History

1. Both parties will have an opportunity to participate in a live hearing. At the University's discretion, the hearing may be conducted virtually with technology enabling participants to simultaneously see and hear each other or with all parties physically present in the same geographic location. The University may also

conduct the live hearing with some participants in the same geographic location, and others virtually, so long as both parties are provided the same opportunity (if any) to be present in the same geographic location.

2. During the live hearing, the decision-maker(s) will make an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and ensure that credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
3. The decision-makers shall not draw an inference solely based upon a party's or witness's failure or refusal to appear at live hearing or submit to cross-examination.
4. At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
5. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) may issue a determination as to relevance and explain any decision to exclude a question as not relevant.
6. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions or evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
7. Strayer University will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review, without charge or fee, within a reasonably prompt timeframe.
8. During the course of the hearing, the decision-maker(s) may consult with Strayer University's legal counsel by telephone or in person.

G. Determination of Responsibility

1. The decision-maker(s), who shall not be the same person(s) as the Title IX Coordinator or the investigator(s), will issue a written determination regarding responsibility.
2. The standard of proof shall be a preponderance of the evidence.
3. The decision-maker(s)' written determination will include:
 - The identification of the allegations potentially constituting Title IX Sexual Harassment as noticed.
 - A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
 - Findings of fact supporting the determination.
 - Conclusions regarding the application of the institution's code of conduct to the facts.
 - A statement of, and rationale for, the result as to each material allegation, including a determination regarding responsibility, any disciplinary sanctions the institution imposes on the respondent, and whether remedies will be provided by the institution to the complainant.
 - The institution's procedures and permissible bases for the complainant and respondent to appeal the determination of responsibility.
 - The institution will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

This constitutes the conclusion of the Title IX complaint resolution process.

IV. Appeal Process

- A. Both parties shall have the opportunity to appeal, via written request to Student Affairs within ten (10) calendar days of being sent notice of the outcome, on the following bases:
 1. Procedural irregularity that affected the outcome of the matter.
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
 3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If either party chooses to appeal the initial decision on any of the above bases, they must submit a formal, written appeal request to Student Affairs. The appeal request must be submitted via mail or email and within 10 calendar days of being sent notification of the panel's decision.
 1. The president or president's designee will receive and review the record developed at the investigation and review stage.
 2. Following the review, the president or president's designee will issue a decision and report. The president or president's designee may affirm or reverse the decision, in whole or in part, or may issue a new decision.
 3. The decision of the president or president's designee is final and will be communicated in writing to the alleged victim and respondent simultaneously.
 4. A record of the final decision and all related materials will become part of the respondent's official academic record and, upon request, will be made available to all Strayer University boards and any appropriate regulatory bodies.

V. Summary Suspension Procedures

- A. Where the respondent is a Student and the alleged prohibited conduct is deemed to be egregious or to give rise to a perceived threat of danger or hostile environment for any Strayer faculty, staff, employee, contractor, or Student, a respondent may be immediately suspended by use of this summary suspension process if it initially appears that the allegation of prohibited conduct is substantiated. The university administrator directly associated with the course, activity, or event in which the prohibited conduct occurs will have the discretion to determine, consistent with this section, when summary suspension is appropriate.
- B. If summary suspension is issued, the university administrator directly associated with the activity or event during which the alleged prohibited conduct occurred will promptly notify the respondent of their summary suspension and their right and opportunity to be heard by submitting a written response and/or appearing by telephone within seven calendar days from the date said notification is issued.
- C. The university administrator directly associated with the activity or event during which the prohibited conduct occurred will complete the procedures set forth in section III within 10 calendar days of the date of issuance of the notification of summary suspension.
- D. The respondent may submit a written request for extension of time for their written response or appearance by telephone beyond the seven calendar day deadline set forth in section IV.B. Such extensions shall be automatically granted up to a maximum of 30 calendar days. However, in the event the respondent should exercise this right to an extension, the deadline for the university official's decision under section III will be extended by the length of the Student's extension, with the summary suspension remaining in effect the entire time.
- E. Outcome
 1. In the event that the university administrator finds that the summary suspension was justified, the process continues as described in section III, with the suspension remaining in place unless and until reversed on appeal.

2. In the event that the university administrator finds that the evidence reviewed does not justify the summary suspension, or in the event that no decision is issued by the university administrator within the time constraints described in sections IV.C and IV.D, the summary suspension will expire. The process will continue as described in section III, but the respondent will return to the status previous to the summary suspension:
 - In this instance, the respondent will have an opportunity to complete the missed coursework within 10 calendar days of returning to the course room without penalty
 - If the respondent was in the last two weeks of the course, they have the option of receiving an Incomplete ("I") grade; in that case, the coursework must be completed and submitted no later than two weeks after the course ends; or
 - The respondent may choose to withdraw from the course and retake the course without financial penalty or any penalty for reusing work previously submitted to fulfill assignments for that specific course.

VI. Alcohol and Drug Use Amnesty

The health and safety of every Student at Strayer is of utmost importance. Strayer recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time sexual misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Strayer strongly encourages students to report incidents of sexual misconduct. A witness to or individual who experiences sexual misconduct, acting in good faith, who discloses any incident of sexual misconduct to University officials or law enforcement will not be sanctioned under Strayer's code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident(s) of sexual harassment or sexual violence. Strayer may request the individual attend an approved alcohol or drug education program and without assessing any charges for such program. This amnesty provision also applies to student groups making a report of sexual misconduct. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes.

VII. Additional Procedures for Reporting a Consensual Relationship

- A. Any reported cases of a consensual relationship involving an employee will be reported to Human Resources.
- B. If Strayer University determines a prohibited consensual relationship exists, the university employee's position of authority with respect to the specific Student at issue will be adjusted to eliminate the existence of the prohibited consensual relationship. Resolution of any discrimination, harassment, or assault resulting from the consensual relationship will be handled according the procedures contained in this policy.

Title IX Notice of Nondiscrimination

Strayer University does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to Strayer's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Strayer's Title IX Coordinator can be contacted through the Office of Student Affairs as follows:

1. Email: studentaffairs@strayer.edu
2. U.S. Postal Service: PO Box 710927 Herndon, VA 20171
3. Phone: 1-877-261-6908
4. By submitting a report online (including anonymous reports) through <http://titleix.cusu.ethicspoint.com/>

Strayer's nondiscrimination policy can be located by clicking [here](#), Strayer's Title IX sexual harassment policy can be located by clicking [here](#), and Strayer's grievance procedures can be located by clicking [here](#).

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the Office of Student Affairs contact methods described above.

Civil Rights Compliance

Strayer University, in compliance with Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972;

Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; and other applicable federal, state, and local civil rights laws, does not discriminate on the basis of race, sex, gender identity, color, age, religion, sexual orientation, political affiliation, national origin, marital status, veteran status, disability, or any other protected status in any of its policies, practices, or procedures. This includes, but is not limited to, admission, employment, financial aid, and educational services.

The following persons have been designated to handle student inquiries regarding the non-discrimination policies.

Title VI/Age Discrimination Act

Assistant Vice Provost, Student Affairs

Strayer University

PO Box 710927

Herndon, VA 20171

Phone: (877) 261-6908

studentaffairs@strayer.edu

Americans with Disabilities Act and Section 504

ADA Coordinator

Strayer University

PO Box 710927

Herndon, VA 20171

Phone: (877) 261-6908

Fax: (703) 563-6223

adacoordinator@strayer.edu

Title IX - Sexual Harassment

Title IX-Coordinator

Strayer University

PO Box 710927

Herndon, VA 20171

Phone: (877) 261-6908

studentaffairs@strayer.edu

Harassment Policy

Strayer University strictly prohibits harassment of students, faculty, or staff, including sexual harassment and harassment based on race, color, national origin, religion, age, sex, gender identity, disability, or any other protected

status. Sexual harassment of a student is defined as unwelcome sexual advances; requests for sexual favors; or other physical conduct, verbal, non-verbal, or written communication of a sexual nature when the conduct of such is sufficiently severe, persistent, or pervasive that it denies or limits a student's ability to participate in or benefit from the education program or that it creates a hostile or abusive educational environment.

Harassment violates Strayer University policy as well as state and federal law. Any incidents of harassment should be reported to the Office of Student Affairs so that prompt and effective actions can be taken. Students may contact the office by email at studentaffairs@strayer.edu, by phone at (877)-261-6908 or send mail to P.O. Box 710927, Herndon, VA 20171. Allegations of harassment will be investigated thoroughly and expeditiously, and appropriate corrective actions will be taken, which may include discipline or expulsion of the harassing party. (Refer to Code of Student Conduct, Disciplinary Procedures (Non-Academic), and Grievance Procedures (Non-Academic).)

It is unlawful to retaliate in any way against any person who has expressed concern or made any complaint regarding harassment or discrimination, and Strayer University will not retaliate against any person who expresses concern or files a complaint alleging harassment or discrimination.

Student Rights and Responsibilities

This statement of rights and responsibilities is designed to clarify the opportunities which the student may expect to enjoy as a member of the student body of Strayer University and the obligations which the University places upon the student.

Rights and Responsibilities

Application for admission to Strayer University represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and guidelines of the University as established or approved by the Board of Trustees. Approval of that application, in turn, represents the extension of an opportunity to join the University community and to remain a part of it so long as the student meets the required academic standards and abides by the policies and procedures of the University.

Each student is guaranteed the opportunity of exercising his/her rights within University policies and applicable law without fear of reprisal. Such rights include the following:

1. Students are free to pursue their educational goals, both inside and outside the classroom. The University provides opportunities for learning through appropriate curricula offerings.
2. Academic evaluation of student performance shall be fair and clear; it shall not be arbitrary.
3. Free inquiry, expression, and assembly are guaranteed to all students, provided their actions do not interfere with the rights of others or violate established University policies.
4. No disciplinary sanctions may be imposed upon any student without following the procedures as outlined in this Handbook.
5. Members of the University community have the right to expect safety, protection of property, and the continuity of the educational process.

Academic and Intellectual Policy

I. Summary

Academic and intellectual freedom are essential in a university setting as they nurture an environment where scholarship and inquiry are not only encouraged but expected. It is the cornerstone of a vibrant academic community, allowing students and faculty to explore breadth of ideas and perspectives, which is crucial for a well-rounded education. Strayer University upholds a steadfast commitment to academic and intellectual freedom and the pursuit of truth, fostering an environment where freedom of expression and inquiry flourish. The university's policy on academic and intellectual freedom underscores its dedication to maintaining a rigorous academic dialogue, which is integral to the learning experience. This commitment is a strong emphasis on collegiality, civility, and diversity, ensuring that all voices are and respected within the Strayer community.

II. Definitions

- A. Academic freedom refers to the right of faculty and students to engage in intellectual inquiry and exchange ideas without undue interference or restriction from law institutional regulations, or public pressure. The core elements of academic freedom include:
 1. Teaching: The freedom to discuss all relevant topics within the classroom.

2. Research: The freedom to pursue all avenues of scholarship, research, and creative expression, and to publish the findings.
3. Intramural speech: The freedom from institutional censorship or discipline when participating in the governance of an educational institution; and
4. Extramural speech: The freedom from institutional censorship or discipline when speaking or writing as private citizens.

B. Intellectual freedom is the right of every individual to seek and receive information and knowledge without restriction

III. Policy

A. Academic and intellectual freedom are central to Strayer's mission of providing students with an exceptional educational experience, empowering students to achieve their personal and professional aspirations. It is the responsibility of all students, faculty, and staff to uphold the institutional commitment to academic and intellectual freedom. Strayer University's Academic and Intellectual Freedom policy supports the growth and sharing of knowledge.

B. Strayer University is committed to:

1. The principles of freedom of expression and inquiry.
2. Fostering an academic environment where robust dialogue thrives, independent of political trends.
3. Respecting confidentiality and privacy rights of students.
4. Respect for the diverse perspectives that are essential to the institution's educational mission; and
5. Maintaining a learning atmosphere where open discussions contribute to the academic and professional advancement of students and faculty, all while upholding the constitutional right to free speech.

IV. Faculty Expectations

- A. Faculty members are encouraged to actively engage in their scholarly pursuits, including teaching, research, and related activities.
- B. Faculty members have the freedom to conduct research or scholarship of their own choosing.
- C. Faculty members are protected from institutional censorship but must clearly indicate when their views do not represent Strayer University.
- D. Faculty members agree to adhere to institutional policies, yet retain the freedom to speak and write on professional matters without fear of institutional discipline or restraint.
- E. As educators, faculty members are responsible for maintaining high standards of scholarship and ensuring that classroom content remains relevant to the subject matter.
- F. Faculty members must respect the confidentiality and privacy rights of all individuals, including students.
- G. In the classroom, faculty members are expected to foster independent thinking and present information impartially.
- H. Faculty members do not have the right to discuss controversial topics in the classroom that are outside of or unrelated to their field of study or not germane to the learning outcomes or course content.
 - a. "Controversial topics" refer to subject matter that provokes a significant disagreement among individuals, often leading to public debate. Controversial topics often involve issues that do not have a clear consensus and can invoke intense discussions due to differing opinions or values.
- I. If a student believes a faculty member has exceeded the bounds of academic or intellectual freedom, they should contact the Office of Student Affairs for guidance and resolution.
- J. In addition to academic and intellectual freedom matters, faculty members are expected to follow all policies set forth in SEI's Code of Business Conduct and Employee Handbook.

V. Code of Student Conduct and Academic and Intellectual Freedom

Strayer recognizes that the right to free speech has its limits within the community and broader society.

As such:

- Strayer University does not tolerate speech that is defamatory, harassing, or that incites violence, as these do not align with constitutional protections or Strayer's values.
- Strayer is dedicated to creating an inclusive environment that supports equal learning opportunities and prohibits any form of communication or behavior that is hateful, threatening, or discriminates against any individual or group, in accordance with its established policies

VI. Violations to the Code of Student Conduct Policy

- A. Incidents deemed as hateful, threatening, or discriminatory as outlined within the [Code of Student Conduct Policy](#) include but are not limited to:
- Dishonesty
 - Unprofessional conduct
 - Misuse of University property
 - Alcohol and drug violations
 - Criminal activity and violent or dangerous behavior
 - Other violations
- B. Any occurrences of the above behavior could subject a student to disciplinary action as set forth in the [Student Handbook](#), up to and including:
- Admonition
 - Disciplinary probation
 - Restitution
 - Discretionary sanctions
 - Suspension
 - Withdrawal without refund
 - Dismissal/expulsion
 - Revocation of degree

VII. Faculty Violations

Faculty should review SEI's code of Business Conduct and Employee Handbook for details on Strayer policy and disciplinary measures.

Student Disciplinary and Grievance Policies and Procedures

Code of Student Conduct

Strayer University expects its students to conduct themselves as business professionals as they progress toward their goals of academic achievement and career success. Strayer University also expects its students to act responsibly in all areas of personal conduct when on University premises and to take full responsibility for their actions. Generally, Strayer University limits disciplinary action to conduct which adversely affects the University community's pursuit of its educational objectives. Conduct subject to disciplinary action includes, but is not limited to, the following:

1. Dishonesty
 - a. All forms of dishonesty, including cheating, plagiarism, forgery, knowingly furnishing false information to the University, and alteration and/or use of University documents, financial instruments, or identification cards with intent to defraud.
 - b. Violation of the University's Academic Integrity Policy.
2. Unprofessional Conduct
 - a. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities conducted by a Strayer official.
 - b. Disrespect of or insubordination to University personnel.
 - c. Use of oral or written profanity.
 - d. Physical and/or psychological abuse or the threat of such abuse of any person on University premises or at University activities. This includes "hazing," which is defined as initiation or discipline of fellow students by means of horseplay, practical jokes, and tricks, often in the nature of humiliating or painful ordeals.
 - e. Sexual harassment of other students, faculty, or staff.
 - f. Breach of the peace on any Strayer University premises.
 - g. Repeatedly contacting faculty, staff, or any other member of the Strayer community in any way affiliated with Strayer when a response has been provided, a response is pending, or the student has been requested not to contact a specific faculty, staff or other member of the Strayer community in any way affiliated with the Strayer. This also includes when the student has been informed they should communicate with a specific Strayer University employee or office, but the student continues to contact other faculty, staff, or other members of the Strayer community in any way affiliated with Strayer.
3. Misuse of University Property
 - a. Unauthorized use of, damage to, theft or seizure of any property or facilities of the University, or emergency equipment located within the boundary of University premises, or threat to do so, or refusal to depart from any property or facilities of the University upon direction by University officials or other persons authorized to represent the University.
 - b. Littering, defacing, destroying, or damaging property of the University or property under its jurisdiction.
 - c. Unauthorized entry into, presence in, or use of any University building or facility.
 - d. Violation of the University's Technology Use policy.
 - e. Violation of the University's policy on solicitation and sales.

- f. Improper use of library materials, including damage to materials and failure to return materials when due. This may include misuse, damage or failure to return materials used by a student for their disability accommodation plan.
4. Alcohol and Drug Violations
 - a. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items, except where specifically authorized in the policies and guidelines of the University.
 - b. Possession, use, sale, or distribution of any type of drugs for illegal purposes.
 - c. Appearing at any Strayer University premises while intoxicated or while under the influence of an illegal substance.
 - d. Violation of the University policy pertaining to smoking.
5. Criminal Activity and Violent or Dangerous Behavior
 - a. Violation of any local, state, or federal law.
 - b. Possession on University property or at any University activity of weapons, including but not limited to knives, firearms, or any dangerous chemical or explosive elements or their component parts.
 - c. Physical detainment or restraint of another person or the removal of such person from any place where he or she is authorized to remain or to in any way obstruct the free movement of persons or vehicles on University premises or at University activities.
 - d. Threatening or harassing of any member of the Strayer University community in any way affiliated with Strayer.
 - e. Violation of University fire policies, including but not limited to, tampering with fire protection apparatus or failure to comply with emergency evacuation procedures.
 - f. Gambling or holding of a raffle or lottery on University premises.
 - g. Participation in unauthorized and/or disorderly assembly or incitement of a riot.
6. Other Violations
 - a. Violation of any other University rule or policy not contained in official University publications but announced as administrative edict by a University official or other person authorized by the President.
 - b. Willful encouragement of others to commit any of the acts herein prohibited.
 - c. Violation of the provisions related to a Florida campus.

Florida

Strayer University Student Handbook and Code of Student Conduct – Florida Addendum

Consistent with Florida Law (s. 553.865 F.S., et seq.), a student who willfully enters, for a purpose other than those allowed by Florida law, a restroom designated for the opposite sex on the premises of Strayer University, and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel, shall have violated the Strayer University Code of Student Conduct, particularly Section 6(c), and shall be subject to the [Strayer University Disciplinary Procedures](#).

Florida law requires that any postsecondary education institution that maintains restroom facilities must have, at a minimum, (1) a restroom designated for exclusive use by females and a restroom designated for exclusive use by males, or (2) a unisex restroom. Students are hereby notified that they have the right to file complaint with the Florida Attorney General alleging that a covered postsecondary education institution has failed to meet the minimum requirements for restrooms under s. 553.865(4), F.S.

Sanctions

The following sanctions may be imposed, separately or in conjunction with other sanctions:

1. Admonition: A written statement to a student that they are violating or have violated University rules and may be subject to more severe disciplinary action.
2. Disciplinary Probation: Exclusion from participation in extracurricular activities of the University, including the holding of any office, for a period of time not exceeding one academic year.
3. Restitution: Required reimbursement for damage to or misappropriation of property. This may take the form of appropriate services or other compensation.
4. Discretionary Sanctions: Sanctions that combine one or more of the listed sanctions or sanctions specific to a particular violation.
5. Interim Suspension: If, in the opinion of the Assistant Vice Provost, Student Affairs or designee, the presence of a student poses a serious threat to others, the Assistant Vice Provost, Student Affairs or designee may suspend the student immediately. If the student requests an appeal of the decision, a hearing shall be held at the earliest reasonable time.
6. Suspension: Exclusion from the University for a definite period not to exceed one academic year. Any courses taken at one of Strayer University's Affiliates, or at any other institution while a student is on disciplinary Suspension at Strayer University, will not be accepted as transfer credit towards any Strayer University academic program.
7. Withdrawal without refund: A student will be administratively withdrawn from the current or future quarters at Strayer University and the [course withdrawal refund policies](#) described in the Catalog will be followed.
8. Dismissal/Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, will be stated in the order of dismissal.
9. Revocation of Degree: If, in the opinion of the Disciplinary Committee, the student has committed gross violations of the University's Academic Integrity Policy, the Disciplinary Committee may revoke the student's degree.

Suspension or Expulsion for Harassment or Violence

Any campus leader may immediately remove a student from a Strayer University campus if the student is a threat to Strayer University property, or to any person on University premises or through Strayer University online. Furthermore, Assistant Vice Provost, Student Affairs or designee, in consultation with the Legal Department, may immediately suspend or expel a student if the student poses a direct threat to the health and safety of any other person on University premises or through Strayer University online, or to Strayer University property. The University will conduct an individualized assessment based on the best available objective evidence to determine if the student poses a direct threat to the health and safety of others. Such determination will include consideration of the following factors: the nature, duration, and severity of the risk; the likelihood that injury will actually occur; whether reasonable modifications of University policies, practices or procedures will sufficiently mitigate the risk to permit the student to safely continue matriculation at a campus or online; the University's obligation to avoid exposing others to significant health and safety risks; whether the student has a disability and, if so, whether the conduct is related to the disability and an accommodation can be provided to sufficiently mitigate the risk to others. A determination to suspend or expel a student may occur if the student exhibits behavior, including, but not limited to, disruptive or disorderly conduct, harassment, repeated contact with faculty or staff concerning a pending response from the University or a response previously provided by the University, threats of physical harm to individuals, damage or threats to damage any property, or any other violent or serious behavioral problems.

A student who is suspended or expelled from a campus or Strayer University online under this policy may submit a written appeal to the Office of Student Affairs within ten (10) business days of the decision. Assistant Vice Provost, Student Affairs or designee will forward the appeal to the Disciplinary Committee, who will schedule a disciplinary hearing via teleconference, giving the student reasonable time to prepare for the hearing. A decision on appeal may include re-admission of the student on campus on the condition that the student submits documentation that s/he has

been in a course of treatment with a licensed mental health provider and that the mental health provider believes that the student is no longer a danger or threat to any person. The student may be requested to grant the University permission to communicate directly with the mental health provider. The decision of the Disciplinary Committee is final.

Academic Integrity Policy

Strayer University holds its students and employees to high standards of academic excellence and views academic integrity as an essential foundation of that excellence. The following policy defines the Honor Code as well as acts of academic misconduct that Strayer University considers to be in violation of the Honor Code. The policy further provides procedures for reporting acts of academic misconduct that are more severe than minor errors/omissions, the sanctions that may follow the commission of such acts, and the university's appeal process.

I. The Honor Code

Strayer University expects all students to abide by the Honor Code, starting from the day they are enrolled at the University. The Honor Code reads as follows:

I promise to conduct myself with integrity in the submission of all academic work to the University and will not give or receive unauthorized assistance for the completion of assignments, research papers, examinations, or other work. I understand that violation of the Academic Integrity Policy and/or Ethical Standards & Appropriate Use of AI for Students guidelines will lead to disciplinary action against me, up to and including suspension or expulsion from the University. I understand that all students play a role in preserving the academic integrity of the University and have an obligation to report violations of the Academic Integrity Policy committed by other students.

II. Acts of Academic Misconduct

- A. The University has determined the following acts of academic misconduct to be in violation of the Honor Code; these acts include but are not limited to:
1. Cheating;
 2. Plagiarism (which includes copying words or ideas from one or more sources without giving them credit and/or copying the words or ideas from one or more sources that comprise the majority of your work, whether credit is given to those sources or not);
 3. Fabricating data or citations;
 4. Copying and pasting discussion posts or other work without proper citation;
 5. Failure to place direct quotes within quotation marks along with the proper in-text citations and references documenting the source of the quote;
 6. Providing incorrect information about the source of a quotation;
 7. Unacceptable paraphrasing, which includes, but is not limited to, failure to use in-text citations and/or references when properly paraphrasing, or borrowing too closely, too much, and/or too often from an external source (with or without giving credit to the original author). For example, replacing a few words in a sentence with synonyms, while keeping the same or similar sentence structure as the original work. When a student paraphrases correctly (using their own words and sentence structures as well as proper citation), this act demonstrates that they understand what they have read and how the source's ideas support their assignment.
 8. Stealing examinations;
 9. Using instructor editions of textbooks without authorization;

10. Having another student or non-student perform some or all of a project, take some or all of an exam, take an entire course or submit any work assigned in a course as though he or she were the student; or, as a student, performing or offering to perform some or all of a project, take some or all of an exam, or take an entire course or submit any work assigned in a course for another student;
 11. Facilitating another student's act of academic misconduct (such as, but not limited to, posting Strayer University assignments, discussion posts, exam questions, and/or answers, etc. on an external site);
 12. Soliciting work from a student or non-student;
 13. Using technology or other means to disseminate exam questions and/or answers;
 14. Tampering with the academic work of another student;
 15. Resubmitting work completed in another course (with the following exceptions: compiling previous coursework into a Capstone course if approved by the Capstone instructor in advance; resubmitting work into a course that the student is retaking, provided that the original work submitted in the same previous course was not in violation of the Academic Integrity policy), or resubmitting work completed at another university; and
 16. Submitting another student's (or non-student's) work found or solicited on the Internet (or elsewhere) in response to any assigned university course prompt (including, but not limited to, discussions, assignments, assessments, and presentations). This act is a violation regardless of whether the work is submitted verbatim or reworded slightly, and regardless of whether credit is given to the source.
 17. Violations of the University's Ethical Standards & Appropriate Use of AI for Students guidelines.
- B. The University reserves the right to review any work (draft or otherwise) or exam submitted by a student during his or her entire academic career at Strayer for the purposes of this policy.

III. Procedures for Reporting Academic Integrity Violations

- A. The Office of Student Affairs receives, investigates, and tracks incidents of Academic Integrity Violations.
- B. Instructors, employees, or any other member of the University community may report violations of the University's Academic Integrity Policy. Instructions for reporting a violation are found in the Academic Integrity Procedures.

IV. Possible Sanctions for Academic Integrity Violations

- A. If an instructor determines that a violation has occurred, the instructor will review the submission and issue a grade sanction commensurate with the violation; for severe or repeated violations, the grade sanction may include issuing a zero grade on the assignment. The instructor will then report any sanction issued to the Office of Student Affairs as laid out in Section V below. Based on its review of the violation, the Office of Student Affairs may issue additional sanctions as laid out in Section IV.B. herein.
- B. The Office of Student Affairs may determine whether additional sanctions, above and beyond the instructor issued grade sanction, will be imposed. Those sanctions for academic integrity violations may include one or more of the following: Code of Conduct Warning letter (Level 1 or 2); pre-warning letter; remediation letter/ activities; reduced grade on an assignment, discussion, or other course work; reduced final course grade; administrative course failure (F**), noted on the student's permanent record; delayed or immediate suspension for a designated period of time; delayed or immediate expulsion; and revocation of a degree awarded at Strayer University.
- C. Honors Implications:
 1. Upon a student receiving a sanction from the Office of Student Affairs for an academic integrity violation, the student will be suspended from the Honors program.
 2. Students suspended from the Honors program may request to be reinstated and should contact honors@strayer.edu for further details on the reinstatement request process. Reinstatement of eligibility

applies only for future eligibility to participate in the Honors program. Reinstatement of eligibility does not reinstate the Honors transcript designation for an Honors course in which an academic integrity violation occurred nor does it change any consequences or records of the academic integrity violation. To appeal the violation itself, students should follow the appeal processes noted below.

3. Upon a student receiving a subsequent sanction from the Office of Student Affairs for a subsequent academic integrity violation, the student is no longer eligible for the Honors program for the remainder of the academic journey at Strayer.
 4. If a student is suspended from the University for a non-academic integrity violation of the Code of Student Conduct, without any prior academic integrity violations, the student is no longer eligible for the Honors program unless an appeal hearing for the violation is granted and the University then reverses the disciplinary suspension. If a student is suspended from the University for a non-academic integrity violation of the Code of Student Conduct, but with one or more prior academic integrity violations, whether the student has the opportunity to appeal for reinstatement of their eligibility for the Honors program will follow the paths above relative to the number of academic integrity sanctions issued.
 5. In addition, if an academic integrity violation occurs in an Honors course, the student will not receive an Honors transcript designation for that course.
 6. If a student of the Jack Welch Management Institute receives a sanction for an academic integrity violation, the student will no longer be eligible for a Welch Scholar or Graduate Distinction designation.
- D. If a Strayer student fails to meet the standards established in this Academic Integrity Policy, and they are an employee of Strayer University, its parent company, or its affiliates, then said employee will also face corrective action up to and including possible termination of employment

V. Administration of Sanctions

A. Violations

1. Upon reasonable determination that a student violated the Academic Integrity Policy, the instructor will take the following actions:
 - a. The instructor will issue a grade sanction as described in Section IV.A and provide an explanation to the student in writing regarding the offense and grade sanction assessed.
Note: Corrective resubmission opportunities are at the discretion of the instructor, in accordance with the course assignment resubmission policy. Resubmissions of course assignments will not be accepted after the last day of class unless otherwise specified in writing by the instructor. Violations must be reported to the Office of Student Affairs regardless of resubmission opportunity.
 - b. The instructor will report the violation and imposed grade sanction to the Office of Student Affairs.
2. On receiving notification of a possible academic integrity violation, whether from an instructor or otherwise, the Office of Student Affairs will review the alleged violation in the context of the student's full prior disciplinary history, and may impose additional sanctions as described in Section IV B. Sanctions issued by the Office of Student Affairs for academic integrity violations are separate and distinct from instructor grading sanctions.
Note: The Office of Student Affairs may determine in some instances that a student should receive an academic integrity administrative failure (F**), without need of instructor referral.
3. Academic integrity violations are considered conduct violations, as noted in the Code of Student Conduct in the Student Handbook and are treated as such by the University.

B. Records and Financial Responsibilities

1. Student records: Course failure, suspension, expulsion, or degree revocation will be permanently noted on the student's transcript along with an indication that the action was taken because of an academic integrity violation.

2. Financial responsibility: Consistent with Strayer policy on institutional charges and refunds, the student shall remain financially responsible for all tuition charges and other fees incurred during the quarter of enrollment wherein the violation occurred.

VI. Appeals of Grade Sanction Imposed by Instructor

- A. A. Students desiring to appeal an instructor-issued, academic integrity related grade sanction must email their appeal to academicintegrity@strayer.edu within 10 business days of being notified of the instructor-issued sanction. The appeal must include a detailed, written explanation of why the sanction should not stand, along with any supporting evidence. The grounds for appeal shall be: (a) new or previously not considered evidence that shows no violation took place; (b) the consequences were not commensurate with the offense; and/or (c) failure to follow procedures constituted an error. The decision of the Office of Student Affairs is final.
- B. B. Students desiring to appeal their final grade in any given course should follow the grade appeal procedures outlined in the Academic Grievance Procedures section of the Student Handbook.

VII. Appeals of Sanctions Imposed by the Office of Student Affairs

- A. Students shall have 10 business days to appeal after being notified by the Office of Student Affairs that they have been issued a code of conduct Level 1 or Level 2 warning; have been suspended or expelled; have received an administrative failure in one or more courses; or have had a degree revoked for an academic integrity violation.
- B. Timely appeals of a Level 1 or Level 2 warning will be reviewed by the Assistant Vice Provost, Student Affairs (or designee). All appeals must include a detailed, written explanation of why the warning should not stand, along with any supporting evidence. The grounds for appeal shall be: (a) new or previously not considered evidence that shows no violation took place; (b) the consequences were not commensurate with the offense; and/or (c) failure to follow procedures constituted an error. The Assistant Vice Provost, Student Affairs (or designee) will review the appeal and respond to the student directly. Level 1 and Level 2 warnings are not eligible for appeal hearings before the Disciplinary Committee. The decision of the Assistant Vice Provost, Student Affairs (or designee) is final.
- C. Timely appeals of suspensions and expulsions will be reviewed by the University Designee (appointed by the University President or Provost) for consideration of an appeal hearing. All appeals must include a detailed, written explanation of why the warning should not stand, along with any supporting evidence. The grounds for appeal shall be: (a) new or previously not considered evidence that shows no violation took place; (b) the consequences were not commensurate with the offense; and/or (c) failure to follow procedures constituted an error. If the University Designee determines that the appeal letter contains sufficient evidence to warrant an appeal hearing, a disciplinary hearing chaired by the University Designee will be scheduled. The student will be informed in writing about the Disciplinary Committee's decision within 10 business days after the date of their appeal hearing. The decision of the Disciplinary Committee is the University's final response. If the University Designee determines that sufficient grounds have not been established to warrant an appeal hearing, the decision of the Office of Student Affairs is the University's final response. Details about the appeal process may be found in the Disciplinary Procedures in the Code of Student Conduct Policy.
- D. Students understand that the Academic Integrity Policy may at times be revised, and in all such instances students agree it is their responsibility to remain apprised of developments and abide by the most recent version of the Academic Integrity Policy.
- E. In order to preserve the integrity of Strayer's grading and to ensure that the grades reflected on a student's transcript are accurate, the University will not honor any requests for the official or unofficial transcripts of a student until the conclusion of the Office of Student Affairs' review and/or the Disciplinary Committee's

proceedings. Should a student appeal any of the consequences herein, transcripts will not be released until the final conclusion of the appeals process. If the final disposition involves a change to a final grade, transcripts will be released after a reasonable period of time to adjust the student's grade accordingly.

- F. The University will strive to schedule appeal hearings before the start of the next academic quarter, but this may not be possible in all cases. Students who have been suspended or expelled will not be permitted to enroll until and if a decision is made by the Disciplinary Committee to overturn a suspension or expulsion.

Disciplinary Procedures

Any academic or administrative official, faculty member, or student may file a complaint with the Office of Student Affairs or directly with the Assistant Vice Provost of Student Affairs against any student for violations of University policies and procedures.

If a student poses a threat to or harasses any person on Strayer premises, or through Strayer online, is disruptive or uncontrollable, damages or threatens to damage any property, or some other serious behavioral issue exists, the Assistant Vice Provost of Student Affairs may immediately suspend or expel a student and may have the student escorted from Strayer University premises, or removed from Strayer online, in accordance with the University's policy on Suspension or Expulsion for Violence or Harassment. If none of the above behaviors are involved, the following procedure will be followed. Students should expect a more severe disciplinary sanction to be administered for each consecutive Code of Student Conduct violation reported (which may culminate in dismissal from the University). If a student does not exhibit conduct that warrants immediate suspension and/or expulsion under the Suspension for Harassment or Violence policy, the following procedures will be followed for a violation of University policies and/or procedures with the exception that conduct governed by the University's Title IX Sexual Harassment Policy will be covered under that policy.

Level I (Warning) –Incidents of student misconduct shall be reported to the Office of Student Affairs at studentaffairs@strayer.edu. If the Office of Student Affairs investigates and determines that the Code of student Conduct has been violated, a warning letter will be issued to the student and stored electronically. Violation deemed by the Office of Student Affairs to be of a serious nature may proceed to Level II or Level III without a warning.

Level II - If an incident of student misconduct is reported to the Office of Student Affairs and the Office of Student Affairs investigates and determines that the student has already received a prior Level I Warning for misconduct, or determines that the violation is of a sufficiently serious nature to warrant a Level II warning, the Office of Student Affairs will issue a Level II warning letter to the student and stored electronically. Violations of a serious nature may proceed to Level III without a warning.

Level III If further disciplinary action is warranted, due to a violation of the Code of Student Conduct, or if the violation is considered by the Office of Student Affairs to be of a serious nature, then the Assistant Vice Provost of Student Affairs will investigate and consider additional disciplinary sanctions, including suspension or expulsion from the University. The Assistant Vice Provost of Student Affairs or designee, in consultation with the Legal Department, may immediately suspend or expel a student if the student poses a direct threat to the health and safety of any other person on University premises or through Strayer University online, or to Strayer University property. The Assistant Vice Provost of Student Affairs will provide written notice to the student that the matter has been referred to the Office of Student Affairs, the section of the Code of Student Conduct the student has violated, and the sanction that will be imposed. The Assistant Vice Provost or Student Affairs will also provide the student with the opportunity to appeal the decision within ten (10) business days after receiving notice. A copy of the student notice will be stored electronically along with any appeal submitted by the student.

Appeal to Disciplinary Committee

A student may appeal a disciplinary probation, restitution, suspension, dismissal/expulsion, revocation of degree, or a grade reduction associated with any of the forgoing Sanctions. The Disciplinary Committee shall be comprised of at least three members in addition to the University Provost. The University Provost or Provost designee will appoint the three upper-level University leaders to serve as members of the Disciplinary Committee upon receiving the student's request to appeal; provided, however, no member of the Disciplinary Committee may have any prior involvement in the matter which the student is appealing. The Committee will include an upper-level leader from JWMI if the appeal is made by a JWMI student. The only grounds for a disciplinary appeal shall be: (a) new evidence was discovered; (b) the consequences were not commensurate with the offense; and/or (c) failure to follow procedures constituted an error. Prior to granting an appeal hearing, the University Provost or designee will review whether or not the student's appeal letter and supporting evidence establish sufficient grounds for an appeal hearing. If the University Provost or designee determines that sufficient grounds have not been established for an appeal hearing, then the decision of the Assistant Vice Provost of Student Affairs is the University's final response.

1. If a student requests an appeal, the request must be in writing to the Assistant Vice Provost of Student Affairs. The request must be postmarked or emailed within ten (10) days of the Assistant Vice Provost of Student Affairs' decision letter. The Assistant Vice Provost of Student Affairs will forward the appeal to the Disciplinary Committee along with all other information collected in the matter.
2. If the University Provost or designee determines that there are sufficient grounds for an appeal hearing, the Disciplinary Committee will schedule a disciplinary hearing via teleconference, giving the student reasonable time to prepare for the hearing. The student has the right to be accompanied by counsel and/or other advisers such as parents or relatives. Any student under the age of 18 at the time of the hearing must be accompanied by a parent or other legal guardian. The counsel and/or advisers will be at the student's own expense. No more than three of the aforementioned parties shall be present in the hearing at any one time. Although counsel and/or advisers may be present for the teleconference hearing, counsel and/or advisers may not speak or participate directly in the hearing. The student must speak for him or herself. A student also has the right to remain silent at disciplinary hearings; such silence will not be used as a factor in the determination or outcome of the matter.
3. Witnesses may be called on the student's behalf or on the University's behalf and the student may confront all adverse witnesses. Witness names should be presented at least 24 hours in advance of the hearing.
4. A recording of the hearing will be kept by the University.
5. A written decision will be issued by the University Provost or designee on behalf of the Disciplinary Committee within ten (10) days after the hearing. This decision of the Disciplinary Committee will be final.
6. The Disciplinary Committee and the University are not required to hear or respond to appeals related to other forms of disciplinary action taken (including, but not limited to, Code of Student Conduct Warning letters at Levels I or II).
7. The student is advised that in all circumstances, the Disciplinary Committee and the University reserve the right to sever the relationship or to terminate the enrollment of any student from the University for any appropriate reason at any time without notice, a hearing, an explanation, or any other process.
8. The student is advised that every favorable inference will be given to the Disciplinary Committee and the University in the interpretation and application of the Code of Student Conduct Policy.
9. Students who have been suspended or expelled will not be permitted to enroll until and if a decision is made by the Disciplinary Committee to overturn a suspension or expulsion.
10. Students understand that the Code of Student Conduct Policy may at times be revised, and in all such instances students agree to remain apprised of developments and abide by the most recent version of the Code of Student Conduct Policy.

Unauthorized Electronic Distribution of Copyrighted Materials

What is the unauthorized electronic distribution of copyrighted materials and peer-to-peer file sharing?

The University prohibits students from using its computer systems and networks to violate copyright law. Copyright owners have the right to control, within certain limits, how their works are published, distributed, and sold, and the right to be paid for the use of a work. Unless a student is the copyright holder or has express permission to share someone else's copyrighted works, the distribution of copyrighted works to the Internet to share via a peer-to-peer network is almost certainly violating another person's copyrights.

Peer-to-peer file sharing occurs when individuals store files on their computers and enable their computers as servers so that others may download the files. The University strictly forbids peer-to-peer file sharing applications or any application used to violate copyrights or any federal or state law. Violations include copying or distributing copyrighted media such as songs, movies, software, video games, text and pictures, without authorization from the copyright owner.

Proper Use of University Networks and Computers

The University's networks and computers may only be used for educational-related objectives of the University. See the University's Computer Use Policy. University networks and computers may not be used to operate file sharing programs, including peer-to-peer file sharing applications for the illegal downloading of copyrighted materials.

Use of file sharing applications can harm student users and the University. A student who runs a file sharing application may be inadvertently sharing personal information, such as e-mail messages and credit card information. In addition, virus writers often target file sharing applications. Finally, file sharing programs may disrupt Internet access and performance of programs used for academic work on University networks.

Legal Alternatives for Downloading or Otherwise Acquiring Copyrighted Materials

There are many legal ways to download copyrighted materials. Unlike illegal file sharing, these services, as permitted by Strayer University policy, can be used to access materials like songs and movies without violating the law. Many online music services allow you to download individual songs or albums for a fee. Both the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) have web sites that list ways to legally download copyrighted materials. Some of the more popular ways to download copyrighted material include:

Music

- iTunes
- Napster
- Amazon MP3 Music Download

Movies and Television

- iTunes
- Amazon DVD On Demand

University Procedures to Prevent and Remedy Distribution of Copyrighted Materials

All use of University networks and computers, including e-mail accounts, may be monitored by the University at any time without notice to identify and mitigate usage in violation of federal copyright laws, and for other purposes. Computers found to be engaging in peer-to-peer activity on University networks will be automatically blocked from accessing the network for thirty (30) minutes.

Disciplinary Action and Legal Penalties

Violation of this policy may result in an immediate suspension or loss of computer or network access at the University and will also subject a student to disciplinary action, up to and including suspension or expulsion from the University. If appropriate, violations may also be reported to local or federal law enforcement agencies for prosecution.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject copyright infringers to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Financial Aid Grievances

Financial Aid/Account Balance Grievances

Any student with a grievance or concern about their financial aid and/or account balance should first raise their concerns, in writing, to a student services staff member. If the student services staff member is unable to resolve the student's concerns, then the student may submit the concerns to the Virtual Advising Center at virtualadvisingcenter@strayer.edu. When forwarding concerns to the Virtual Advising Center students should include supporting documentation and any response received from the student services staff member.

If the Virtual Advising Center does not resolve the student's concerns, or if the student does not receive a written response within five (5) business days from the Virtual Advising Center addressing the substance of the grievance, then the student may contact the Office of Student Affairs at financialdispute@strayer.edu. The student should provide a specific description of the grievance and the initial redress sought. The student must present their concerns in writing with supporting documentation including any response received from the Virtual Advising Center.

If the Office of Student Affairs is unable to resolve the student's concerns, or if the student does not receive a written response within five (5) business days from the Office of Student Affairs addressing the substance of the grievance, then the student may escalate their grievance to the Office of the President at presidentoffice@strayer.edu. The student should provide a specific description of their concerns and the initial redress sought. The student must present the grievance in writing with supporting documentation including any response received from the Virtual Advising Center and the Office of Student Affairs.

The Office of the President shall provide the student with a response within five (5) business days after receipt of the grievance from the student. **The decision of the Office of the President is the University's final response.**

If the student's grievance is not resolved to the student's satisfaction, then the student may contact the University's accrediting agency, the Middle States Commission on Higher Education (1007 North Orange Street 4th Floor, MB #166 Wilmington, DE 19801, 267-284-5000), or the student's applicable state agency.

Civil Rights Related Grievances

The procedure described below is applicable to non-academic complaints of unlawful discrimination, harassment, retaliation, or unfair treatment on the basis of the following:

- Title VI and Title VII of the Civil Rights Act of 1964;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- The Family Education Rights and Privacy Act of 1974;
- The Age Discrimination Act of 1975; and
- The Americans with Disabilities Act of 1990.

For complaints of unlawful discrimination or unfair treatment on the basis of Title IX of the Education Amendments of 1972 (Sexual Harassment), please see the Title IX Sexual Harassment Policy for procedures.

Student complaints of this nature should be directed immediately to The Office of Student Affairs in writing at studentaffairs@strayer.edu. The Assistant Vice Provost, Students Affairs, in coordination with Strayer University's Human Resources department (for complaints directed against a Strayer employee), will promptly investigate the complaint. This investigation may require the complainant or other parties who may have knowledge about the alleged matter to be interviewed. The Assistant Vice Provost, Student Affairs will respond to the complainant with a resolution in writing, typically within 30 business days after receipt of the complaint. The University, at its sole discretion, may extend the timeframe of the investigation for good reason. The decision of the Assistant Vice Provost, Student Affairs will be final.

If a complaint is found to be substantiated, the misconduct will be dealt with promptly and appropriately by the University. Any corrective actions taken with regard to any Strayer University employee's performance will be kept confidential.

The Assistant Vice Provost, Student Affairs may determine that a complaint does not allege sufficient facts to warrant an investigation.

Any student found making false, malicious, or repeated baseless accusations may be subject to disciplinary action.

Academic Grievance Procedures

Although the University will review a final grade under certain circumstances described below, the University will not review individual assignment grades except for good reason determined in the University's sole discretion.

A final grade can only be changed by persons other than the instructor of the course if there is (1) a mathematical error in calculating the grade or (2) if a grade was awarded in an arbitrary and capricious fashion. The University defines "Arbitrary and capricious" grading as:

- The grading procedures used to award the grade were not those outlined in the course syllabus.
- The grade was awarded on a basis other than academic merit, including but not limited to favoritism, discrimination or harassment of any type, or romantic or sexual relationships between students and faculty.

Students who wish to appeal the calculation of a **FINAL** grade must first attempt to resolve the issue with their instructor. The student shall provide a written explanation of their concerns to their instructor within ten (10) business days after the end of the course or after the grade was awarded, whichever is later. The Office of Student Affairs (studentaffairs@strayer.edu) shall be copied on all communications between an instructor and the student when a formal grade dispute is submitted. The student's communication must include all relevant information in regard to their dispute including any written statements from third parties. Except for good reason determined in the University's sole discretion, the University will not consider a grade appeal submitted outside of this timeframe.

If the issue is not resolved between the Instructor and the student within ten (10) business days, then the student may formally appeal the final grade to the Office of Student Affairs (studentaffairs@strayer.edu). The student must present the appeal in writing with supporting documentation including any response(s) received from the instructor to the Office of Student Affairs within ten (10) business days of receiving a response (or non-response) from the instructor. Students may submit their grade appeal by submitting the Academic Grievance Request Form in iCampus.

The Office of Student Affairs shall provide a written response to the student within ten (10) business days after receipt of the student's grievance to address the substance of the student's concerns. **The decision of the Office of Student Affairs is the University's final response.**

Other Grievances

Any student with concerns not covered in the other grievances processes should first raise their grievance, in writing, to a student services staff member. If the student services staff member's response does not resolve the student's concerns, then the student may escalate the grievance to the Office of Student Affairs (studentaffairs@strayer.edu).

The Office of Student Affairs will work to provide the student a response within ten (10) business days after receipt of the grievance. **The decision of the Office of Student Affairs is the University's final response.**

Complaints regarding discrimination, harassment, or denial of an accommodation previously negotiated under the Americans with Disabilities Act (ADA) should be immediately communicated verbally and in writing directly to the Assistant Vice Provost, Student Affairs, who may be reached by phone at (877) 261-6908, by e-mail to studentaffairs@strayer.edu or by mail at P.O. Box 710927, Herndon, VA 20171.

State Agencies

A complainant may issue a complaint to any state agency listed below at any time, and for any of the categories of grievances or complaints described earlier in this handbook.

Alabama

Alabama Commission on Higher Education

P. O. Box 302000

Montgomery, AL 36130-2000

334-242-1998

<https://www.accs.edu/student-complaints/>

Alabama Community College System

P.O. Box 302130

Montgomery, AL 36130-2130

334-293-4500

<https://www.accs.edu/student-complaint-form/>

Alaska

Alaska Commission on Postsecondary Education

P.O. Box 110505

Juneau, AK 99811-0505

800-441-2962

<https://acpe.alaska.gov/Resources-Contacts/Institutional-Authorization>

Alaska Office of Attorney General

Consumer Protection Unit

1031 W. Fourth Avenue, Suite 200

Anchorage, AK 99501

1-888-576-2529

Arizona

Arizona State Board for Private Postsecondary Education

1400 W. Washington Street

Room 260

Phoenix, AZ 85007

602-542-5709

https://ppse.az.gov/sites/default/files/documents/files/complaint_form.pdf

Arkansas

Arkansas Higher Education Coordinating Board

Arkansas Department of Higher Education

423 Main Street, Suite 400

Little Rock, AR 72201

501-371-2000

<https://adhe.edu/institutions/ADHE-Grievance-Form>

California

California Bureau of Private Postsecondary Education

P.O. Box 980818

W. Sacramento, CA 95798-0818

1-888-370-7589

https://www.bppe.ca.gov/forms_pubs/complaint.pdf

Colorado

Colorado Department of Higher Education

1560 Broadway, Suite 1600

Denver, Colorado 80202

303-866-2723

Connecticut

Connecticut Department of Higher Education

61 Woodland Street
Hartford, CT 06105-2326
866-947-1822

Connecticut Department of Consumer Protection

165 Capitol Avenue
Room 110
Hartford CT 06106
800-842-2649

http://www.ct.gov/dcp/lib/dcp/Consumer_Statement_CPFR-2.pdf

Delaware

Delaware Department of Education

John G. Townsend Building
401 Federal Street
Suite #2
Dover, DE 19901-3639
302-735-4000

<https://education.delaware.gov/families/college-career-life/college-scholarship-financial-aid/dheo-forms/student-complaint-inquiry-form/>

Delaware Attorney General

Consumer Protection Wilmington
820 N. French Street 5th floor
Wilmington, DE 19801
1-800-220-5424

District of Columbia

District of Columbia Office of the State Superintendent of Education

Higher Education Licensure Commission
1050 First Street, NE
5th Floor
Washington, DC 20002
202-727-6436

<http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/FINAL%20Model%20State%20Complaint%20Form%204%2024%2012.pdf>

Florida

Florida Commission on Independent Education

325 W. Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
850-245-3200

<https://www.fldoe.org/core/fileparse.php/3/urlt/complaint-form.pdf>

Georgia

Georgia Nonpublic Postsecondary Education Commission

2082 E Exchange Pl. #220

Tucker, GA 30084-5334

770-414-3300

<http://rules.sos.state.ga.us/GAC/392-5-.06>

<https://gnpec.georgia.gov/student-complaints>

Guam

Office of the Attorney General

287 West O'Brien Drive

Hagatna, Guam 96910

475-3324

Hawaii

Department of the Attorney General

425 Queen Street

Honolulu, HI 96813

808-586-1500

<https://cca.hawaii.gov/ocp/>

Idaho

Idaho State Board of Education

Attn: State Coordinator for Private Colleges and Proprietary Schools

650 West State Street

P.O. Box 83720

Boise, ID 83720-0037

208-334-2270

Illinois

Illinois Board of Higher Education

431 East Adams,

2nd Floor

Springfield, Illinois 62701-1404

217-782-2551

Institutional Complaint Hotline (217) 557-7359

Illinois Attorney General

Consumer Fraud Bureau

500 South Second Street

Springfield, IL 62706

1-800-243-0618

Indiana

Indiana Commission on Higher Education

Attn: Director of Regulatory Compliance

101 West Ohio Street, Suite 550
Indianapolis, IN 46204-1984
317-464-4400
<http://www.in.gov/che/2744.htm>

Iowa

Iowa Student Aid Commission
430 E. Grand Avenue
3rd Floor
Des Moines, IA 50309
<https://www.iowacollegeaid.gov/content/constituent-request-review>

Kansas

Kansas Board of Regents
1000 SW Jackson Street Suite 520
Topeka, KS 66612-1368
785-296-3421
http://www.kansasregents.org/students/university_student_complaints

Kentucky

Kentucky Council on Postsecondary Education
1024 Capital Center Dr. #320
Frankfort, KY 40601-7512
502-573-1555

Office of the Attorney General
Capitol Suite 118
700 Capitol Avenue
Frankfort, KY 40601-3449
1-888-432-9257
<https://www.ag.ky.gov/Resources/Consumer-Resources/Pages/default.aspx>

Louisiana

Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, LA 70821-3677
225-342-4253
<https://www.laregents.edu/assets/docs/2013/03/Board-of-Regents-SARA-Student-Complaint-Process.pdf>

Louisiana Attorney General Office, Consumer Protection Section
P.O. Box 94005
Baton Rouge, LA 70804
800-351-4889

Maine

Maine Department of Education
Complaint Investigator

23 State House Station
Augusta, ME 04333-0023
207-624-6650
harry.osgood@maine.gov

Maine Attorney General
Consumer Protection Division
6 State House Station Augusta, ME 04333
1-800-436-2121
https://www.maine.gov/ag/consumer/complaints/complaint_form.shtml

Maryland

Maryland Higher Education Commission
6 North Liberty Street, 10th Floor
Baltimore, MD 21201
410-767-3301
https://mhec.maryland.gov/institutions_training/pages/career/pcs/complaint.aspx

Maryland Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
1-888-743-0023

Massachusetts

Massachusetts Board of Higher Education
One Ashburton Place
Room 1401
Boston, MA 02108
617-994-6950
<https://www.mass.edu/forstufam/complaints/complaints.asp>

Michigan

Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services, Licensing Division
Office of Postsecondary Services, Proprietary School Unit Staff
P.O. Box 30714
Okemos, MI 48864
(517) 241-6806
<http://www.michiganps.net/complaint.aspx>

Minnesota

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
800-657-3866
<http://www.ohe.state.mn.us/mPg.cfm?pageID=1078>

Minnesota Attorney General's Office

1400 Bremer Tower
445 Minnesota Street
St. Paul, MN 55101
651-296-3353

Mississippi

Mississippi Commission on College Accreditation

3825 Ridgewood Road
Jackson, MS 39211-6453
1-800-327-2980

<https://www.mississippi.edu/mcca-overview>

Consumer Protection Division

Office of the Attorney General

State of Mississippi

P.O. Box 22947

Jackson, MS 39225-2947

800-281-4418

<http://www.ago.state.ms.us/forms/consumer-protection-complaint-form/>

Missouri

Missouri Department of Higher Education

205 Jefferson Street

P.O. Box 1469

Jefferson City, MO 65102-1469

1-800-392-8222

<http://dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf>

Montana

Montana Board of Regents

Office of Commissioner of Higher Education

Montana University System

2500 Broadway Street

P.O. Box 203201

Helena, MT 59620-3201

406-444-6570

Montana Office of Consumer Protection

2225 11th Avenue

P.O. Box 200151

Helena, MT 59620-0151

800-481-6896

<https://dojmt.gov/contact-mt-doj/>

Nebraska

Nebraska Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005
402-471-2847

Nebraska Attorney General
Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509
1-800-727-6432
<https://protectthegoodlife.nebraska.gov/file-report>
Consumer Protection Hotline (800) 727-6432

Nevada

Nevada Commission on Postsecondary Education
3663 East Sunset Road
Suite 202
Las Vegas, NV 89120
702-486-7330
[http://cpe.nv.gov/uploadedFiles/cpenvgov/content/Students/Complaint%20Form%20Initial\(1\).doc](http://cpe.nv.gov/uploadedFiles/cpenvgov/content/Students/Complaint%20Form%20Initial(1).doc)

New Hampshire

New Hampshire Department of Education
101 Pleasant Street
Concord, NH 03301
603-271-0257
<https://www.education.nh.gov/who-we-are/division-educator-and-analytic-resources/bureau-of-federal-compliance>

New Jersey

New Jersey Commission on Higher Education
P.O. Box 542
Trenton, NJ 08625
609-292-4310

New Jersey Department of Labor and Workforce Development
1 John Fitch Plaza
P.O. Box 110
Trenton, NJ 08625-0110
609-659-9045
https://www.nj.gov/csc/training/classroom/conflict_resolution.shtml

New Jersey Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102
1-800-242-5846
<http://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml>

New Mexico

New Mexico Higher Education Department

2048 Galisteo Street

Santa Fe, NM 87505

505-827-6060

<https://hed.state.nm.us/students-parents/student-complaints>

New York

New York Office of College and University Evaluation

New York State Education Department

5 North Mezzanine

Albany, NY 12234

518-474-3852

<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

New York State Department of State

Division of Consumer Protection

Consumer Assistance Unit

5 Empire State Plaza - Suite 2101

Albany, NY 12223-1556

1-800-697-1220

North Carolina

The University of North Carolina

910 Raleigh Road

Chapel Hill, NC 27515-2688

919-962-4558

studentcomplaint@northcarolina.edu

North Carolina Consumer Protection

Attorney General's Office

Mail Service Center 9001

Raleigh, NC 27699-9001

919-716-6000

North Dakota

North Dakota University System

State Capitol - 10th Floor

600 E. Boulevard Ave. Dept. 215

Bismarck, ND 58505-0230

701-328-2960

North Dakota Consumer Protection Division

Office of Attorney General

Gateway Professional Center

1050 E Interstate Ave. Suite 200

Bismarck, ND 58503-5574

1-800-472-2600

<https://attorneygeneral.nd.gov/consumer-resources/>

Ohio

Ohio State Board of Career Colleges and Schools

30 East Broad Street, Suite 2481

Columbus, OH 43215

614-466-2752

Toll free: 877-275-4219

<https://scr.ohio.gov/information-for-students/file-a-complaint/6-file-a-complaint>

Ohio Board of Regents

25 South Front Street

Columbus, OH 43215

614-466-6000

Ohio Attorney General

Consumer Protection Section

30 E. Broad St., 14th floor

Columbus, OH 43215-3400

1-800-282-0515

<https://www.ohioattorneygeneral.gov/Individuals-and-Families/Consumers/File-A-Complaint>

Oklahoma

Oklahoma State Regents for Higher Education

655 Research Parkway

Suite 200

Oklahoma City, OK 73104

405-225-9100

Oklahoma Office of the Attorney General

Consumer Protection Unit

Attn: Investigative Analyst

313 NE 21st Street

Oklahoma City, OK 73105

405-521-3921

<https://oklahoma.gov/oag.html>

Oregon

Oregon Office of Degree Authorization

1500 Valley River Drive

Suite 100

Eugene, OR 97401

541-687-7478

Oregon Attorney General

Financial Fraud/Consumer Protection Section

1162 Court St. NE

Salem, OR 97301-4096

503-947-4333

http://justice.oregon.gov/forms/consumer_complaint.asp

Pennsylvania

Pennsylvania Department of Education

333 Market Street

Harrisburg, PA 17126-0333

717-783-6788

http://www.education.pa.gov/Migration/Documents/Higher%20Education%20Complaint%20Form_Rev.%20May%202013.pdf

Office of Attorney General

Bureau of Consumer Protection

14th Floor, Strawberry Square

Harrisburg, PA 17120

1-800-441-2555

https://www.attorneygeneral.gov/uploadedFiles/MainSite/Content/ComplaintForms/BCP_Complaint_Form.pdf

Puerto Rico

Puerto Rico Council on Higher Education

P.O. Box 1900

San Juan, PR

00910-1900 00910-1900

787-641-7100

Puerto Rico Department of Justice

P.O. 9020192

San Juan, PR

00902-0192

787-729-2516

Rhode Island

Rhode Island Board of Governors for Higher Education

Shepard Building

80 Washington Street

Providence, RI 02903

401-456-6000

Rhode Island Department of Attorney General

Consumer Protection Unit

150 South Main Street

Providence, RI 02903

401-274-4400

<https://riag.ri.gov/forms/consumer-complaint>

South Carolina

South Carolina Commission on Higher Education

1122 Lady St., Suite 300

Columbia, SC 29201

803-737-3918

https://che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Complaint_Procedures_and_Form.pdf

South Dakota

South Dakota Board of Regents

306 E. Capitol Ave, Suite 200

Pierre, SD 57501-2545

605-773-3455

South Dakota Office of Attorney General

Division of Consumer Protection

1302 E Hwy 14 Suite 3

Pierre, SD 57501-8053

605-773-4400

<http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx>

Tennessee

Tennessee Higher Education Commission

Division of Postsecondary Authorization

312 Rosa L. Parks Avenue

9th Floor

Nashville, TN 37243-1102

615-741-3605

<https://www.tn.gov/thec/for-institutions/postsecondary-state-authorization/request-for-complaint-review.html>

Texas

Texas Higher Education Coordinating Board

1200 E. Anderson Lane

Austin, TX 78752

512-427-6111

<https://www.highered.texas.gov/>

Office of the Attorney General Consumer

Protection Division

P.O. Box 12548

Austin, TX 78711-2548

<https://texasattorneygeneral.gov/>

Utah

Utah Division of Consumer Protection

160 East 300 South
Salt Lake City, UT 84111
801-530-6601

<http://consumerprotection.utah.gov/complaints/index.html>

*Students residing in Utah may file a complaint with the Utah Division of Consumer Protection at any time. Students do not need to first file a complaint with Strayer or wait until Strayer's grievance procedures are complete.

Vermont

Vermont Department of Education

State Board of Education Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501
802-828-3135

Complaint Process

http://education.vermont.gov/documents/EDU-Complaint_Resolution_Statement_for_Postsecondary_Education_Matters.pdf

Vermont Attorney General's

Office 109 State Street
Montpelier, VT 05609-1001
802-828-3171

Virginia

State Council of Higher Education for Virginia

101 N. 14th St.
James Monroe Building
Richmond, VA 23219
804-225-2600

<https://www.schev.edu/index/students-and-parents/resources/student-complaints>

Virginia

Department of Licensing and Consumer Affairs

3000 Golden Rock Shopping Center
Suite 9
St. Croix, VI 00820
340-773-2226

Government of the United States Virgin Island

Department of Education, Office of the Commissioner
1834 Kongens Gade
St. Thomas, VI 00802

Washington

Washington Higher Education Coordinating Board

917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
360-753-7800
dainfo@wsac.wa.gov

Washington State Office of the Attorney General

1125 Washington Street SE
P.O. Box 40100
Olympia, WA 98504-0100
1-800-551-4636

West Virginia

West Virginia Higher Education Policy Commission

1018 Kanawha Blvd E., Suite 700
Charleston, WV 25301-2800
304-558-0261

West Virginia Office of the Attorney General

Consumer Protection Division
P.O. Box 1789
Charleston, WV 25326-1789
1-800-368-8808
https://www.wvhepc.org/resources/Complaint_Process.pdf

Wisconsin

State of Wisconsin

Educational Approval Board
431 Charmany Drive
Suite 102
Madison, WI 53719
608-266-1996
<https://dsps.wi.gov/Documents/EAComplaintForm3.01.doc>

Wyoming

Wyoming Department of Education

2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050
307-777-7690

Attorney General's Office

123 Capitol Building

200 W. 24th Street
Cheyenne, WY 82002
307-777-7841

Strayer University does not retaliate or take any unfair actions against students who file complaints with or against the University.

Policies and Procedures

The current [University Catalog](#) contains explanations of the following policies and procedures. All Strayer University students should be familiar with them and are required to comply with them. Please note that, from time to time, the University may adopt new policies and revise or supplement existing policies.

The University will disseminate any new or revised policies, which must also be complied with by students at the University. Information on such changes will be available on the Strayer University Web site at <https://icampus.strayer.edu>. Failure to comply with University policies and procedures will result in disciplinary sanctions, including suspension or expulsion from the University.

Administrative Swap Policy

Administrative swap allows campus leaders to better assist students on their academic journey as part of the University's ongoing commitment to student success. The process applies if a student fails a remedial course, fails a course that is prerequisite for a course that a student has enrolled to take in the subsequent quarter, or if a student fails a required course in their program that results in the student's GPA falling below a 2.0 at the undergraduate level or 2.5 at the graduate level. In such an instance, the University will automatically re-enroll the student in the failed course(s).

In the case of remedial course that must be re-taken, the University will re-enroll a student in the failed remedial course or a course that satisfies the remedial requirement. In the case of a prerequisite course, the University will re-enroll a student in the failed prerequisite course or a prerequisite that satisfies the prerequisite requirement. In the case of a course required to complete a student's program, the University will re-enroll the student in the required course if failure of the course results in their GPA falling below 2.0 if the student is an undergraduate student or if their GPA falls below 2.5 if the student is a graduate student.

In the event that the University swaps a student's courses, the University will send a student an e-mail within 24 hours notifying the student of the change in their enrollment and the options available to change their enrollment should the student so desire.

Any student may choose to opt-out of the administrative swap by reaching out to their coach/advisor to submit a request to opt-out. If a student chooses to opt out of the administrative swap and does not enroll in the appropriate course in a subsequent quarter, the University will follow its policies regarding remedial or developmental courses. If the student chooses to opt out, the student may risk being withdrawn from courses in the subsequent quarter or, in some situations, will be administratively withdrawn. Similarly, for a prerequisite course the student may have failed, the University will withdraw the student from any subsequent course, which could also result in the student being administrative withdrawn. Administrative withdrawal could impact a student's academic standing with the University and/or their eligibility for future federal financial aid.

Alcohol and Drug Policies

Drug-Free Policy

The possession, use, or distribution of alcohol and illicit drugs by members of the Strayer University community on any campus facility during class, study, or work periods is incompatible with the goals of the University. No employee or student should report to work or class while under the influence of alcohol or illegal drugs. Violators of these rules are subject to evaluation/treatment for a substance use disorder, or to disciplinary action as set forth in the Student Handbook, up to and including suspension or expulsion from the University.

Alcohol Policy

The possession, consumption, or sale of alcohol on campus or at University-sponsored activities is prohibited, unless specifically sanctioned by the University and allowed by state and local alcoholic beverage regulations. The use of alcoholic beverages in the following instances must be approved by the President or their designee: (1) on campus and at functions sponsored by, or primarily for, students; and (2) at off-campus student functions sponsored by recognized student organizations.

Non-alcoholic beverages and food items must be available at the same place as the alcoholic beverages and readily accessible as long as alcoholic beverages are available. Advertisements for social functions may not describe the availability of alcohol as a promotional tool nor promote consumption of alcohol by minors.

All persons must have proof of age at any activity involving the consumption of alcoholic beverages. If alcoholic beverages are served, the sponsoring organization must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear to be intoxicated.

Individuals involved in the illegal use or distribution of alcohol are subject to arrest and University disciplinary action.

Drug Policy

Strayer University prohibits the possession, use, or distribution of illegal drugs on University property. Possession, sale, use, or distribution of controlled substances, including marijuana, is a violation of federal and state laws and University policy. Students and employees who violate state or federal drug laws will be referred by Strayer University to the appropriate authorities for criminal prosecution, and, if convicted, may be subject to suspension, termination, or expulsion from the University.

Legal Sanctions for Unlawful Possession of Alcohol and Drugs

In addition to violating University policy, unlawful possession of alcohol and drugs may violate federal and state laws. Students and employees entering University property under the influence of alcohol or drugs will be referred to treatment and/or reported to local authorities. All other persons will be reported to local authorities immediately.

Alcohol Violations

The legal drinking age in the United States is 21 in all 50 states and the District of Columbia. Persons possessing or consuming alcohol under the legal drinking age may face fines or jail time. Many states impose severe penalties for persons using false identification to purchase or consume alcohol.

Driving while under the influence of alcohol is a serious offense. In addition to restrictions on blood alcohol content for drivers above the legal drinking age, many states also have strict "zero tolerance" laws prohibiting driving under the influence of any amount of alcohol if the driver is under the age of 21.

Drug Violations

Possession of any controlled substance, including drugs such as marijuana, cocaine, LSD, and ecstasy, as well as unauthorized prescription medications, drug paraphernalia, and materials used to manufacture or distribute illegal drugs, can result in serious penalties under federal and state laws, including imprisonment and large fines. Penalties increase sharply if the conviction involves possession, distribution, or the manufacture of controlled substances while on the grounds of a school or college.

In addition, students convicted of possessing or selling illegal drugs (not including alcohol and tobacco) may be ineligible to participate in federal student loan programs offered by the U.S. Department of Education. Additional information on penalties for violating controlled substance laws can be found at the website for the Drug Enforcement Administration, located at the following link: <https://www.dea.gov/>

Health Risks of Alcohol and Drug Use

Health risks associated with use of alcohol and illicit drugs include physical and psychological addiction; permanent damage to vital organs, such as the brain and liver; complications during pregnancy; loss of motor coordination; psychological and mood disorders; and increased risk of several types of cancers.

For additional information on alcohol- and drug-related health risks, please visit www.drugfree.org.

Treatment Resources for Alcohol and Drug Addiction

Students or employees who need assistance in overcoming alcohol- or drug-related problems are encouraged to contact the substance abuse organizations listed below:

Substance Abuse and Mental Health Services Association

1-800-662-HELP, www.samhsa.gov

SAMHSA is the Federal agency charged with improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and cost to society resulting from substance abuse and mental illnesses. The SAMHSA Web site has a treatment facility locator searchable by type of treatment, form of treatment, and forms of payment accepted.

National Institute on Alcohol Abuse and Alcoholism

<https://www.niaaa.nih.gov/>

The National Institute on Alcohol Abuse and Alcoholism (NIAAA) is a national non-profit health organization dedicated to educating the public and the nation's key source of evidence-based information on alcohol and health.

Alcoholics Anonymous

www.aa.org

Alcoholics Anonymous is worldwide with meetings in almost every community. Contact a nearby central office, intergroup, or answering service to find specific locations. Telephone numbers for Alcoholics Anonymous are often listed in local telephone directories. Outside of the United States and Canada, contact the International General Services Office.

Narcotics Anonymous

www.na.org

Narcotics Anonymous is an international, community-based association of recovering drug addicts with more than 31,000 weekly meetings in over 100 countries worldwide. To find a meeting in your area, contact one of the registered Narcotics Anonymous service committees and groups. If you do not find contact information for your area on the website, please consult <http://www.drugrehablocator.com/> for information on how to receive help.

Crisis Intervention Resources

If you are experiencing challenges or a crisis, please refer to our Crisis Referral Information at <https://www.strayer.edu/student-consumer-information/crisis-referral-information/>. There are local and national telephone hotline numbers available regarding suicide prevention, domestic abuse, substance abuse and mental health crises.

Attendance Policy

Online Class – Attendance

An academic week for online courses is from Monday 12:00 a.m. ET to Sunday at 11:59 p.m. ET (seven calendar days). In rare instances, the academic calendar may stipulate that an academic week for an online course is only six calendar days. Attendance is recorded for the day the action was completed regardless of the day a particular assignment or item was due. Additionally, items submitted prior to the official start date of an academic week, or after the official end date of an academic week, do not record attendance for that week; rather, they record attendance for the actual week during which the assignment was submitted. In order to satisfy weekly attendance requirements, online students must complete one or more of the following actions: (1) submit an academic assignment in the Learning Management System (LMS), i.e. Canvas, (2) submit a quiz or an exam in the LMS, or (3) actively participate in a posted online academic discussion in the LMS. Additionally, some courses use labs to supplement a portion of their material. These labs do not count for attendance unless noted in the course guide. Weekly attendance participation must be within the class-specific online LMS. Logging into the online class without active participation (as described above) does not constitute official weekly attendance. The university reserves sole discretion to determine that attendance will not be awarded for posts that do not constitute active participation in online discussion posts.

Campus Class – Attendance

Students are expected to attend for the full duration of all regularly scheduled campus classes. Should absence, tardiness or early departure be necessary, students are responsible for the material covered during the absence. Faculty cannot grant requests for excessive amounts of makeup material. Strayer University requires all faculty to take attendance during each class period, generally in the form of a sign-in sheet, and to record it accurately on their permanent roster. In order for a campus class student to be marked as present for attendance purposes, the student must attend at least half of the class and be recorded as present on the sign-in sheet. Being marked as present for attendance purposes does not obligate the instructor to give the student credit for participation for grading purposes.

Hybrid Class – Attendance

Students are expected to attend for the full duration of the regularly scheduled on-ground portion of the hybrid class and complete all assignments in the online portion of the class. Should absence, tardiness or early departure be necessary during the on-ground class, students are responsible for the material covered during the absence. Faculty cannot grant requests for excessive amounts of makeup material. Strayer University requires all faculty to take attendance during each class period, generally in the form of a sign-in sheet, and to record it accurately on their permanent roster. For the on-ground portion of the hybrid class, following the circulation of the class sign-in sheet, the instructor will mark their own signature next to each student to confirm they were actually present in class. Being marked as present for attendance purposes does not obligate the instructor to give the student credit for participation for grading purposes.

Absences from Campus and Online Classes

Students are advised to work directly with their instructor as personal emergencies arise that prevent satisfactory class attendance. A student who expects to be absent due to extended mitigating circumstances should contact a dean, advisor, or coach and their instructor. The university has defined the following as possible mitigating circumstances of physical or financial hardship: serious injury or serious or chronic illness of the student; serious illness or injury of a member of the student's immediate family for whom the student is the primary caregiver or which results in the student becoming the immediate family member's part-time or full-time caregiver; death of a member of student's immediate family; military deployment; mental health conditions that are severe enough to warrant hospitalization and/or treatment and multiple sessions of counseling, psychotherapy, or psychiatric consultations, and/or a medical provider's recommended break from school; unforeseen travel requirements; significant cost of living increase; or relocation related to the student's employment. To request an accommodation or waiver based on mitigating circumstances, the student must provide a dean, advisor, or coach and their instructor with the appropriate written documentation supporting the student's claim of mitigating circumstances. If the student's request for an accommodation is granted based on the documentation provided, a dean, advisor, or coach will notify the student. Students may be required to submit additional documentation before enrolling in subsequent quarters to demonstrate that the mitigating circumstance has been alleviated or no longer exists.

If circumstances are such that, due to the extended length of the class absences or anticipated absence, the preferable course of action is class withdrawal, the student may petition an advisor or coach for withdrawal and consideration for a tuition and/or fee adjustment and/or waiver of the withdrawal fee. Appropriate written documentation supporting a withdrawal request must be provided to the advisor/coach. For campus and synchronous classes, a student who is absent from four consecutive class meetings (two consecutive class meetings for mini-sessions), will be withdrawn automatically from that course. Note: in situations when a class was rescheduled because the originally scheduled class was cancelled or fell on a scheduled Strayer holiday, it is possible that the four (two for mini-sessions) consecutive class meetings may be greater than or less than 28 (14 for mini-sessions) calendar days. An online student who is absent for four (two for mini-sessions) consecutive academic weeks (i.e., for online classes an academic week is Monday, 12:00 a.m. EST to Sunday at 11:59 p.m. EST) will be withdrawn automatically from that course. A student who does not attend any of the classes for which they are registered in a term will be administratively withdrawn from the university.

Emergency Cancellation of Classes

In case of inclement weather or other emergencies, the university will notify the campus community that classes are canceled. Students may also view emergency announcements on the website at <https://icampus.strayer.edu> and will receive notification from StrayerALERT via text message and/or email. When cancellation of classes is necessary, instructors will arrange for additional class meetings to compensate for attendance time.

Late Assignment Policy

Guidelines for Late Assignment Submissions

Strayer University understands students may face illness or other exceptional circumstances that could impact their ability to attend class and complete course requirements. The University encourages faculty to approach late work from a perspective of empathy and understanding. Strayer University serves busy adult students who have many competing demands. While academic pursuits must be a top priority for our students, faculty members are encouraged to provide reasonable accommodations for students who request an extension. The information below provides an overview of the related policy and procedures students and faculty/staff should follow in this event.

Definitions

A **documented** exceptional circumstance may include, but is not limited to:

- A student's long-term (4 days or more) illness and/or hospitalization
- Natural disasters (particularly those that lead to the loss of power/internet connection at the time of the assignment deadline)
- Military deployment
- Hospitalization and/or death of an immediate family member

An **undocumented** exceptional circumstance may include, but is not limited to:

- Short-term (3 days or less) illness of the student or student's child
- Unexpected circumstances related to a student's employment
- Unexpected child or elder care

Procedures

A. Late Assignment with Documented Exceptional Circumstances

1. A student may submit work after the due date and receive credit for the assignment if the student provides documentation supporting the exceptional circumstance directly to the class instructor.
2. Students with exceptional circumstances and supporting documentation provided to the class instructor will not receive a deduction of points for work submitted during the exceptional circumstance timeframe agreed upon between the professor and student.
3. Faculty members who have been provided documentation for a late assignment due to an exceptional circumstance must allow students to make up all assignments, including discussion posts during the agreed upon time period for the documented exceptional circumstance.

B. Late Assignment with Undocumented Exceptional Circumstance

1. A student with an undocumented exceptional circumstance may submit work after the due date and may receive partial credit for the assignment. It is the student's responsibility to communicate with the professor about the late assignment in accordance with the Student Responsibilities section of this standard operating procedure. If a student has not communicated with the professor about the late work, it is in the professor's discretion, with such discretion applied consistently across all students enrolled in their sections and consistently among all their sections of the same course, whether to accept late work.
2. Grading for late assignments with undocumented exceptional circumstances is discussed below.

C. Grading for Late Assignments with Undocumented Exceptional Circumstances

1. Students who submit work after the assigned due date with undocumented exceptional circumstances may receive a reduction of points in the following manner:
 1. Assignments submitted within 7 days after the submission deadline may receive up to a 10% deduction. The actual deduction will be determined by the professor.
 2. Assignments submitted between 8 and 14 days after the submission deadline may receive up to a 20% deduction. The actual deduction will be determined by the professor.
 3. Assignments submitted between 15 and 21 days after the submission deadline may receive up to a 30% deduction. The actual deduction will be determined by the professor.
 4. The acceptance of assignments submitted beyond 21 days after the submission deadline and if accepted, the corresponding reduction of points is up to the discretion of the professor.
 5. Faculty applying deductions of points shall apply them in a manner that is consistent with the number of days that an assignment is submitted late in relation to the due date. For example, a deduction of points for an assignment submitted within seven days after a due date should be less than or equal to

the deduction of points for an assignment submitted 14 days late. Faculty shall apply all point deductions in a consistent manner across all students enrolled in their sections and consistently among all sections of the same course

6. End-quarter deadlines for submission of late assignments are up to the discretion of the professor, but all assignments must be turned in prior to the end of the quarter (11:59 pm ET on the final day of the quarter) to receive credit.
 2. This grading for late assignments section of the standard operating procedures only pertains to the academic term when the student is enrolled.
- D. Exceptional Circumstances Requiring Extended Time (2 weeks or more)
1. If the exceptional circumstance leads to an extended amount of time away (2 weeks or more) from class, the professor in conjunction with the Assistant Vice Provost should consider all options available for the student to make up work that aligns with related University policies (i.e. sit-in and incomplete policy). If unsure about the best course of action, the Assistant Vice Provost and the faculty member should consult with the Senior Dean or the Office of Student Affairs.
 2. In the event the student may need to consider withdrawal because of an exceptional circumstance, the student must be informed that all noted policies on refunds and/or withdrawal fees [described in the Catalog](#) are applicable.
- E. Student Responsibilities for Documented and Undocumented Late Submissions:
1. Contacting the Professor
 1. When a student misses a class (or is unable to sign in to an online class) due to illness or other exceptional circumstance, the student must contact the professor as soon as possible.
 2. If the student is unable to contact the professor, a family member or friend of the student may inform the professor of the student's illness or other exceptional circumstance; however, no discussions may occur regarding the student's progress without a signed FERPA release form on file. When the local campus is contacted, the information must be relayed to the professor.

NOTE: If the student becomes ill while on campus, the student may be asked by the professor to go home (please refer to the Security Policy in this Handbook).
 2. Completing Missed Assignments – NOTE: item a applies only to documented exceptional circumstances; the remaining items apply to both documented and undocumented exceptional circumstances:
 1. If the student meets the "Late Assignment with Documented Exceptional Circumstances" requirement and:
 - a. wants to complete missed assignments with no point deduction, the student must provide the professor and/or Assistant Vice Provost with documentation that supports the exceptional circumstance within two weeks of the conversation with the professor and/or Assistant Vice Provost.
 - b. will miss more than two weeks and may not be able to successfully complete all missing assignments, he/she should work with the Assistant Vice Provost to discuss the appropriate available options.
 2. For a student taking online classes, he/she should always attempt to keep up with the online course work and assignments, if possible
 3. The student will be responsible for all material missed during the period of the absence. Students should also be aware of the Attendance procedures that define what constitutes attendance. The [Attendance procedures](#) can be found in the University Catalog.

4. The student must also complete any missed postings to discussion threads or complete equivalent writing assignments as dictated by the professor in place of late discussion board entries for online classes. Make-up work given by the faculty member shall be consistent with the Attendance procedures and may include any combination of exams, papers, and assignments.
5. The student and professor should agree in writing on deadlines for submitting missed assignments; however, all work must be completed by the end of the current quarter.

Animals on Campus

Animals are not permitted in campus buildings, with the exception of service animals (any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability). The work or task that a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as a service animal. The University may remove a service animal from University premises if the animal is not housebroken or is out of control, unruly, disruptive, or otherwise poses a threat to others and the animal's handler does not take effective action to control it. If a service animal is excluded from campus, the University will give the student an opportunity to participate in courses without having the animal present. Students will be given notice of the exclusion of the service animal and the reason for the exclusion. Please consult the University's Service Animal Policy for more information.

Bicycles on Campus

Bicycles and skateboards are not permitted inside campus buildings or outside on sidewalks or ramps.

Mobile Devices and Communication Tools

To prevent disruption or obstruction of teaching, cellular telephones, pagers, and other such electronic devices must be turned off or placed in silent mode during classroom instruction and during use of computer labs and Learning Resources Center.

Children on Campus

To maintain an environment conducive to learning, children are not permitted on campus. Any exception to this policy must be approved ahead of time by the Campus Director and Regional Vice President, and if such an exception is granted children will not be permitted to be left unsupervised on campus.

Computer Requirements

Computer Requirements

Review these requirements carefully; computer hardware, software, and an Internet connection are the primary means of participating in courses and thus are significant contributors to academic success. These requirements are subject to change at any time.

Internet connection: Strayer University's technical support staff strongly recommends a broadband (Cable or DSL) Internet connection. Other high-speed and broadband connections, such as a Satellite connection, Hotspot or a shared/community Internet connection, may work but may not provide the best performance of tools and resources used by Strayer and may be required for success in your academic endeavors.

Mobile: Mobile devices may also be used with Strayer sites and courses but for most academic programs, unless otherwise noted, it is required to have a computer with full operating system like Windows or Mac to ensure access to all sites, tools, and resources used by Strayer and Strayer courses.

Minimum Requirement	Recommended Requirement
Internet Connection	
Broadband 512kbps download speed	Broadband (Cable or DSL) 2mbps upload and download speeds
Software Requirements*	
Word Processing application to save and open Microsoft formats (.docx, .xlsx, .pptx) Adobe Acrobat Reader to view PDF files Anti-Virus Software to scan files and emails	Microsoft 365 (Word, Excel, PowerPoint) Adobe Acrobat Reader (Current Release)
Mac Software Requirements**	
Mac OS 26 Tahoe Mac OS 15 Sequoia Mac OS 14 Sonoma	With Current Software Updates
Mac Web Browser	
One of the following internet browsers for accessing and navigating Strayer sites: Chrome Firefox Safari	Chrome (Current Release) Firefox (Current Release)
Windows Software Requirements**	
Windows 11	With Current Windows Updates
Windows Web Browser	
One of the following internet browsers for accessing and navigating Strayer sites: Chrome Firefox Microsoft Edge	Chrome (Current Release) Firefox (Current Release)
Hardware Requirements **	
8GB of Memory (RAM) 30GB of free storage	8GB or higher of Memory (RAM) 30GB or higher of free storage Webcam and Headset*

*Specific courses or programs may have additional requirements, including use of a webcam and/or headset. These requirements will be noted in either the course guide or bookstore.

**Mobile devices can also be used with Strayer sites and courses, but it is required to have a computer with full operating system like Windows or Mac to ensure access to all sites, tools, and resources used by Strayer and Strayer courses.

***Some courses also require Windows OS. Mac users will need a Windows install or Windows set-up with Parallels for courses requiring Project or Visio software.

Information Technology courses also require:

- Windows Professional or higher is required for IIS functionality

- 30 GB of free hard disk space
- Mac users will need a Windows install or Windows setup with Parallels.***
- 8GB or greater of RAM highly recommended
- Backup storage device

Strayer recommends that new students use or purchase a computer with the recommended standards listed above at the beginning of their program and review these technical standards on a regular basis.

While other browsers and platforms may perform adequately, Strayer cannot provide technical support for browsers other than those listed above. Browsers listed as recommended are Strayer's primary choice for best performance within the Strayer course room and other related sites.

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Technology Use Policy

1. All use of University network and computer resources, including e-mail accounts, may be monitored by the University at any time without notice.
2. Only current applicants, enrolled students, faculty, staff, and authorized alumni are eligible to access University networks and computers. Individuals may be requested to present student identification or other University authorization. At no time shall any student, faculty or staff member assist unauthorized users in accessing University resources, networks or computers.
3. Access to University network and computer resources is secured through the use of individual accounts and passwords. Passwords may be used only by the authorized user. Passwords or accounts should never be shared with anyone. Strayer University employees will never ask for a password. The account owner will be held responsible for all actions performed using the account, whether the actions were performed by the account owner or by another individual using the account.
4. The University's networks and computers may only be used for the educational-related objectives of the University and not for any other purposes. Unauthorized uses include, but are not limited to, the following:
 - a. Use of the University's network and computer resources to gain unauthorized access to the accounts of other University students, faculty, or staff or unauthorized access to computers and networks located outside of the University.
 - b. Use of the University's network and computer resources, including e-mail, to view, download or distribute obscene, offensive, threatening, harassing, intimidating or otherwise inappropriate material.
 - c. Installing, or attempting to install, on any University network and computer resource, viruses, spyware (including password sniffing software), "Trojan horse" programs or other similarly destructive programs.
 - d. Use of University network and computer resources to operate file sharing programs, including downloading of copyrighted materials.
 - e. Use of the e-mail addresses of University faculty, students and staff for any unauthorized, non-educational purpose, especially the distribution of unsolicited commercial e-mail (i.e. "spam") or chain letters. Such e-mail addresses are privileged and confidential information and the University reserves the right to discard incoming mass mailings without notifying the sender or recipient and block all communications from sites or e-mail addresses with a known history of sending unsolicited mass mailings.

5. Only authorized IT staff may install software and/or hardware on the University's network and computer resources. At no time may students install, remove software from, or otherwise modify the configuration of a Strayer University computer or network resource.
6. The University may provide Wi-Fi access to Strayer University network and computer resources for student personal devices while on Campus. The University's physical LAN is for University-owned devices only. Under no circumstances should a student's personal or other non-University-owned device be plugged into the University's physical network.
7. The University reserves the right, at any time and without notice, to limit bandwidth available to a Wi-Fi connection, limit access to internal and external resources available to personal devices connected via a Wi-Fi connection and/or outright block access to any network resource.
8. Students are individually responsible for the content of postings they make in University-sponsored websites, discussion boards, chatrooms, and other forums. No one shall use the University's computers or networks to transmit content that is defamatory, libelous, harassing, obscene, threatening or otherwise inappropriate or illegal.
9. Strayer University ("Strayer" or "the University") prohibits the audio and/or video recording of classes, events, or people while on any Strayer University campus. The only exceptions to this policy are when approval is given in writing to a student or employee through either the ADA coordinator (adacoordinator@strayer.edu), Office of Student Affairs (studentaffairs@strayer.edu), or the University's Legal Department (legal@strayer.edu). Any student or employee violating this policy may be subject to disciplinary action per the Code of Student Conduct or the Employee Handbook.
10. Students are advised to use a Strayer email address or a private email account for purposes of communicating with University personnel. Without prior approval, students should not communicate with University personnel using an email address that is shared with any other user, family member, student or friend.

Violation of this policy may result in an immediate suspension or loss of computer or network access at the University and will also subject a student to disciplinary action, up to and including suspension and expulsion from the University. If appropriate, violations will also be reported to local or federal law enforcement agencies for prosecution.

Non-Smoking Policy

To protect the health and safety of Strayer University students, faculty, staff, and visitors, smoking, including the use of electronic cigarettes and other vaping machines, are prohibited inside all campus facilities. Smoking is only permitted in designated areas outside of the campus facilities.

Parking Guidelines

Limited parking is provided free of cost to students, faculty, staff and visitors at certain Strayer University campuses. At some campuses, parking stickers may be required to avoid being towed. In such instances, parking stickers can be obtained from the Learning Resources Center (LRC). Students should be aware that parking in campus lots is at their own risk and should take all precautions to lock their vehicles and to keep valuables out of sight.

At some Strayer University campuses in metropolitan areas, students may be able to park in nearby garages for discounted rates. Students should inquire at their home campus to learn about parking arrangements in the area. Some campuses may encourage students to utilize public transportation whenever possible.

Posting, Solicitation, and Distribution of Materials

Posting of printed materials to the University community by students or non-students must comply with established University procedures as to location, time limits, distribution procedures, and removal requirements. Normally, permission to post or distribute an item is granted by the Market Director. Officials of the University may require materials printed in a foreign language to be translated into English prior to approving them.

1. *Failure to adhere to these guidelines will lead to loss of posting or distribution privileges.*
2. *Decisions on requests to distribute and/or solicit on University premises will be based on University policies and procedures.*
3. *The University reserves the right to restrict, remove, or prohibit posted or distributed materials.*

Non-Commercial Distribution

Students may not distribute printed materials (e.g., brochures, pamphlets, newspapers, tabloids, flyers, or petitions) or make other distributions of materials through e-mail to members of the University community unless they have prior written approval from the Campus Director.

When no special facilities or equipment (e.g., room space, audiovisual equipment, copy machine, maintenance setup services, or use of University e-mail) are requested by students, then the following apply:

1. *Distribution of approved printed material may be made in student lounges and on authorized bulletin boards.*
2. *Distribution must be consistent with all student conduct guidelines.*
3. *Any material remaining after distribution must be properly discarded.*

Commercial Distribution and Solicitation

Solicitation is defined as any sale or offering of services, the solicitation of donations for any purpose, or the recruitment of students for any non-University organization.

1. *No commercial distribution is permitted except through the sponsorship of a University organization and with the written approval of the Assistant Vice Provost, Student Affairs or designee. All requests for commercial distribution will be reviewed in light of existing University contracts, and approval may be subject to conditions related to time, place, and manner to ensure non-interference with operations of the University.*
2. *Obtaining approved sponsorship and registering the event must be accomplished in accordance with the policies specified by the Assistant Vice Provost, Student Affairs*
3. *Solicitation may occur only in approved areas on Strayer University property.*
4. *All solicitation must comply with University policies and procedures and any additional rules established by the Student Activities Committee.*

Security Policy

Student safety is of the utmost importance at Strayer University and we all must work together to maintain a safe and secure campus community. Students should maintain awareness of campus safety, and immediately report issues and circumstances that may reduce safety and security for our students.

Any person in immediate danger due to crime or emergency should contact local police immediately by dialing 911.

When the emergency has subsided, the incident should be reported as soon as possible by calling the SEI Emergency Line at 1-877-616-7878.

For non-emergency situations, any person who is a victim, witness, or has knowledge of any criminal activity or other emergency on campus should report it immediately by emailing alert@strategiced.com. Person(s) reporting possible crimes will be asked to complete an incident report and/or witness statement, including the date, time, place, nature of the incident, names of witnesses, if any, and any other pertinent facts, which may be distributed to other University officials as the situation warrants.

All reports will be investigated. The University does not have procedures for voluntary, confidential reporting of crimes, unless otherwise required by state law. Violations of the law will be referred to law enforcement agencies and when appropriate, the Office of Student Affairs or Human Resources, as appropriate, for review. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or appropriate means.

Persons reporting possible crimes, or other emergencies, or violations of the Student Code of Conduct may be asked to complete incident or witness statements, which may be distributed to other appropriate University officials as the situation warrants.

Acts of aggression or violence by a student towards other students, staff, and/or faculty will not be tolerated. If a professor or staff member believes that a student is being disruptive, acting inappropriately or poses any threat to a classroom or campus, the professor or staff member may request the student leave the classroom and/or campus. This may include threats to health or general welfare of the campus community.

Violations of the law and/or of the Code of Student Conduct by a student may be referred to outside law enforcement agencies and/or, when appropriate, to the Office of Student Affairs for disciplinary action. When a potentially dangerous threat to the University community arises, reports or warnings may be issued through e-mail or text communications, the posting of flyers at campuses, in-class announcements, or other appropriate means.

Reporting

No later than October 1st of each year, Strayer University will distribute an Annual Campus Security Report to all students, staff and faculty. This report contains additional information on campus security regulations, recommended personal safety practices, campus crime reporting guidelines, and campus crime statistics for the most recent three-calendar-year period. The report is distributed via e-mail, which includes a link to the University's website at <https://icampus.strayer.edu/campus-library/campus-safety>. Hard copies are available upon request to the Office of General Counsel. The report is also available to both prospective and current students at <http://www.strayer.edu/campus-safety>.

Security Cameras

Strayer University, in its discretion, may install security cameras at a campus in order to provide increased security monitoring. Cameras will be placed in visible locations in publicly accessible areas and will not record audio signals. Viewing of footage recorded by security cameras is restricted to authorized Strayer University personnel and outside law enforcement, as needed.

Security Personnel

Local police have the authority to enforce all applicable regulations and laws. Campus leadership is empowered to work closely with local and state authorities on incidents occurring on campus. Reports of violations of laws and regulations should be made promptly to the Campus leadership team and/or to security personnel on duty, if available, to ensure that appropriate action is taken.

Strayer University typically employs security personnel during scheduled on-ground class hours to regularly patrol the property and parking areas of the campuses, identifying any unusual activity. The security personnel are authorized to enforce Strayer University rules and policies but do not have the authority to arrest individuals. Security personnel are instructed to call the police whenever necessary. Security guards regularly communicate with campus leadership regarding campus security matters to ensure all criminal activities are reported. Where feasible, students may request a security guard escort to parking areas on campus.

Weapons on Campus

Students may not have in their possession or control any type of weapon or firearm on Strayer premises. A student who is a sworn law enforcement officer may carry a weapon only with the prior approval of the Vice President of Campus and Community and only if the student shows proof of his or her legitimate law enforcement position by presenting valid law enforcement credentials.

StrayerALERT

Strayer University also has an emergency alert system, StrayerALERT, to provide important information to Strayer's students, staff, and faculty about emergency situations at a campus or corporate office. StrayerALERT will use email and text messaging to send short notifications to students, staff, and faculty whose email addresses as well as mobile devices have been registered to receive these messages.

Upon enrolling at Strayer University, students are automatically registered in the StrayerALERT system. Please login to the StrayerALERT system by going to <https://www.getrave.com/login/strayer> to make changes to your notification profile. For more information regarding Strayer's emergency management plan as well as the StrayerALERT system, go to <https://icampus.strayer.edu>.

Notice of Crime on Campus

Throughout each year the Office of General Counsel collects incident reports from the campuses and crime data from local police jurisdictions for inclusion in the University's annual crime statistics report. Campus incidents are classified according to the definitions in the Clery Act, applicable regulations, and the Handbook for Campus Safety and Security Reporting published by the U.S. Department of Education. This report to the campus community, including statistics for crimes required to be reported in the Clery Act, is published not later than October 1st of the year following the latest reporting period. Notification of the availability of this report will be sent via e-mail. A copy of the most recent Annual Security Report is available online at <https://icampus.strayer.edu> and at <http://www.strayer.edu/campus-safety>. Copies also are available upon request by reaching out to the Office of General Counsel for students who wish to obtain a printed copy. Any student experiencing or witnessing criminal activity on campus should report it immediately to a security guard or campus leadership. If a student is in immediate danger, report it to the police by dialing 9-1-1. Strayer University will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees.

Registered Sex Offenders

Individuals who have been convicted of sex offenses are required to register with state sex offender registries and provide notice of their enrollment or employment at an institution of higher education. Accordingly, all students who are convicted sex offenders must notify the law enforcement agency of the jurisdiction in which they reside, of their enrollment at Strayer University. Information on registered sex offenders living and working in the areas near Strayer University campuses (if any) may be obtained through the following state law enforcement websites. Strayer University is not responsible for the accuracy of data provided on these websites.

Alabama

<https://www.alea.gov/node/270>

Arkansas

<https://sexoffenderregistry.ar.gov/public/#/disclaimer?returnUrl=%2Flocation>

Colorado

<https://apps.colorado.gov/apps/dps/sor/>

Delaware

<https://sexoffender.dsp.delaware.gov/>

District of Columbia

<http://mpdc.dc.gov/service/sex-offender-registry>

Florida

<http://offender.fdle.state.fl.us/offender/Search.jsp>

Georgia

<https://gbi.georgia.gov/georgia-sex-offender-registry>

Louisiana

www.lsp.org/socpr/default.html

Maryland

<http://www.socem.info/>

Mississippi

<http://state.sor.dps.ms.gov/>

Protests and Demonstrations Policy

While the University respects the freedoms and rights of every individual to engage in lawful expressive activity, the University will undertake measures to ensure that such activities do not threaten the safety of students, faculty, staff, and visitors, or disrupt the operations of the University. Students and employees must comply with University policies at all times, including the Code of Student Conduct.

Protests and demonstrations are permitted at campuses, unless the protest or demonstration:

- Results in physically blocking or obstructing entrances to, exit from, or passage through any campus, including, but not limited to, the blockage of pedestrian or vehicular traffic on or off the campus.
- Results in violation of a building's occupancy limits and/or other applicable laws, regulations, or University policies and procedures.
- Results in disruption of the University's operations, including, but not limited to, interference with instruction and administrative operations.
- Employs force, violence, or constitutes an immediate threat of force or violence against persons or property.
- Is scheduled to take place during the hours when a campus is closed.

To effectively and safely organize a demonstration at a campus, students must contact the Assistant Vice Provost, Student Affairs, and Office of Student Affairs at least 48 hours in advance of the demonstration to determine the time,

place, and manner of the demonstration. Upon notifying the Assistant Vice Provost, Student Affairs, and Office of Student Affairs of a demonstration at a campus, the Assistant Vice Provost, Student Affairs will send a communication to all affected students, faculty and staff regarding safety measures that will be implemented during the scheduled protest or demonstration.

If a protest or demonstration is no longer considered lawful activity and endangers public safety, students should:

1. Immediately notify the Campus Director, Campus Manager, or any other campus leader.
2. When it is safe to do so, call 9-1-1.
3. Be prepared to provide as much information as possible, including:
 - a. What is happening.
 - b. Location, including building address.
 - c. Number of people at location and if there are any injured persons.
 - d. Names of individuals engaged in unlawful activity, if known, and any other information requested.

If necessary, the University will cooperate with law enforcement to restore public safety in response to any protest or demonstration that involves unlawful activity. The Campus Director or Campus Manager may close a campus until the unlawful activity has ceased and the University determines that operations at the campus can resume.

Student Illness Policy

When a student misses coursework due to illness, the student must contact the instructor as soon as possible and provide the instructor with medical documentation stating the dates of illness. Makeup work is given at the instructor's discretion, in accordance with the class late policy. Students are subject to the attendance requirements as described under the Policies and Procedures section of the [catalog](#). Makeup work agreements do not overrule attendance requirements.

When considering whether to withdraw from a class due to illness, please note that all policies on refunds and/or withdrawal fees described in the [catalog](#) will be followed.

Student Financial Aid Policies and Procedures

Educational Opportunity

Strayer University subscribes to the philosophy that educational benefit programs exist to help students who are unable to attend college without financial assistance. Federal financial aid is awarded to students who meet all federal eligibility requirements.

Students at Strayer University may receive three (3) categories of financial aid: grants, loans, and scholarships. Grants and scholarships are gifts of money which do not have to be repaid provided they are used to complete the student's education. Loans are borrowed money which must be repaid with interest.

The amount and type of financial aid that students may receive are determined through federal and state guidelines. The typical financial aid award is a combination of grants, scholarships, and /or loans.

General Eligibility

The general requirements for receipt of student financial aid include the following:

1. *Demonstrated financial need (except for some loan programs)*
2. *United States citizenship or eligible non-citizen status*
3. *High school diploma or equivalent*
4. *Acceptance by the University for enrollment in a degree or certificate program*
5. *Enrollment in an eligible academic program*
6. *Valid social security number*
7. *Maintenance of satisfactory academic progress standards established by the University (see below)*
8. *Not in default on a federal student loan or owe money on a federal student grant*
9. *Certification that student will use federal student aid funds for educational purposes*
10. *Student loan borrowing has not exceeded aggregate loan limits*

NSLDS [<https://studentaid.gov/>] is the Department of Education's central database for student financial aid. Students who request and receive student aid are documented by NSLDS. Loans will be accessible to guaranty agencies, lenders and schools if they are authorized to use the NSLDS system. Students may access this information to see an integrated view of Title IV loans and/or grant information.

Applying For Financial Aid

Strayer University's Student Financial Services (SFS) administers and awards financial aid to all eligible students. Strayer University's financial aid (FA) management system consists of a student self-service portal.

Please contact our Financial Aid Solutions Team (FAST) if you have any questions regarding the master promissory note or entrance counseling.

- **Needed documents.** These documents are required before SFS can complete a student's financial aid application and disburse federal student aid. The sooner the student provides these documents, the sooner SFS can complete their financial aid.
- **Financial aid award.** Students may view their financial aid award online through the student self-service portal. In order for SFS to disburse the awarded federal student aid to the student's account, all eligibility requirements (submission of additional required documents, establishing attendance, Satisfactory Academic Progress (SAP) status, etc.) must be met. Funds are marked 'paid' when they have posted to the student's Strayer University ledger. Funds that are 'accepted' have not yet been paid.

If financial aid is not awarded and payment is not received from outside source(s) of funding, the student is personally responsible for payment of all tuition and fees.

Access:

Students may log into the self-service portal at any time by going to iCampus at <https://icampus.strayer.edu> and entering their existing iCampus user ID and password . Under the Financial Aid & Support menu, select "Financial Aid" where "Apply for Financial Aid " or " View Financial Aid, " Options are available on the page. If you currently do not have an iCampus ID, please visit <http://www.strayer.edu> and click on "Tuition & Financial Aid to obtain additional information regarding financial aid.

Apply for FA:

If you plan to use federal student loans, you will have to go to the Department of Education's site at <https://studentaid.gov/> where you can apply for your FSA PIN, complete your master promissory note, and complete entrance counseling. You will use your PIN to electronically sign the master promissory note and the entrance counseling.

View my FA:

The student self-service portal allows students to view the status of their financial aid and any pending requirements or actions necessary to complete the financial aid process. Students will see the information noted below on the portal:

Strayer University Student Responsibilities

Receiving financial aid is a long-term process which begins with the application and does not end until loan repayment is completed. The process is complex, but there are a few steps students can take to make it more manageable:

1. *Read all financial aid documents thoroughly, especially those which require a signature.*
2. *Complete all required documents accurately and promptly.*
3. *Apply early. Some funding is limited; therefore, awarding is based on a first-come, first-served basis. Applications for each award year are available online at <https://icampus.strayer.edu>.*
4. *Notify SFS of any financial assistance from other sources, i.e., scholarships, grants, loans, employer sponsorship, veteran's benefits, or tuition reimbursement.*
5. *Notify SFS of name and address changes as well as changes in enrollment status.*
6. *Review the Strayer University policies regarding financial aid, which are available on the University website <http://www.strayer.edu> under "Financial Support — Financial Assistance." These include policies regarding eligibility requirements for different financial aid programs, the disbursement of funds, crediting your student account, how academic progress is measured to determine continuing eligibility for financial aid, the definition of enrollment status, and what happens upon withdrawal from the University.*

Withdrawal Policy

Withdrawal from a class is defined as the formal cancellation of your enrollment in the class. Withdrawals completed prior to the start date of the quarter are not recorded on your permanent record/transcript. A "W" will be annotated on your permanent record/transcript once the quarter begins and attendance has posted. A grade of "WF" will be applied to the transcript/permanent record if withdrawal takes place after Last Day to Drop without Academic Penalty.

Process for Withdrawing from a course(s)

If a new or continuing student requests to withdraw from a course(s), the following procedures must be followed for ALL students:

- The student must submit a "Withdrawal Request" via Self-Service in iCampus.
- The student will login to iCampus; under the "Assignments & Academic Support" menu select "Help Tickets" option. To submit a withdrawal request, select the Category, Type, Detail, and Withdrawal Reason. Select the term from which you are requesting to be withdrawn. Complete the withdrawal request by adding the course(s) to be withdrawn from in the Problem Summary area and provide any additional information in the Problem Details box. Then save and submit the request.
- Students will receive an automated response to reflect that the request has been received. Please be advised, this request DOES NOT withdraw students from courses or program. Students must contact their home campus to discuss potential financial and academic ramifications due to the decision to withdraw.
- The student is encouraged to receive both financial and academic counseling prior to completing the request for withdrawal because it is important for students to fully understand the academic and financial consequences of a decision to withdraw.
- For students receiving financial aid, the University may be required to return funds to the federal financial aid programs when a student fully withdraws from the University (withdraws from all classes). If the amount returned on the student's behalf is greater than the amount they would receive under the University's refund policies, the student will be billed by the University for the difference. More information can be found at <http://www.strayer.edu> under "Tuition & Financial Aid."
- For students receiving military tuition assistance (TA), the University may be required to return funds to the appropriate Service when a student fully withdraws from the University (withdraws from all classes). Strayer will work with the student to identify solutions that will not result in a student debt for the portion of TA that is returned to the Service.

Administrative Withdrawal from Course(s)

A student in a full quarter course that is absent four consecutive classes will be administratively withdrawn from the class, regardless of whether the student has submitted a Withdrawal Request. Students in a mini-session absent for two consecutive classes will also be administratively withdrawn from class, regardless of whether the student has submitted a Withdrawal Request.

Process for Rescinding a Withdrawal Request

In the event a student chooses to discontinue the withdrawal process, the student is required to submit a statement and include the following:

Please accept this as my official request to rescind my previous submission of a withdrawal request from my course(s) during the <<insert academic quarter>>. As of this date, it remains my intent to remain in academic attendance through the end of the payment period or period of enrollment of <<insert academic quarter>>.

- The statement can be submitted by the student in person, electronically or fax.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress Standards: A student must make successful progress toward the completion of their program of study in order to continue receiving federal financial aid. The University has set standards in the areas of grade point average and cumulative credits earned within an established time frame as a measure of satisfactory progress for financial aid.

1. Grade Point Average – The table below provides an explanation of the grade point average standard and the timing of the student’s SAP calculation.

Career Level	Cumulative GPA	Timing of Calculation
Undergraduate	2.000	Calculated after each term
Graduate	2.500	Calculated after each term
JWMI	2.500	Calculated after each term

2. Pace of Completion – The pace of completion (“pace”) measures the rate of progress toward the degree, based on how many credits were successfully completed out of all credits attempted at a given career level. A successful attempt is defined as a course in which a passing grade is earned, as defined in the University catalog under [“Degree Conferral Requirements”](#). All other grades earned are unsuccessful attempts. Please note that all credits attempted at a given career level (i.e., undergraduate or graduate) are included in the calculation, even if the attempted credit/course was not funded by federal student aid.

Grades	Status Details
Incomplete Grades	Incomplete grades are not included in either the GPA or the pace of completion standards. Upon receipt of an incomplete grade, students must sign a completion agreement with the Professor for the course and will have one quarter to complete the coursework. If the coursework is completed, then the student receives the grade earned. If the coursework is not completed the “I” becomes an administrative “F” (“F*”). The “F*” grade then becomes permanent as described in the Strayer University Catalog under “Policies and Procedures – Incomplete Grade Policy.”
Repeated Grades	For repeated grades, the student’s higher grade earned in the repeated course is included in the calculation of the grade point standard. All courses attempted are included in calculation of the pace of completion standard. Students may repeat a course a limited number of times, as described in the Strayer University Catalog under “Policies and Procedures – Repeating Courses.”
090 Courses	Remedial courses such as 090 courses are not included in the calculation of either standard. Remedial courses are assessed separately, using the standards and requirements described in the Strayed University Catalog under “Policies and Procedures – Developmental Education Requirements.”
Failing Grades	Grades of “F” and “F*” are included in the calculation of both standards.
Withdrawals	A “WF” is included in both standards. A “WP” is included in the pace standard, but it is not included in the grade point standard. A “W” is not included in the calculation of either standard. The standards and requirements for the treatment of Withdrawals are described in the Strayer University Catalog under “Policies and Procedures – Withdrawals.”
“X”, “IP”, and “NS” Grades	Explanations on a transcript such as “X” for audited courses, “IP” for courses in which a grade is not posted are not included in the calculation of the grade point standard. Explanations on a transcript such as “X” for audited courses and “IP” for courses in which a grade is not posted may be included in the calculation of the pace standard depending on the withdrawal date. Grades of “NS” for courses in which a student never attends are not included in either standard.
Undergraduate Prerequisites for Graduate Coursework	Undergraduate coursework required for a Graduate course is not factored into either standard. Such undergraduate coursework is assessed separately, using the standards and requirements described in the Strayer University Catalog under “Admission Classifications-Graduate

Responsible Student Borrowing

Student loans can be a useful tool for financing your educational goals; however, as a student, you should borrow responsibly – the money you receive now to pay for school must be repaid to the Department. Here are some great tools to assist you in managing your finances including your loans and prepare you for a successful future.

USAFunds® Life Skills

As a Strayer student, you now have access to USA Funds® Life Skills®, a free online learning program that offers you advice for managing your time and money wisely while in school and after graduation. The curriculum covers topics ranging from finding resources to pay for college to living on a budget to managing debt to maximizing your savings. USA Funds® Life Skills®, a free online learning program that offers advice for managing time and money wisely while in school and after graduation, can be downloaded at the USA Funds Life Skills Student Guide for account setup information. Then visit www.lifeskills.org to access the online financial literacy training. Life Skills is a program provided by USA Funds, which is not affiliated with Strayer University. Any information provided by you to USA Funds through your use of the site will be subject to the terms of the USA Funds Life Skills website.

Financial Aid (FA) TV

As a Strayer student you also have access to the University's Financial Aid (FA) TV service. You can use this free service to find short video answers to your questions about paying for college; you can search by topic and/or playlist with the videos available to you 24 hours a day.

National Student Loan Data Systems (NSLDS)

You can monitor your federal student loans by visiting the NSLDS website or by calling 1-800-4FED-AID.

F-1 International Student Policies and Procedures

Student Responsibilities

International students in F-1 status must follow the rules set forth by the United States Citizenship and Immigration Services (USCIS) to maintain lawful status. While enrolled at Strayer University, international students are under the jurisdiction of local USCIS Offices. For local USCIS office locations, visit www.USCIS.gov.

Questions and concerns should be directed first to Campus Leadership. This individual will research the answer or contact an International Student Visa Specialist in Enrollment Services if necessary. While the maintenance of a student's F-1 status ultimately is the responsibility of the student, Strayer University provides the following information to assist in this endeavor:

Maintenance of F-1 Status

To maintain F-1 status, students must be enrolled in a degree program in a full course of study. Undergraduate students must take at least 13.5 credit hours per quarter, and graduate students must take at least 9 credit hours per quarter. Only one class per quarter can be taken through Strayer Online (distance learning) or through Live Video Instruction (LVI) as applied towards full-time student status. Only courses in the students' curriculum will count toward full-time attendance. Students also must maintain a 2.0 or above cumulative grade point average (GPA) in undergraduate study and 3.0 or above cumulative GPA in graduate study per the Strayer University Academic Standing Policy. Failure to comply with these rules may cause a student to violate their F-1 status.

Registration

Students should register for courses in the Campus Academic Office or through their Student Success Coach. All prerequisites assigned to a student's curriculum must be fulfilled before commencing with their program of study. Prior to dropping below a full course of study in any term, an F-1 student must request permission from their Student Success Coach or Market Director. Students may do so under the following conditions: 1) with a licensed medical doctor's recommendation (which must be presented each quarter, but not to exceed one year/ 4 quarters in total); 2) in the last term of program completion; and 3) with Market Director's recommendation per USCIS allowable academic reasons. Market Director recommendations must be submitted to the International Student Affairs Office for verification and approval each quarter. Reduced Course Load forms must be submitted prior to the start of every quarter. International students attempting to register for less than full-time without approval will not be permitted to register and their F-1 status will be terminated.

Students requesting a reduced course load due to a medical condition must provide a letter from a doctor on official letterhead and signed by the doctor. The letter must contain the following:

- In the student's doctor's medical opinion, it is advised that the student take a reduced course load or not take any classes because of their current illness.

- Duration of time, including a beginning and end date (or indicate for the term), that the doctor advises the student to reduce their course load or suspend their study due to medical reasons affecting the student personally.
- If a reduction of the student's course load is advised, the doctor should specify whether he or she advises the student to take a certain course load (1 course, 2 courses, etc.) for medical reasons.

The documentation cannot be older than 30 days before the start of the term. The student must provide updated documentation prior to EACH quarter, even if the letter indicates the duration of time is longer than the initial quarter. Students may only be on Medical RCL for four (4) quarters throughout the entirety of the program.

Vacation

An F-1 student with an active SEVIS status, who has attended Strayer University for three consecutive quarters, may take one quarter off or enroll in less than full-time studies for a quarter. Students must apply for and receive approval of such vacation prior to taking the quarter off. After the approved quarter off or an approved quarter with less than full-time enrollment, the student must be enrolled for another three consecutive quarters, in full-time status, before being eligible for another vacation. For example, students who begin their studies in the Winter Quarter would not be eligible to take a quarter off until the Fall Quarter (if they have maintained their full-time status during the Winter, Spring, and Summer Quarters). The Summer Quarter is not an automatic quarter off.

Travel

Students wishing to travel abroad must submit their I-20 to the Market Director to be endorsed for travel by a Designated School Official. The I-20 must be submitted *at least* one week prior to departure. Passports must remain valid at all times while in the United States. Foreign passports may be revalidated in the United States by the authorized representatives of foreign governments, usually officials of the embassy or consulates. The passport renewal process in some countries can be lengthy, so students should contact the appropriate embassy well in advance of their passport expiration date. For a listing of embassies in Washington, DC, please visit www.embassy.org/embassies.

For students reentering the United States, a valid visa is required. As long as the visa indicates an F-1 visa type, allows multiple entries, and has not yet expired or been canceled, the student does not have to apply for a new visa. If a student's visa expires within 6 months of planned reentry, it is recommended that the student obtain a renewed F-1 Visa. Expired visas must be renewed in the student's country of origin. Students must consider the time and travel necessary to obtain a new visa when making such arrangements.

Reinstatement

Students who have not maintained their F-1 status must apply for reinstatement with USCIS in order to be eligible to continue their studies at the University. Students are not eligible for reinstatement if they have held unauthorized employment, have been out of F-1 status for over five months, or are in deportation proceedings. Students must be enrolled full-time in order to apply for reinstatement with USCIS. Students may obtain the necessary forms required for reinstatement from their home Campus.

In addition, they must write a letter to the USCIS explaining the reason for their being out of status and supply supporting documentation. Students may also be reinstated by traveling and reentering the United States with a new I-20. After verification of eligibility of academic study and financial support, the International Student Visa Specialist may issue a new I-20 prior to the travel.

Commencement

Students in F-1 status may be required by the USCIS to leave the United States within 60 days of the completion of their program. Students wishing to participate in their commencement ceremony may apply to the USCIS to change their status to B-2 (visitor) if their classes end more than 60 days prior to commencement. Please note that Strayer University holds separate regional commencement ceremonies with different dates.

Work Authorization

Students having non-immigrant F-1 status generally are not permitted to work. Students in F-1 status are in the United States to attend school and must have full financial support for this objective. However, special instances exist where a work authorization may be granted.

Students who have been in F-1 status for at least nine months (or three consecutive quarters) at this institution and are in good academic standing (minimum GPA of 2.0 for undergraduate students and 3.0 for graduate students) may be eligible to apply for the types of work authorizations listed below. Students who are granted work authorization must maintain their full-time status while completing their program as required by USCIS regulations for F-1 students. Employment on-campus is limited to 20 hours per week during enrolled terms but has no limitation during vacation periods.

For all types of work authorizations, permission to begin work is not granted until the student receives the Employment Authorization Document (EAD card) from the USCIS. Obtaining a social security card is a separate process from obtaining an EAD card. Institutional support letters for social security card applications may be provided only after the student has secured lawful employment. Students may not work prior to the date indicated on the EAD card.

It is recommended that students do not travel prior to receiving the approval of a work authorization. Students who have completed their program of study may not be permitted to re-enter the United States without an EAD card and proof of employment.

Optional Practical Training

Optional Practical Training (OPT) is a temporary work authorization in the student's field of study for the purposes of gaining practical training. Students may be authorized for twelve months of practical training each at the completion of an associate's degree, a bachelor's degree, a master's degree, and a doctoral degree. Students have the option of requesting OPT at the completion of the program (post-completion OPT) or prior to the completion of the degree program (pre-completion OPT). For student applying for post-completion OPT, it is recommended that students process their application before the completion of a course of study, but no earlier than 90 days before the completion of program requirements. Completion of a course of study does not mean the commencement date; this refers to the actual last date of attendance for the completion of all degree requirements. Note: Students who chose to utilize OPT prior to graduation lose time approved from their twelve months of post completion OPT. Additional information regarding OPT guidelines is available at <http://www.ice.gov/sevis/practical-training/>

Work Authorization Based on Economic Hardship

Work authorization based on economic hardship is a temporary, part-time work authorization granted for up to one year. This enables student's time to resolve financial problems without having to withdraw from their studies. Students are not eligible for work authorization based on economic hardship unless they have completed three (3) consecutive

terms of study in active status and are in good academic standing as determined by the DSO. USCIS will determine a student's eligibility on a case by case basis, and students must submit a Form I-765, "Application for Employment Authorization" and request approval for new form I-20. Additional information regarding off-campus employment is available at <https://www.ice.gov/sevis/employment>.

Off-Campus Employment under Sponsorship of Certain International Organizations

Certain international organizations are eligible to sponsor international students for employment. Students must obtain written certification from the organization that the proposed employment is within the scope of the organization's sponsorship. Students eligible for off-campus employment under this program must submit this information to the International Student Affairs Office at Strayer University. This work authorization is not bound by the nine-month residency requirement and does not need to be related to the student's course of study.

On-Campus Employment

Students are authorized to work on-campus without an EAD card only at the institution that has granted their Form I-20. Initial students may begin work no earlier than thirty (30) calendar days prior to the start of the quarter. Transfer students may not begin work until the transfer process is complete. Students between academic levels may continue on-campus employment with confirmation of intent to enroll in the next academic term. Students may not engage in on-campus employment during the sixty-day grace period following graduation without an EAD card. Students may only work part-time (20 hours per week) while classes are in session and must maintain full-time enrollment status. In between academic terms, and during a vacation term, students may work a full-time schedule (40 hours per week), as long as they remain in status.

Additional information on policies affecting international students can be found in the International Student Welcome Brochure.

University Services and Policies

New Student Onboarding Experience

Our student onboarding experience, Strayer Strong, is designed to support new students throughout their first year at the university. There are three main components to the onboarding process to set new students up for success.

- **Complete online orientation.** Get all the information you need for the first day of class. Start the new student orientation: <https://icampus.strayer.edu/nso-welcome>.
- **Attend our webinars.** Strong Start webinars can help you prepare for the journey ahead. Choose from a variety of live webcasts presented by university experts who welcome your questions. View the live webinar schedule and previous recordings: <https://icampus.strayer.edu/strong-start-webinars>.
- **Connect with a mentor.** A peer who's recently been in your shoes will give advice, offer encouragement and help you navigate Strayer. Learn more about connecting with a mentor: <https://icampus.strayer.edu/peer-peer-mentorship-program>.

Academic Advising Services

A Strayer University student's first quality teaching and learning experience begins with academic advising. At Strayer University, our advising program helps students make critical decisions that inform their choices about academic programs of study, paths to program completion, and provides access to tools and resources which students will require for success.

New students are directed to academic advisors to further discuss educational goals, learn about degree program and graduation requirements, and review course selection. In addition to program planning, advisors assist students as they consider the appropriateness of alternative credit options and consider mode of study choices. Advisors offer strategies to guide students who are meeting challenges in their academic programs and they direct students to a range of University resources that will be beneficial in a student's academic achievement.

Students typically have an assigned advisor or success coach, but the university's team approach to advising also allows a student to access other degree program advisors across various disciplines, so students are afforded the best counsel possible about degree program planning and course specific considerations.

Strayer University has a range of targeted advising initiatives to support every new and readmitted Strayer University student, any student identified by faculty who appear to be meeting challenges in their course performance, students whose midterm grades place them at-risk for not meeting academic requirements or goals for the quarter, students in academic jeopardy whose academic standing may be probation or suspension, and students who are nearing graduation.

Tutorial Services

All students have access to tutoring services at no cost. Information about tutoring and supplemental instruction is available for students via the student learning system homepage.

Supplemental instruction for specific courses may also be provided. Tutoring and supplemental instruction services are provided by subject matter experts with a strong background in the subject area in which they are tutoring.

For all tutorial sessions, the student should come prepared by bringing course materials and specific questions for the tutor and having completed the required course reading and attempted the required homework. Tutors may provide feedback to course instructors on topics covered in individual sessions. Although the instructor is always the first person the student should turn to for further clarification or assistance, a tutor can provide additional assistance in reaching educational goals.

Career Services

Strayer University is committed to providing career resources and services that will be valuable for students as they build a career strategy to achieve their goals. The university makes these career resources available to students throughout their academic journey to actively engage students and alumni in the career development process. Participation in career activities and/or completion of any Strayer program does not guarantee that a student will find employment. Strayer University alumni who are seeking career assistance are also invited to use these resources.

The Career Center

The Career Center provides career resources and one-on-one career coaching to support the career needs of Strayer students and alumni. The Career Center also provides newsletters, webinars, career fairs/employer information sessions, resume and cover letter reviews, and access to Career Connect. The Career Center is found at careercenter.strayer.edu.

The Career Center supports students and alumni on the follow career topics:

- Career exploration
- Career change planning
- Resume and cover letter reviews
- Networking and mentoring
- Job search strategy
- Using LinkedIn
- Interview prep
- Salary negotiation

Career Communities

Students can also connect with classmates in their program through career communities, hosted in Strayer University's Facebook groups: Business, Criminal Justice, and Information Technology. The Business Community is open to all majors. Learn more about these communities and join through iCampus.

Center for Well-Being

At Strayer University, we recognize that students bring more than just their brain to classes - students also bring their whole person. Whether balancing work, family, community or social commitments, students are also managing their education and coursework. That's where Strayer's Center for Well-Being comes in. Strayer Cares about the whole student.

Access Strayer's Center for Well-Being in iCampus, which serves as a one stop shop for information and student support. The Center for Well-Being site is arranged by six dimensions of wellbeing with pages for Academics, Career, Essential Needs, Finances, Mind & Body and Social Connection. Each page includes resources and support in response to what students tell us they are looking for, including links to resources and services we offer to support students and their goals for coursework, life support, career and finances.

The Center for Well-Being includes topics such as:

- I want to improve my student skills (Academics)
- I need help understanding my assignment (Academics)
- I am looking for a job (Career)
- I am navigating a stressful environment (Essential Needs)
- I want to explore scholarship options and other ways to pay for my degree (Finances)
- I want support balancing school and life (Mind and Body)
- I feel overwhelmed (Mind and Body)
- I want to find a mentor (Social Connection)
- Students can access BetterMynd through the mobile app or web platform for emotional support, stress management, self-care content, and support searching for essential needs.

Computer Services

Strayer University provides a variety of computer services to students. Mobile computing is increasing, and the university is evolving its campuses for mobile computing. The university is making noticeable, qualitative improvements in our students' learning experience, including modernizing the learning environment and style of various campuses. Mobile computing campuses have a modern look and feel, including:

- Ample meeting and collaboration spaces
- Mobile furniture for more configurable space
- Wi-Fi to help you connect to your online resources and with instructors and fellow students
- Plenty of USB and power outlets to plug in your mobile devices and laptop computers

As our mobile computing campuses evolve, they won't contain a traditional classroom computer lab or an open computer lab. On-site class offerings vary by location; however, students attending class at a mobile computing campus with a computer lab component will need to bring their own personal laptops.

All facilities, including mobile computing campuses, are specifically designed to support the educational mission and objectives of the educational programs offered by the university. On-ground campuses in Florida are substantially similar to most of the other on-ground campuses operated by Strayer University.

Commencement

Strayer University holds regional commencement ceremonies throughout the year, as well as virtual commencements to accommodate our graduates. Students are eligible to attend commencement if they are within two courses of degree completion (not including courses they may be attending at the time of the ceremony) and are in good financial standing. Participation in commencement is optional. There is no fee to participate in commencement; however, students are responsible for purchasing their own cap and gown. To learn more about commencement dates and locations please visit <https://commencement.strayer.edu>.

Note: Diplomas are not given out at commencement ceremonies. To receive a diploma, students should follow the instructions listed in the Degree Conferral/Diploma section of this handbook.

Students should complete the steps below to participate in a commencement ceremony:

1. Register to attend commencement at <https://commencement.strayer.edu> by the posted registration deadlines.
2. Order a cap and gown through Jostens here.

Degree Conferral Process and Diplomas

All students seeking a diploma from Strayer University must pay the \$150 Degree Evaluation Fee once they are enrolled in their capstone course. During the evaluation of student records, the Records Office will determine if the student has met the requirements for degree conferral OR if there are additional requirements to meet. The Degree Conferral is not related to registering and participating in a commencement ceremony. Diplomas are mailed to the students' home addresses 6-8 weeks after the completion of the degree requirements.

Diplomas are not provided at commencement.

Students who have used **Federal Financial Aid Stafford or PLUS** loans to finance their education, are required to complete Exit Counseling before graduating. Go to <https://www.strayer.edu/tuition-and-financial-aid/financial-aid/federal-financial-aid/exit-counseling/> to complete the counseling before submitting the Degree Conferral Application or complete it at any time prior to graduating.

Alumni Services

You are a student today, a graduate next, and Strayer alum forever! The Strayer Alumni Association has developed programming and resources to aid in your transition from student to alum while staying connected to Strayer.

Visit the Alumni Association website to discover:

- Lifetime access to the Career Center where you can search jobs, get help with your resume, cover letter, and LinkedIn profile, and attend career development workshops and webinars.
- Networking and event opportunities, both in-person and online (Join the Facebook alumni group).
- Alumni success stories and news.
- Resources for transcripts, diplomas and scholarships.

Release of Student Information Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the following:

1. The right to inspect and review your education records within forty-five (45) days of the University's receipt of a request for access. You should submit to the University Registrar a written request that identifies the record(s) you wish to inspect. The Registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise you of the correct school official to whom the request should be addressed.
2. The right to request the amendment of your education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

If you wish to ask the University to amend a record, you should notify the University Registrar in writing, clearly identifying the part of the record you seek to change and specify why you believe it should be changed. If the University decides not to amend the record as requested, you will be notified in writing of the decision and your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided in the notification.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from your education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without your prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records. This could include an attorney, auditor, collection agent, or student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the University.

Upon request, the University discloses education records without your consent to officials of another school in which you seek or intend to enroll.

Additionally, FERPA permits the University to comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of the Student Exchange and Visitor Information System (SEVIS).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
5. The right to opt out of the release of "Directory Information." Under FERPA, certain information within your student record is called "Directory Information" because it is not generally considered to be harmful or an invasion of privacy if disclosed. Directory Information includes the following: name, address, telephone number, e-mail address, date and place of birth, major field of study; grade level; enrollment status (undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities; degrees, honors and awards received, and most recent educational agency or institution attended.

FERPA permits Directory Information to be released to third parties without your consent. However, you have the right to notify the University of your refusal to let the University designate any or all of the above listed information as Directory Information. You must do so by notifying the University Registrar within 30 days of this notice that you do not want any or all of the above listed information to be designated as Directory Information in your student file. To provide this notice, you should submit a case through your iCampus account by selecting the FERPA notification case in the Student Solutions Center.

You may also contact the University Registrar regarding your right to inspect or seek to amend your education record, or to opt out of the release of Directory Information, by sending written notice to:

Strayer University Registrar
2303 Dulles Station Blvd., MS 5C
Herndon, VA 20171

Health Insurance

Strayer University strongly recommends that all students maintain health insurance coverage during their enrollment. Students should call local agents in their area to receive quotes for medical insurance.

Identification Cards

A valid form of government issued identification is required of all registered students. All students must carry such identification at all times when they are on university property. Campus administration and campus security guards may ask a student to present their identification for entry into the building, or at any other time. If a student is unable to present proper identification, campus administration or campus security guards may ask the student to leave the campus.

Students may have access to services from various business, cultural or entertainment facilities by presenting their Strayer University digital student card ("Student Card"). The Student Card is generated at the time a student enrolls in a course and receives their university email address. The Student Card may be accessed through the Strayer Mobile app. Student Cards may only be used by the registered student and may not be transferred to anyone. Misuse of the Student Card may result in disciplinary action.

University Library

The university library supports the academic programs and the university information literacy learning objectives with physical and electronic instructional resources and services. Users can access resources and services through the iCampus student platform, Blackboard LMS, or directly at <http://research.strayer.edu>.

Physical resources are housed in campus-based Learning Resources Centers (LRCs) and may include books, peer-reviewed journals, reference works, periodicals, and audio-visuals. Users can browse the open public access catalog at <http://library.strayer.edu>. Books eligible for circulation circulate for three week periods, are renewable, and are available to all eligible borrowers regardless of location. Borrowers receive books through intra-campus delivery and shipping services. Peer-reviewed journals, reference books, periodicals, and other special collection items are not eligible for circulation and are available for on-campus use only.

Electronic resources include over 25 databases with access to over one million resources including peer-reviewed journals, eBooks, audiobooks, eReports, eReference works, and ePeriodicals. Users can access services including online tutorials and the AskYourLibrarian reference service at <http://research.strayer.edu>.

The Office of the University Librarian, located at the Wilkes Library of the Washington, D.C. campus, coordinates library resources and services in collaboration with the Library and Information Literacy Advisory Committee, faculty, academic teams, and in accordance with library planning and collection documents. Collections emphasize accounting, business administration, health services, public administration, nursing, criminal justice, and information systems. Materials are collected to support all programs, general electives, career information, and individual growth.

Recognition of Student Groups

The following policies and procedures govern the formation of student groups, provide a mechanism to clearly recognize the existence of these organizations, and establish a support system for their successful operation.

Small groups of students may wish to meet regularly on a short-term basis to support a particular curriculum or special interest. Due to the informal or temporary nature of the group's status, development of a constitution and formal structure may not be necessary. Such an interest group may be formed by obtaining written approval from the Student Activities Committee. Special interest student groups that anticipate a more permanent existence must go through the official recognition process.

This process includes a period of interim recognition of one academic quarter, during which time the leaders of the group become familiar with student activity procedures and University policies, write the constitution, and solicit membership.

Interim Recognition

Any group of students wishing to form a recognized club or organization should submit a "Letter of Intent" to the Student Activities Committee at studentaffairs@strayer.edu for final approval or disapproval. The letter should include the following:

1. *Statement of organization objectives.*
2. *Names, permanent addresses, e-mail addresses, and telephone numbers of ten currently enrolled Strayer University students who are interested in forming the organization.*
3. *Statement of acceptance from the faculty advisor and statement of approval by the Campus Director*

Official Recognition

After the quarter of interim recognition, the student organization must apply to become a University-recognized club or organization. All official recognition applications should include the following:

1. *Names, permanent addresses, e-mail addresses, and telephone numbers of at least ten currently enrolled Strayer University students.*
2. *Names, permanent addresses, e-mail addresses, and telephone numbers of the organization's major officers who were selected according to the organization's constitution.*
3. *A constitution approved by a majority of the organization's members.*
4. *Statement of acceptance from the faculty advisor.*
5. *Statement of acceptance of the faculty advisor from the Campus Director.*
6. *Submission of an outline of organization activities that has been approved by the faculty advisor.*

All information must be sent to the Student Activities Committee at studentaffairs@strayer.edu. The Student Activities Committee will approve or disapprove the request for official recognition within thirty (30) business days.

Inactive Status and Loss of Recognition

Before an organization is declared inactive, the organization's president may request a hearing before the Student Activities Committee. At the hearing the president must provide evidence that demonstrates the organization's ability to continue. Loss of recognition may result from the following:

1. *Failure to maintain the required number of members in the organization (a minimum of ten currently enrolled students);*
2. *Failure to maintain a faculty advisor;*
3. *Failure to provide lists of officers or constitutional changes as required;*
4. *Failure to submit financial reports as required by the Student Activities Committee; and*
5. *Failure to comply with the University policies and guidelines, e.g., failure to hold regular meetings, submit quarterly activities and financial reports, etc.*

An organization may declare itself inactive for a given quarter or quarters by submitting a written request to the Student Activities Committee. Until the organization corrects all deficiencies that caused it to become inactive, the following sanctions apply:

1. *The organization will lose its recognized status;*
2. *The organization's name will not appear in campus publications; and*
3. *The organization will be ineligible for any awards or honors available to recognized organizations.*

Textbook Return Policy

The Strayer University Bookstore may offer a refund (less original shipping charge) for students returning new physical books within 21 days from class start date or day received, whichever is later. Should your class be canceled, you may return items purchased for that class to receive a credit for the item cost from the bookstore. Strayer will refund shipping cost to your student account. Please contact Student Financial Services at (855) 392-6625 with receipt of your return credit and incurred shipping costs to request a refund.

Strayer Bookstore

Strayer University is dedicated to keeping textbook prices low and making sure that all students have their materials on the first day of class. Textbooks and supplementary materials may be ordered from the Strayer University Bookstore by Internet or phone. Orders are shipped within 24 hours of finalizing the purchase. Detailed information can be found on the Internet at <https://icampus.strayer.edu> click on "Strayer Bookstore." You will need to log into iCampus to access your bookstore.

Online orders are accepted 24/7. Orders received by 2:00 PM Eastern Time Monday through Friday will be shipped the same day the order is placed. Saturday and Sunday orders are shipped on Monday. Students will receive an order confirmation via e-mail when their material has been shipped. If you have not received this confirmation email within 48-hrs please contact the bookstore by submitting a request through the "Contact Us" option located on <https://icampus.strayer.edu> - click on "Strayer Bookstore."

Delivery times range from two to seven business days, depending on the student's distance from New York, New York. Students requiring faster service may elect to have their order shipped via expedited methods at additional cost. As is common with most universities, Strayer University may benefit financially from sales of textbooks purchased through the virtual bookstore.

Effective April 2026 and excluding JWMI and the Licensed Practical Nurse Diploma Program, a Resource Kit will be charged every quarter to each Strayer University Undergraduate and Graduate course at the time of course registration to provide access to all required course materials at the start of the course. Students may opt out on a course-by-course basis via the Strayer Bookstore through the second Tuesday of the term (Add/Drop). Once you opt-out, you will not be able to opt back in to the Resource Kit for that term. Before opting out of the Resource Kit, it's

important to assess the cost of the material when purchased on the open market to ensure it does not exceed the cost of the Resource Kit (\$100). Refunds of a portion of the Resource Kit will be issued for each course opted out of. Certain courses with customized materials will prohibit opt-outs.

Virtual Gift Shop

Strayer University merchandise can be viewed online at <https://icampus.strayer.edu>. Instructions for purchasing items can be found under "Gift Shop."

Weather Policy

In case of inclement weather or other emergency situations, the University will notify the campus community that classes are canceled. Students may view emergency announcements on the web site at <https://icampus.strayer.edu> and will also receive notification from StrayerAlert via text message and/or email in the case of severe weather resulting in closings or delays. When cancelation of classes is necessary, instructors may arrange for additional class meetings to compensate for attendance time.

Website

Strayer University maintains a website on the Internet.

Strayer University also maintains iCampus, an interactive student portal that is available to all enrolled students and alumni. iCampus offers academic and account dashboards, support resources, and connections to the Strayer community, student services and more. Information is available regarding academic programs, admissions requirements, campus locations, student services, career services, and more. From this website, current students can perform many functions, including the following:

- View current class schedules
- Register for classes
- Conduct research through the Learning Resources Center
- Apply for financial assistance and scholarships
- Check grades
- Utilize career services
- Make suggestions and/or provide feedback to Strayer University concerning offerings and services



Directory

Campus Directory

Students are encouraged to work closely with their home campus administrators, department staff, and faculty to understand University policies and program requirements.

Alabama

Birmingham Campus

2 20th Street N, Suite 150

Birmingham, AL 35203

205.453.6300

birmingham@strayer.edu

Arkansas

Little Rock Campus

322 Main Street, Suite 501

Little Rock, AR 72201

501.708.0600

littlerock@strayer.edu

Delaware

Wilmington Campus

800 North King Street, Suite 101

Wilmington, DE 19801

302.292.6100

wilmington@strayer.edu

Florida

Miramar Campus

14479 Miramar Parkway

Miramar, FL 33027

954.378.2400

miramar@strayer.edu

Orlando Campus

20 N. Orange Avenue, Suite 102B

Orlando, FL 32801

407.926.9555

downtownorlando@strayer.edu

Tampa East Campus

5650 Breckenridge Park Drive, Suite 300
813.663.0100

tampaeast@strayer.edu

Georgia

Augusta Campus

1330 Augusta West Parkway
Augusta GA, 30909
706.855.8233

augusta@strayer.edu

Chamblee Campus

2965 Flowers Road South, Suite 100
Atlanta, GA 30341
770.454.9270

chamblee@strayer.edu

Columbus, GA Campus

408 12th Street, Suite 102
Columbus, GA 31901
706.225.5300

columbusga@strayer.edu

Lithonia Campus

3120 Stonecrest Boulevard, Suite 200
Lithonia, GA 30038
678.323.7700

lithonia@strayer.edu

Macon Campus

520 Martin Luther King, Jr. Boulevard, Suite 300
Macon, GA 31201
478.254.5825

macon@strayer.edu

Morrow Campus

3000 Corporate Center Drive, Suite 100
Morrow, GA 30260
678.422.4100

morrow@strayer.edu

Maryland

Baltimore Campus

301 Mission Boulevard, Suite 1110
Baltimore, MD 21230
410.238.9000

baltimore@strayer.edu

New Jersey

Piscataway Campus

242 Old New Brunswick Road, Suite 220
Piscataway, NJ 08854
732.743.3800

piscataway@strayer.edu

North Carolina

Greensboro Campus

4900 Koger Boulevard, Suite 400
Greensboro, NC 27407
336.315.7800

greensboro@strayer.edu

North Charlotte Campus

845 Church Street N, Suite 107
Concord, NC 28025
704.886.6500

northcharlotte@strayer.edu

North Raleigh Campus

5221 Capital Boulevard
Raleigh, NC 27616
919.301.6500

northraleigh@strayer.edu

South Charlotte Campus

9101 Kings Parade Boulevard, Suite 200
Charlotte, NC 28273
704.499.9200

southcharlotte@strayer.edu

Oklahoma

Oklahoma City Campus

1100 N Broadway Avenue, Suite 103
Oklahoma City, OK 73103
405.416.7030

oklahomacity@strayer.edu

Pennsylvania

Center City Campus

1601 Market Street, Suite 210
Philadelphia, PA 19103
267.256.0200

centercity@strayer.edu

South Carolina

Charleston Campus

601 Meeting Street, Suite 170

Charleston, SC 29403

843.746.5100

charleston@strayer.edu

Greenville Campus

823 S Church Street, Suite B

Greenville, SC 29601

864.250.7000

greenville@strayer.edu

Tennessee

Nashville Campus

617 3rd Avenue S

Nashville, TN 37210

615.871.2260

nashville@strayer.edu

Shelby Campus

7275 Appling Farms Parkway

Memphis, TN 38133

901.251.7100

shelby@strayer.edu

Texas

Dallas Fort Worth Campus

1900 Ballpark Way, Suite 110

Arlington, TX 76006

817.984.0550

dallasfortworth@strayer.edu

Northwest Houston Campus

10343 Sam Houston Park Drive, Suite 110

Houston, TX 77064

281.949.1800

northwesthouston@strayer.edu

Virginia

Information on the Campus Director and their credentials, along with their authority, duties, and responsibilities for the campus are available by contacting or visiting the campus.

Arlington Campus

2121 15th Street North

Arlington, VA 22201
703.892.5100
arlington@strayer.edu

Chesterfield Campus
15521 Midlothian Turnpike, Suite 401
Midlothian, VA 23113
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Loudoun Campus
45150 Russell Branch Parkway, Suite 100
Ashburn, VA 20147
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loudoun@strayer.edu

Newport News Campus
11805 Fountain Way, Suite 100
Newport News, VA 23606
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newportnews@strayer.edu

Virginia Beach Campus
222 Central Park Avenue, Suite 210
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Washington, D.C.

Washington, D.C. Campus
901 15th Street, N.W. Suite 200
Washington, D.C. 20005
202.408.2400
washington@strayer.edu

Strayer Online Programs

1550 West Digital Drive, Suite 400
Lehi, UT 84043
888.360.1588
strayeronline@strayer.edu

New Zealand

Media Design School at Strayer
92 Albert Street
Auckland, New Zealand, 1010
64.9.303.0402
Media Design School at Strayer

Directory

For Information About:	Contact This Department:
Academic advising	Academic Office
Adding or dropping courses	Academic Office/Student Support
Admissions	Admissions Office/web site
Alcohol/drug problems	Office of Student Affairs
Alumni Services	Alumni Services
Billing	Business Office
Books and supplies	Student Support Office/iCampus web site
Career services	Career Services/Learning Resources Center
Cashier	Business Office
Catalogs	Student Support Office/iCampus web site
Change of address	Business Office/Student Support
Change of course schedule	Academic Office/Student Support
Change of major	Academic Office
Change of program	Student Support Office/iCampus web site
Clubs and organizations	Student Experience
Commencement	Academic office/iCampus web site
Computers	Learning Resources Center/Computer Labs
Cooperative education	Academic Office/Career Services
Counseling	Academic Office
Course registration	Academic Office/Student Support/iCampus web site
Crime reporting	Campus Director
Degree requirements	Academic Office
Disability needs	Office of Student Affairs
Disciplinary issues	Office of Student Affairs
Financial aid	Business Office/iCampus web site
Food (vending machines)	Business Office/Campus Director
Grades	Academic Office/web site
Grants	Business Office/iCampus web site
I.D. cards (new and lost)	Learning Resources Center
International students	Academics/Student Support/iCampus web site
Job fairs	LRC/Career Services
Job search	LRC/Career Services
Library and Research	University Library/iCampus web site
Loans	Business Office/iCampus web site
Photocopies	Learning Resources Center
Registration	Academic Office/Student Support/iCampus web site

Directory

For Information About:	Contact This Department:
Scholarships	Business Office/iCampus web site
Security	Campus Director/Facilities
Student activities	Office of Student Affairs/Student Support
Suggestions/feedback	Campus Director/Campus Dean/iCampus web site
Transcript	Student Support Office/ Business Office/iCampus web site
Veterans	Business Office
Strayer bookstore	iCampus web site
Withdrawal	Student Support Office/Campus Dean/ iCampus web site



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