

STUDENTS RIGHTS AND RESPONSIBILITIES

Overview

Students have all the rights normally accorded to members of a community of scholars – the rights to free inquiry, free expression of ideas, and the right to be free of intimidation and harassment. In exchange for these rights, students are expected to respect these rights for their fellow community members – students, faculty, and staff.

Student Responsibilities

It is the responsibility of all students to know and comply with the academic and community life policies of the University. Among these responsibilities are:

- Registering for classes in a timely manner,
- Paying tuition and fees on time,
- Completing all admission requirements including any conditions that have been applied,
- Attending and being on time for classes,
- Submitting required class work on time,
- Abstaining from the use of alcohol, illegal drugs, and tobacco products while on campus,
- Keeping a copy of all submitted work in any medium,
- Maintaining up-to-date address, telephone, and e-mail information with ISO Manager,
- Regularly meeting with an academic advisor,
- Dressing appropriately for classes,
- Adhering to the Student Academic Code of Conduct, and
- Displaying civil and respectful behavior and attitudes to other community members.

Academic Freedom

The mission of the University is best accomplished in an atmosphere which fosters free inquiry, discussion and respect for differing viewpoints. However, students should be sensitive to others when discussing potentially controversial subject matter. The faculty is responsible for facilitating and encouraging open communication among students without fear of reprisal.

Textbooks and Class & Lab Materials

Students are expected to purchase required textbooks and other class and lab materials for each course. Students should budget a minimum of \$100 per course. Access to open-source digital texts and journals available through the library will be provided at no additional cost.

Technology Requirements

All students must have personal access to a Windows-enabled computer or Windows equivalent computer with a minimum of 2048 MB RAM, wireless high-speed internet connectivity, and the appropriate office suite of software to support word-processing, presentation development and spreadsheet capabilities. In addition, a web-cam and microphone/headset are required for students participating in online courses and supplemental online activities.

Academic Records Policy

The University of North America complies with the U.S. Department of Education Family Educational Rights and Privacy Act of 1974 (FERPA) and all updates, which ensures students the right to privacy in their educational records. This Act establishes the right of students to inspect and review their records and to initiate grievance proceedings to correct inaccuracies. Students must schedule time with an academic administrator to review their educational records, other than transcripts, during regular University business hours, or by special appointment. Requests will be honored within 30 days or less.

Distribution of Grades – Term grades are distributed within one week after the last day of the term. Grades are posted to Campus Café, the UoNA Campus Information System (CIS) to provide easy and immediate access once grades are recorded. Students may then print the grade card from the electronic copy posted. Students are encouraged to maintain a copy of their records. However, copies may be requested from the academic department staff.

Maintenance of Student Records - Academic records, including the student's transcript, are maintained in the University's Student Information System as permanent files. Other student information is maintained for a five-year period following the student's last term of attendance after which the records are destroyed.

Confidentiality of Student Information - The University is committed to the maintenance of confidentiality of all student information. The University will only disclose records to certain parties as allowed by FERPA. Please contact the office of the President if you wish to obtain a copy of the University's FERPA policy.

Release of Transcripts - A student transcript will be released within three business days of an online request accompanied by the appropriate fee. Requests are to be submitted to academic or campus administrators. Transcripts will not be released when a student is in arrears in his or her financial affairs with the University. A transcript required in fewer than three days may be requested at a higher fee.

Grievance Policy

Grievances should always be resolved at the most immediate level possible. Student will not be subject to unfair actions as a result of initiating a complaint proceeding. No student shall suffer any negative administrative or academic consequences for the submission of either an academic or a non-academic grievance.

In the case of academic complaints or disputes:

1. The student is directed to communicate the problem to the faculty or other academic member involved and attempt to resolve the issue.
2. If a complaint or dispute is not satisfactorily resolved by the faculty member, the student appeals to an academic director or vice president (VP).
3. The director/VP investigate and may choose to involve other administrators, as appropriate.
4. If the complaint or dispute is still unresolved, the student may appeal in writing to the president, whose decision is binding.

In the case of non-academic complaints or disputes:

1. The student is directed to communicate the problem to the staff member involved and attempt to resolve the issue.
2. If a complaint or dispute is not satisfactorily resolved by the staff member, the student appeals to the supervisor of the staff member.
3. If the complaint or dispute is still unresolved, the student may appeal in writing to the president, whose decision is binding.

If the student complaint cannot be resolved after exhausting the university's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia and/or the Accrediting Council of Independent Colleges and Schools (ACICS).

Under the aegis of the State Authorization Reciprocity Agreements (SARA) the University of North America accepts oversight by the State Council of Higher Education in Virginia (SCHEV) for students enrolled in Distance Education courses or programs. Grade appeals and student conduct appeals are not allowed under SARA.

The student should submit such written complaints directly to

the regulatory agency: State Council of Higher

Education for Virginia
Private and Out of State
Postsecondary Education 101
N. 14th Street, 9th Floor
James
Monroe
Building
Richmond,
VA 23219

And/or

Accrediting Council of Independent
Colleges & Schools 1350 Eye Street,
NW, Suite 560
Washington, DC 20005
Tel: 1-202-336-6780
www.acics.org

In addition, U.S. Veterans or other eligible persons may report a grievance against UoNA by Contacting The Virginia State Approving Agency (SAA) via email saa@dvs.virginia.gov and; by completing the form on the US Department of Veterans Affairs website: <https://www.va.gov/education/submit-school-feedback/introduction>. For assistance with filing the grievance, students may contact 888-442-4551 (888-GI-BILL-1).

Harassment Policy

Unlawful harassment is prohibited by the University of North America and by law on the basis of gender, age, race, national origin, religion, veteran status or disability. Students are responsible for immediately reporting any incidence of harassment to the International Student Office (ISO) Manager who will investigate and initiate disciplinary action if required.

Intellectual Property Policy

All work products which are used as the basis for course grading and which are produced by the student to meet course and degree requirements remain the property of the student.

Nondiscrimination Policy

The University of North America does not discriminate on the basis of gender, age, race, national origin, religion, veteran status or disability in admissions, employment, or access to academic programs or student activities.

Safety and Security

The security of all members of the University of North America community is a priority. Students who become aware of any maintenance or safety issues should report them to a University staff member immediately. The University of North America is not liable for any personal possessions on the campus. The following emergency numbers are available for on-campus students:

Fairfax County Emergency--Police, Fire, Ambulance: 9-1-1

Fairfax County Non-Emergency: (703) 691-2131, TTY (703) 204-2264