

# STUDENT HANDBOOK

The statements set forth in this Handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While provisions of this Handbook ordinarily will be applied as stated, Strayer® University reserves the right to change any provision listed in this Handbook without actual notice to individual students. Every effort will be made to keep students advised of any such change. For the most current version of the Student Handbook, please see the online version on the Strayer website at <https://icampus.strayer.edu/assignments-academic-support/student-handbook>.

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The information in this Handbook is accurate as of August 1, 2014 and contains information relating to the 2014-2015 academic year. Strayer University reserves the right to make corrections and changes affecting policies, fees, curricula, or any other matters contained in this and subsequent issues of the Student Handbook or in any of its other publications. For the most current version of the Handbook, please see the online version at <https://icampus.strayer.edu/assignments-academic-support/student-handbook>.

# A Message to Strayer University Students

Congratulations on becoming a part of the Strayer University community! Education is a crucial element for success in our society, and I am certain that Strayer University's emphasis on academic quality, commitment to educational access, and focus on nontraditional students will serve you well in your educational endeavors. Strayer University students are focused, serious-minded individuals intent on improving themselves and their career opportunities. I am proud to welcome you to this group of hard-working, successful students at Strayer University.

Strayer University seeks to serve you well, both academically and personally. This Student Handbook, along with the Catalog and other publications, will help to acquaint you with Strayer University and its policies. If you need additional information or clarification, please consult the appropriate academic or administrative staff.

We are committed to maintaining academic excellence and delivering the highest quality education to our students. We look forward to your success at Strayer University!

Michael Plater, Ph.D.  
President, Strayer University

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# History and Mission

In the late 1800's, Dr. S. Irving Strayer realized that the business world was evolving. And that education wasn't 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.

120 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've been offering online courses since 1996. And we're still focused on educating adults with full-time careers, part-time jobs, active military service, and U.S. veteran status. That part will never change.

At Strayer University, we exist for a single, driving purpose: to help working adults earn their college degrees and advance their lives.

Whether it's your bachelor's degree or your master's, our goal is to provide an education that fits into your life, and help you earn a degree for less time and money than you think.

## **What we take great pride in:**

**Our academic quality** – We're an accredited university. We have an esteemed faculty. Our courses are challenging. All that adds up to a degree that's valuable.

**An accessible education** – On campus, online, or a little bit of both. We provide educational opportunities that work with your schedule and fit into your life.

**A supportive environment** – Everyone needs a pep talk from time-to-time. Or a little help after class. Or some assistance picking out the right classes. We're here for all of that and more. Bottom line: student support leads to student success.

# Non-Discrimination Statement

## Accommodations for Students with Disabilities

It is the policy of Strayer University 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 his/her 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 Associate Provost, Student Affairs. *Accommodations can only be ensured by the first day of classes if requested at least thirty (30) calendar days prior to the start of the quarter. However, the University will put interim accommodations in place to the extent possible for requests received after the deadline referenced above.* In order to apply for accommodations, students with disabilities must complete an Application for Accommodations that consists of a "Students with Disabilities Intake Form," which provides the University information about the disability; an "Accommodation Request Form," which lists the accommodations the student requests from the University, and medical documentation which would support the diagnosis and accommodations requested. The above application forms are then forwarded to the Associate Provost, Student Affairs, who serves as the University's Section 504 coordinator. *Requests must be made in writing to the Associate Provost, Student Affairs before they will be acted upon.*

The Associate Provost, Student Affairs will review the application and contact the student if additional information is required. The Associate Provost, Student Affairs will then issue the student letter within 30 days 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 accommodations have been arranged, the Associate Provost, Student Affairs will contact the student's instructors by the first day of classes each quarter informing them of the accommodations to be made.

After accommodations have been arranged the Associate Provost, Student Affairs will contact instructors, the Campus Dean and online Dean, each quarter informing them of the special accommodations to be made.

At any time, students having difficulty with the accommodation process or questions about the University's policies for students with disabilities may contact the Associate Provost, Student Affairs, whose contact information is as follows:

Associate Provost, Student Affairs  
Strayer University  
PO Box 710927  
Herndon, VA 20171  
Phone: (703) 561-2057  
Fax: (703)-563-6223  
[adacoordinator@strayer.edu](mailto:adacoordinator@strayer.edu)

## 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 and state civil rights laws, does not discriminate on the basis of race, sex, color, age, religion, sexual orientation, political affiliation, national origin, marital status, veteran status, or disability 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/Title IX/Age Discrimination Act  
Senior Vice Provost, Student Affairs  
Strayer University  
2303 Dulles Station Boulevard  
6th Floor

Herndon, VA 20171  
Ph: (877) 261-6908  
studentaffairs@strayer.edu

Americans with Disabilities Act and Section 504  
Disability Services Coordinator  
Strayer University  
PO Box 710927  
Herndon, VA 20171  
Phone: (202) 261-6902  
Fax: (703)-563-6223  
[adacoordinator@strayer.edu](mailto:adacoordinator@strayer.edu)

## Sexual Harassment Policy

Strayer University strictly prohibits sexual harassment of students, faculty, or staff. Sexual harassment 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.

Sexual harassment violates Strayer University policy as well as state and federal law. Any incidents of sexual 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](mailto:studentaffairs@strayer.edu), by phone at (877)-261-6908 or send mail to P.O. Box 710927, Herndon, VA 20171. Allegations of sexual 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 or discriminate in any way against any person who has expressed concern or made any complaint regarding sexual harassment, and Strayer University will not retaliate or discriminate against any person who expresses concern or files a complaint alleging sexual harassment or discrimination.

# Student Rights and Responsibilities

This statement of rights and responsibilities is designed to clarify those privileges which the student may expect to enjoy as a member of the student body of Strayer University and the obligations which admission to 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 a privilege 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 privilege of exercising his/her rights within University and Federal policies 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.*



# 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. Unprofessional Conduct

- a. Dishonesty, including, but not limited to, 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. Dishonesty involving academic integrity, including, but not limited to, cheating or plagiarism, will be addressed under the Academic Integrity Policy.
- b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities conducted by a Strayer University official.
- c. Disrespect of or insubordination to University personnel.
- d. Use of oral or written profanity.
- e. 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.
- f. Sexual harassment of other students, faculty, or staff.
- g. Breach of the peace on any Strayer University premises.
- h. Repeatedly contacting faculty or staff when the person contacted has indicated that a response is pending or requests not to be contacted.

### 2. 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 computer 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 his or her disability accommodation plan.

### 3. 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.

### 4. Criminal Activity and Violent or Dangerous Behavior

- a. Violation of any local, state, or federal law.

## Student Disciplinary and Grievance Policies and Procedures

- b. Possession on University property or at any University activity of weapons, such as 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 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 of any member of the Strayer University community.
  - e. Violation of University fire policies, e.g., 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.
5. **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.

## Sanctions

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

1. **Admonition:** A written statement to a student that he/she is violating or has violated University rules and may be subject to more severe disciplinary action.
2. **Disciplinary Probation:** Exclusion from the privilege of 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 Associate Provost, Student Affairs or designee, the presence of a student poses a serious threat to others, the Associate 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.
7. **Expulsion:** Termination of student status with the University for an indefinite, or permanent, period of time.
8. **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.

## 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 to Unauthorized Distribution of Copyrighted Materials

There are many legal alternatives for obtaining music and video on the Internet. The Recording Industry Association of America (RIAA) provides students with a list of legal alternatives for listening to or downloading music ([http://www.riaa.com/toolsforparents.php?content\\_selector=legal-music-services](http://www.riaa.com/toolsforparents.php?content_selector=legal-music-services)). The Motion Picture Association of America (MPAA) also maintains a growing list of legal alternatives to accessing videos at <http://www.mpaa.org/contentprotection/get-movies-tv-shows>. The Information Technology Department will review these lists quarterly and make the results available to students on the University website.

### 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 30 minutes.

### Disciplinary Action and Legal Penalties

Violation of this policy may result in an immediate suspension or loss of computer or network privileges 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 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](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### Disciplinary Procedures

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

If a student poses a threat to any person on Strayer University premises, or through Strayer University online, is disruptive or uncontrollable, damages or threatens to damage any property, or some other serious behavioral issue exists, the Senior Vice Provost, Student Affairs or designee may immediately suspend the student and may have the student escorted from Strayer University premises, or removed from Strayer University online, in accordance with the University's policy on Suspension for Mental Instability or Violence. If none of the above behaviors is involved, the following procedure will be followed:

**Level I (Warning)** – If a Strayer University Administrator (i.e. the Campus Dean or Campus Director) observes, or is told by a Faculty member or staff member of, a violation of the Student Code of Conduct, the Administrator will immediately investigate the matter. If the Administrator finds that the Code of Conduct has been violated, the Administrator will issue a written admonition to the student. The student will have the opportunity to submit his or her response to the admonition. The student must put his or her response in writing to the Administrator within five (5) business days of receiving the admonition. The admonition letter and student response will be kept in the student's campus record. A copy of the letter will also be sent to the Office of Student Affairs. Violations of a serious nature may proceed to Level II or Level III without a warning.

**Level II** – If a second violation of the Student Code of Conduct occurs by a student, the Administrator will immediately investigate the matter. The Administrator will also immediately inform the applicable next level Administrator (i.e. Regional Associate Dean) of the possible violation. If the Regional Associate Dean finds that the Code of Conduct has been violated, then the Regional Associate Dean will issue a written admonition to the student. The student will have the opportunity to submit his or her response to the admonition. The student must put his or her response in writing to the Associate Dean within five (5) business days of receiving the admonition. The admonition letter and student response will be kept in the student's campus record. A copy of the letter will also be sent to the Office of Student Affairs.

## Student Disciplinary and Grievance Policies and Procedures

**Level III** - If a third violation of the Code of Conduct is found, then the Regional Associate Dean will forward the case to the Senior Vice Provost, Student Affairs or designee for further action. The Office of Student Affairs will provide written notice within ten (10) business days to the student that the matter has been referred to the Office of Student Affairs, the section of the Code of Conduct the student has been charged with violating, and the sanction that will be imposed. The Senior Vice Provost, Student Affairs, or designee, will also provide the student with the opportunity to appeal the decision. The student will have ten (10) business days to appeal the decision.

### Appeal to Disciplinary Committee

The Disciplinary Committee shall consist of the Senior Vice Provost, Student Affairs, the Senior Vice Provost/Dean of the applicable College and the Senior Vice President of Regional Operations.

1. *If a student requests an appeal, the request must be in writing to the Senior Vice Provost, Student Affairs. The request must be postmarked within ten (10) business days of the disciplinary decision letter. The Senior Vice Provost, Student Affairs will forward the appeal to the Disciplinary Committee along with all other information collected in the matter.*
2. *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. The counsel and/or advisers will be at the student's own expense. (No more than three of the aforementioned 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. A copy of the recording will be furnished to the student upon request at the student's own expense.*
5. *A written decision will be issued by the Disciplinary Committee within ten (10) business days after the hearing. This decision will be final.*

### Suspension for Mental Instability or Violence

Any campus leader may immediately remove a student from a Strayer University campus if the student is a threat to him/herself, to Strayer University property, or to any other person on University premises or through Strayer University online. Only the University President or Office of Student Affairs personnel may immediately suspend a student if he/she has a good faith belief that the student poses a danger to any other person on University premises or through Strayer University online, or to Strayer University property. Such a determination may occur if the student exhibits behavior including, but not limited to, extreme mental confusion or delusions, disruptive or disorderly conduct, threats of physical harm to individuals, damage or threats to damage any property, or any other violent or serious behavioral problems. In such situations, Office of Student Affairs personnel, in consultation with the legal department, may immediately bar the student from all Strayer University premises and activities and refer the student to mental health treatment resources.

A student suspended under or barred from campus under the above policy may submit a written appeal to the Office of Student Affairs within ten (10) business days of the decision. Office of Student Affairs personnel will forward the appeal to the Disciplinary Committee, who will evaluate the appeal and may request to interview the student, by telephone or in person, prior to making a decision. Such decision on appeal may include re-admission of the student on campus on the condition that the student submit evidence that that the student has been in a course of treatment with a licensed mental health provider and that the mental health provider or law enforcement believes that the student is no longer a danger or threat to him/herself or others. The decision of the Committee is final.

### Financial Aid Grievances

Students with concerns about financial aid issues should first contact their Campus Business Office to discuss any concerns that they have. Many issues can be resolved via a conversation. In the event that the student is not satisfied after contacting the Campus Business Office then the student should follow the Non-Academic Grievance Procedures as outlined on page 13. In addition:

If a complaint is not settled to the student's satisfaction, the student may contact the University's accrediting agency, the Middle States Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104, 267-284-5000), or one of the state agencies below.

**ALABAMA**

Alabama Commission on Higher Education  
P. O. Box 302000  
Montgomery, AL 36130-2000  
334-242-1998  
<http://www.accs.cc/complaintform.aspx>

Alabama Department of Postsecondary Education  
P.O. Box 302130  
Montgomery, AL 36130-2130  
334-293-4500

**ALASKA**

Alaska Commission on Postsecondary Education  
P.O. Box 110505  
Juneau, AK 99811-0505  
800-441-2962  
[http://acpe.alaska.gov/EDUCATOR-SCHOOL/Postsecondary\\_Institutions/Consumer\\_Protection.asp](http://acpe.alaska.gov/EDUCATOR-SCHOOL/Postsecondary_Institutions/Consumer_Protection.asp)

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  
[http://azppse.gov/UserFiles/PDF/complaint\\_form.pdf](http://azppse.gov/UserFiles/PDF/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

**CALIFORNIA**

California Bureau of Private Postsecondary Education  
P.O. Box 980818  
W. Sacramento, CA 95798-0818  
1-888-370-7589  
[http://www.bppe.ca.gov/forms\\_pubs/complaint.pdf](http://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

## Student Disciplinary and Grievance Policies and Procedures

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](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  
[dheo@doe.k12.de.us](mailto:dheo@doe.k12.de.us)

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  
Education Licensure Commission  
810 First Street, NE  
9th Floor  
Washington, DC 20002  
202-727-6436  
[http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/complaint\\_form\\_4\\_11.pdf](http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/complaint_form_4_11.pdf)

### **FLORIDA**

Florida Commission on Independent Education  
325 W. Gaines Street  
Suite 1414  
Tallahassee, FL 32399-0400  
850-245-3200  
<http://www.fldoe.org/cie/complaint.asp>

### **GEORGIA**

Georgia Nonpublic Postsecondary Education Commission  
2082 E Exchange Pl. #220  
Tucker, GA 30084-5334  
770-414-3300  
<http://rules.sos.state.ga.us/docs/392/5/06.pdf>

### **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  
[http://hawaii.gov/dcca/ocp/consumer\\_complaint](http://hawaii.gov/dcca/ocp/consumer_complaint)

**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://apps.iowacollegeaid.gov/marketing/docs/constituentrequestform.pdf>

**KANSAS**

Kansas Board of Regents  
1000 SW Jackson Street  
Suite 520  
Topeka, KS 66612-1368  
785-296-3421  
<http://www.kansasregents.org/resources/PDF/524-ComplaintProcedureandForm.pdf>

**KENTUCKY**

Kentucky Council on Postsecondary Education  
1024 Capital Center Dr. #320

## Student Disciplinary and Grievance Policies and Procedures

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  
[http://ag.ky.gov/civil/consumerprotection/complaints/Lists/consumer\\_complaint/form.aspx](http://ag.ky.gov/civil/consumerprotection/complaints/Lists/consumer_complaint/form.aspx)

### **LOUISIANA**

Louisiana Board of Regents  
P.O. Box 3677  
Baton Rouge, LA 70821-3677  
225-342-4253  
<http://regentsfiles.org/assets/docs/ProprietarySchools/StudentComplaintProcedure.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](mailto:harry.osgood@maine.gov)

Maine Attorney General  
Consumer Protection Division  
6 State House Station  
Augusta, ME 04333  
1-800-436-2121  
[http://www.maine.gov/ag/consumer/complaints/complaint\\_form.shtml](http://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  
<http://www.mhec.state.md.us/higherEd/acadAff/MHECStudentComplaintProcess.pdf>

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  
<http://www.mass.edu/forstudents/complaints/complaintprocess.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  
<http://www.mississippi.edu/mcca/downloads/studentcomplaintform.pdf>

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/images/uploads/forms/MSAGO\\_Complaint\\_Form.pdf](http://www.ago.state.ms.us/images/uploads/forms/MSAGO_Complaint_Form.pdf)

**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>

## Student Disciplinary and Grievance Policies and Procedures

### **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  
<http://doj.mt.gov/wp-content/uploads/2011/05/complaintform3.pdf>

### **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  
[http://www.ago.state.ne.us/consumer/emailforms/consumer\\_complaint.htm](http://www.ago.state.ne.us/consumer/emailforms/consumer_complaint.htm)  
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://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm>

### **NEW HAMPSHIRE**

New Hampshire Department of Education  
101 Pleasant Street  
Concord, NH 03301  
603-271-0257  
[Patricia.Edes@doe.nh.gov](mailto:Patricia.Edes@doe.nh.gov)

### **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

[http://lwd.dol.state.nj.us/labor/forms\\_pdfs/coei/SAU/Conflict%20Resolution%20Questionnaire.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/coei/SAU/Conflict%20Resolution%20Questionnaire.pdf)

New Jersey Division of Consumer Affairs

124 Halsey Street

Newark, NJ 07102

1-800-242-5846

<http://www.nj.gov/oag/ca/complaint/ocp.pdf>

#### **NEW MEXICO**

New Mexico Higher Education Department

2048 Galisteo Street

Santa Fe, NM 87505

505-827-6060

[http://www.hed.state.nm.us/Complaint\\_3.aspx](http://www.hed.state.nm.us/Complaint_3.aspx)

#### **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](mailto: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

## Student Disciplinary and Grievance Policies and Procedures

1-800-472-2600  
<http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf>

### 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  
[http://scr.ohio.gov/ConsumerInformation/  
FilingaComplaint.aspx](http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx)

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  
<http://www.ohioattorneygeneral.gov/consumercomplaint>

### 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  
<http://www.oag.state.ok.us/oagweb.nsf/ccomp.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](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.state.pa.us/portal/server.pt/community/higher\\_education/8711/complaint\\_procedure/1004474](http://www.education.state.pa.us/portal/server.pt/community/higher_education/8711/complaint_procedure/1004474)

Office of Attorney General  
Bureau of Consumer Protection  
14th Floor, Strawberry Square  
Harrisburg, PA 17120  
1-800-441-2555

[http://www.attorneygeneral.gov/uploadedFiles/Complaints/BCP\\_Complaint\\_Form.pdf](http://www.attorneygeneral.gov/uploadedFiles/Complaints/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  
<http://www.riag.state.ri.us/documents/consumer/ConsumerComplaintForm.pdf>

#### **SOUTH CAROLINA**

South Carolina Commission on Higher Education  
1122 Lady St., Suite 300  
Columbia, SC 29201  
803-737-3918  
[http://www.che.sc.gov/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/AcademicAffairs/License/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

## Student Disciplinary and Grievance Policies and Procedures

605-773-4400

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

### TENNESSEE

Tennessee Higher Education Commission

Division of Postsecondary Authorization

404 James Robertson Parkway

Suite 1900

Nashville, TN 37243

615-741-3605

[http://www.tn.gov/thec/Divisions/LRA/](http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf)

[PostsecondaryAuth/Complaint%20Form.rtf](http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf)

### TEXAS

Texas Higher Education Coordinating Board

1200 E. Anderson Lane

Austin, TX 78752

512-427-6111 <http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

Office of the Attorney General

Consumer Protection Division

P.O. Box 12548

Austin, TX 78711-2548

<https://www.oag.state.tx.us/consumer/complaintform.pdf>

512-463-2100

### 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>

### 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](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

<http://www.schev.edu/students/studentcomplaint.asp>

**VIRGIN ISLANDS**

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 Islands  
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](https://www.wvhepc.org/resources/Complaint_Process.pdf)

**WISCONSIN**

Wisconsin Educational Approval Board  
P.O. Box 8696  
Madison, WI 53708  
608-266-1996  
<http://eab.state.wi.us/resources/complaint.asp>

**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

## Student Disciplinary and Grievance Policies and Procedures

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.

### Other Non-Academic Grievance Procedures

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

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 Family Rights and Privacy Act of 1974;  
The Age Discrimination Act of 1975; and  
The Americans with Disabilities Act of 1990.

**Level 1** — Since grievances should be raised and settled promptly, a grievance shall be raised as soon as the event occurs or the student gains knowledge of it and in no event more than **60 days** after the event occurred.

If a complaint cannot be resolved informally, the student may file a written grievance following a written response from the Strayer University administrative official. The written grievance is filed with the Campus Director and shall contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the redress sought.

The Campus Director shall provide a written response to the student within thirty (30) calendar days of receipt. All discrimination or sexual harassment matters should be brought immediately to the attention of the Senior Vice Provost, Student Affairs.

**Level 2** — If not satisfied with the grievance disposition at Level 1, the student may file a written grievance with the Regional Vice President within thirty (30) calendar days of receipt of the written decision from the Campus Director. The written grievance shall contain the name of the complainant, the date of the filing, a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at Level 1.

The Regional Vice President will contact the student upon receipt of the written grievance and will issue a written response within thirty (30) calendar days of receipt.

**Level 3** — If not satisfied with the grievance disposition at Level 2, the student may submit a written request to the Senior Vice Provost, Student Affairs, who coordinates the appeal at this level, within thirty (30) calendar days of receipt of the written decision from the Regional Vice President. The written grievance shall contain the name of the complainant, the date of the filing, a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at Level 2. Contact information for the Office of Student Affairs is as follows: P.O. Box 710927, Herndon, VA 20171, Email: [studentaffairs@strayer.edu](mailto:studentaffairs@strayer.edu), Phone: (877)261-6908, Fax: 571-643-0646.

Personnel who review the appeal at this level include the Senior Vice Provost, Student Affairs and any additional person the Senior Vice Provost deems relevant to the appeal, e.g., Senior Financial personnel, Registrar, or any other appropriate senior level personnel will reply in writing typically within the thirty (30) calendar days after receipt of the written request. The decision of the Senior Vice Provost, Student Affairs will be final.

Please note that all discrimination and sexual harassment matters will be heard by the Senior Vice Provost, Student Affairs, whose decision shall be final. Both parties have the right to copies of all information presented at the grievance proceeding. A recording will be made of the discrimination and sexual harassment grievance hearings and retained for future reference. The student is entitled to a copy of this recording at his/her expense. In discrimination and sexual harassment cases, revision of the deadlines for filing appeals and rendering responses may be made by mutual agreement, in writing, between the student and the Senior Vice Provost, Student Affairs.



## Academic Grievance Procedures

### Grade Appeals

Grade appeals may be raised only on **FINAL** grades. The University will not review appeals of individual assignment grades. 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.

"Arbitrary and capricious" means any or all of the following:

- 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, such as blatant favoritism, discrimination of any type, or romantic or sexual relationships between students and faculty.

Before a student may appeal a final grade, the student must first raise any concerns about the grade to the instructor in writing within thirty (30) calendar days after the end of the course or after the grade was awarded, whichever is later. The University will not consider a grade appeal raised outside this timeframe. The instructor must respond to the student in writing within ten (10) business days after receiving notice of the student's concern. The instructor's response must include a detailed explanation of the grade calculation (with reference to the grading scale as stated in the course guide) and notice of the student's right to appeal.

If the instructor's response does not resolve the student's concern or if the instructor does not respond within ten (10) business days after receiving notice of the student's concern, then the student may appeal the final grade in writing to the Dean of the applicable College or the College Dean's designee. The student must present the appeal in writing with supporting documentation, including any response received from the instructor. The College Dean or the College Dean's designee must respond to the appeal in writing within ten (10) business days. The response must include a detailed explanation of the grade calculation (with reference to the grading scale as stated in the course guide). The decision of the College Dean or the College Dean's designee is final.

## Concerns About Academic Quality of Instruction

### Complaint Process

Concerns about the academic quality of courses taught by the members of the University's faculty should be filed with the Help Center at <https://icampus.strayer.edu> within thirty (30) calendar days after the end of the course in which the complaint arose. **After this time the University will not evaluate instructor complaints from the student.** The student should clearly state the areas of concern, give examples, and provide specific documentation. In conjunction with academic leadership, the Help Center representative will investigate appropriately, including talking with and observing the instructor. Thereafter, the Help Center representative will convey to the student in writing his/her detailed evaluation of the complaint and, if appropriate, a solution to the problem.

If the student is dissatisfied with the response received at this level, the student may submit another Help Center ticket at <https://icampus.strayer.edu> which must include the response from the initial Help Center ticket. The ticket will be assigned to the appropriate Regional Associate Dean who will follow the same procedure of evaluation and written response to the student as the Help Center representative. The Regional Associate Dean's decision will be final and no other appeals will be accepted.

*Complaints that an instructor engaged in discrimination, sexual harassment, or sexual relationships with students, or denied an accommodation previously negotiated under the Americans with Disabilities Act (ADA) should be communicated verbally and in writing directly to the Senior Vice Provost, Student Affairs, who may be reached by phone at (877) 261-6908, by fax at (571) 643-0646, by e-mail to [studentaffairs@strayer.edu](mailto:studentaffairs@strayer.edu) or by mail at P.O. Box 710927, Herndon, VA 20171.*

## Academic Integrity Policy

Strayer University holds its students and employees to high standards of academic integrity and will not tolerate acts of falsification, misrepresentation, or deception. Such acts of intellectual dishonesty include, but are not limited to, cheating, plagiarism, fabricating data or citations, stealing examinations, using instructor editions of textbooks without authorization, completing an assignment or taking an exam for another, having another individual complete your assignments or take your exams, using technology to disseminate exam questions and answers, tampering with the academic work of another student, facilitating other students' acts of academic dishonesty, and resubmitting work completed in another course (with the exception of compiling previous course work, if approved, into a Directed Research Project).

### Honor Pledge

Upon application to the University, each student will be asked to sign the Honor Pledge, a copy of which may also be found in each course syllabus. The Honor Pledge reads as follows:

*I have read and understand Strayer University's Academic Integrity Policy. 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 violations of the Academic Integrity Policy 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.*

Name (Signed) \_\_\_\_\_ Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

*Any student who, upon application to the University, refuses to sign the Honor Pledge must submit an explanation in writing that will be reviewed by the Senior Vice Provost, Student Affairs or designee. If the Senior Vice Provost, Student Affairs or designee does not accept the student's explanation, the student will not be permitted to enroll at Strayer University.*

The Honor Pledge will remain on file with the University until such time as he or she graduates, completes his or her program of study, terminates enrollment, or is administratively withdrawn from the University.

### Procedures for Reporting Academic Integrity Violations

Strayer University does not tolerate intellectual dishonesty, whether intentional or unintentional.

If a student is accused of violating the Academic Integrity Policy, then any disciplinary action will be imposed in accordance with the procedures outlined below. Violations or suspected violations of the University's Academic Integrity Policy may be reported by students, faculty, or any member of the University community, including incidents brought to their attention by any outside parties. When an instructor discovers an academic integrity violation through review of a student's submitted work, the instructor will carefully document and/or collect evidence of the violation. Students who provide evidence of other students' violations must have such evidence corroborated by a Strayer University instructor or administrator.

All incidents of intellectual dishonesty are reported to and tracked by the Office of Student Affairs. Depending on the severity of the violation, appropriate personnel will review the case and may discuss the nature of the violation with other instructors who have taught the student and/or administrative personnel who may have first-hand information about the student and/or this specific violation. Appropriate personnel may include the College Dean, Academic Integrity Committee members, and/or the College Dean's designee.

### Sanctions for Academic Integrity Violations

Disciplinary action for violations of the Academic Integrity Policy will depend on several factors, including the following:

- Whether the student is a first-time offender or a repeat offender
- Whether the violation was intentional or due to carelessness or a lack of knowledge
- Whether the student acknowledges the offense when presented with overwhelming evidence
- Whether the offense occurs early or late in the student's academic program
- Whether the offense involves a minor assignment or a major endeavor toward a degree, such as the Directed Research Project for graduate students
- Whether the violation has major impact on the learning environment at the University

However, no one factor is dispositive and the Committee retains discretion to impose an appropriate sanction. Once it is determined that a violation has occurred, the instructor, the College Dean, or the College Dean's designee will impose the sanction. Sanctions may include, but are not limited to:

- **Written warning** - Instructors may issue a written warning at any time - consistent with a reasonable determination that a violation has occurred - to students for minor violations of the Academic Integrity Policy. The warning shall include a description of the violation and the corrective action needed to prevent further violations. The instructor will provide notification of the action to the Office of Student Affairs. The warning is kept by the Office of Student Affairs.
- **Grade reduction or failing grade on assignment involved in academic integrity violation** - Instructors may determine whether a grade reduction or failing grade on an assignment is justified given the extent of the violation. Such decisions will be upheld unless determined to be arbitrary and capricious. The instructor will provide notification of the action to the Office of Student Affairs. The notification is noted by the Office of Student Affairs.
- **Referral to the Academic Integrity Committee for Disciplinary Action** - An instructor, Office of Student Affairs personnel, a College Dean, or a College Dean's designee may submit a recommendation to the Academic Integrity Committee that it review the matter and ascertain whether it justifies administrative course failure, suspension, expulsion, and/or revocation of an awarded degree. The Academic Integrity Committee will review all materials and will allow the student ten (10) business days to submit a written response. The committee will issue a written decision within ten (10) business days following the committee meeting, and said decision will be included in the student's official record.
- **Revocation of Degree:** If, in the opinion of the Academic Integrity Committee, the student has committed gross violations of the University's Academic Integrity Policy, the Committee may revoke the student's degree.

## Academic Integrity Committee Purpose

The Academic Integrity Committee will have primary responsibility for review of cases presented by course instructors and University Administration for evaluation of disciplinary actions that include course failure, suspension, expulsion, and/or revocation of a degree.

## Composition of Committee

*The Academic Integrity Committee shall be chaired by the Senior Vice Provost, Student Affairs or appropriate designee. The Committee will be comprised of representatives from the Strayer University faculty and academic administration. Faculty members for the Committee will be selected by the Senior Vice Provost, Student Affairs from a standing pool of faculty members that have been recommended by the academic administration. (The faculty members recommended for the Committee will have a one year term.) If any member of the Committee is unavailable or unable to render an impartial judgment in a given case, the Senior Vice Provost, Student Affairs is authorized to select alternate Committee members from the following areas:*

Assistant Deans of Faculty

Associate Deans

Assistant Deans of Curriculum

Other Office of Student Affairs personnel

## Internal Procedures

The Committee will review all materials obtained from any available source. The Academic Integrity Committee will also allow the student ten (10) business days to provide a written statement. The Committee will issue a written decision within ten (10) business days following the Committee meeting. The decision from the Committee will be provided in writing to the student and will be maintained in the student's official record.

Because Academic Integrity Committee hearings are not formal court proceedings, the Academic Integrity Committee is not bound by the rules of evidence. The Academic Integrity Committee will consider all evidence that, in its reasonable discretion, is pertinent to the case before it.

## Appeals

**For each sanction above, the student will be given the opportunity to appeal as follows:**

1. Appeals of written warnings may be made to the Associate Dean, as described below, whose decision shall be final.
2. Appeals of grade reductions or failing grades on individual assignments may be made to the Associate Dean, as described below, whose decision shall be final.
3. Appeals of grade reductions or failing grades issued as the final course grade may be made to the appropriate College Dean, whose decision shall be final.

## Student Disciplinary and Grievance Policies and Procedures

4. Appeals of interim suspension, suspension, expulsion, and/or revocation of a degree may be made to the appropriate College Dean, whose decision shall be final.

For all appeals: Appeals should be submitted in writing within ten (10) business days of receipt of the original decision. On appeal, the Associate Dean or appropriate College Dean may, after review of the relevant information, decide to impose a greater sanction than the sanction being appealed. The only grounds for appeal shall be:

1. that new evidence has been discovered;
2. that the penalties set were not commensurate with the offense; or
3. that failure to follow procedure constituted an error.

# 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 of 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.

## 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 his or her 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. Legal drinking age is 18 in the U.S. Virgin Islands, Puerto Rico and Guam. 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 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: <http://www.justice.gov/dea/agency/penalties.htm>.

### 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.factsontap.org](http://www.factsontap.org), [www.drugfree.org](http://www.drugfree.org) and [www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov).

### 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](http://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.

#### American Council on Alcoholism

1-800-527-5344, [www.aca-usa.org](http://www.aca-usa.org)

The American Council on Alcoholism (ACA) is a national non-profit health organization dedicated to educating the public about the effects of alcohol, alcoholism, and alcohol abuse, as well as the need for prompt, effective, available, and affordable treatment.

#### Alcoholics Anonymous

[www.aa.org](http://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](http://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 [iCampus/strayer.edu/student-services](http://iCampus/strayer.edu/student-services). There are local and national telephone hotline numbers available regarding suicide prevention, domestic abuse, substance abuse and mental health crises.

## 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.

## Cellular Telephones and Pagers

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 Dean or Campus Director, and if such an exception is granted children will not be permitted to be left unsupervised on campus.

## 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.

## Policies and Procedures

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.

Violation of this policy may result in an immediate suspension or loss of computer or network privileges 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 is prohibited inside all campus facilities and 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 Student Services Manager. 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 Student Services Manager.

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 Director of Student Affairs. 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 Student Activities Committee or the Dean of Student Affairs.
3. Solicitation may occur only in student lounges.
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 9-1-1.** When the emergency has subsided, the victim should also report the crime as soon as possible to the Campus Director of the location where the incident occurred.

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 to the Campus Director, Campus Dean, or a professor of the campus where the incident occurred or to security personnel, if available.

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 Student Code of 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-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 in the Office of Student Affairs. 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 Guards.** Strayer University security guards play an important role in Strayer University campus security operations. Strayer University security guards help students, staff and faculty with safety and security on our campuses. Strayer University security guards check student and staff identification, patrol the campus and grounds, and help report and document security incidents. At some campuses, and only when approved by Strayer leadership, Strayer may use guards or off-duty police officers working in a uniformed security capacity. In an emergency, students can request security guards to call 9-1-1 and report incidents to authorities.

**Weapons on Campus.** Students may not control or possess any weapon or firearm on Strayer University premises. A student who is a law enforcement officer required to carry a weapon or firearm as part of his/her law enforcement duties may carry a weapon or firearm on Strayer University premises only with prior notice to and approval of the Campus Director and only if the student provides

## Policies and Procedures

proof of his/her legitimate law enforcement position by presenting valid law enforcement credentials. Upon receiving such a request, and at the beginning of each subsequent academic term in which the student is enrolled, the Campus Director must verify these credentials with the student's agency and provide the Regional Vice President and the Vice President of Real Estate with a list of students permitted to carry weapons under this policy. Civilian-attired police officers who carry a weapon or firearm on Strayer University premises pursuant to this exception must keep the weapon or firearm concealed so as not to alarm others.

**StrayerALERT.** Strayer University also has an emergency alert system, StrayerALERT, to provide important information to Strayer University'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.

Please login to the StrayerALERT system by going to <https://www.getrave.com/login/strayer> and clicking the 'Register Now' button to initiate the registration process. Please note that to sign-up for StrayerALERT via the registration page, you must use a valid Strayer University email address. Once you have logged into the system, you will need to provide your mobile number, and select the campus or campuses for which you would receive notifications. For more information regarding Strayer University's Emergency Plan as well as the StrayerALERT system, go to <http://icampus.strayer.edu>.

**Notice of Crime on Campus.** In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as applicable state laws, information concerning campus security programs, recommended personal safety practices, crime reporting procedures and campus crime statistics for the most recent three year period is available online at <https://icampus.strayer.edu> and at <http://www.strayer.edu/campus-safety>. Copies also are available in the Student Services Offices 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, the Campus Director, Campus Dean, or a professor. 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. Students in Kentucky may access the most recent Michael Minger Act report for their campus as well as their campus crime log at <https://icampus.strayer.edu>.

## Student Illness Policy

When a student misses class (or is unable to sign in to an online class) due to illness, the student must contact the professor and as a secondary contact, their Campus Dean as soon as possible. If the student wants to make up missed assignments, the student must provide the professor and/or the Campus Dean with medical documentation supporting the claim of illness and showing the dates of illness. The professor and/or Campus Dean will discuss possible options with the student and determine if make-up work will be given. Make-up work will not be given if the Campus Dean determines that too much work or class time has been missed.

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 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. *Registration with Selective Service, if applicable*
8. *Maintenance of satisfactory academic progress standards established by the University*
9. *Not in default on a federal student loan or owe money on a federal student grant*
10. *Certification that student will use federal student aid funds for educational purposes*
11. *Student loan borrowing has not exceeded aggregate loan limits*

## 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 the Student Needs Analysis Portal (SNAP) and a student self-service portal.

**Access:** Students may log into SNAP and 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 **Student Center** menu, select **"Apply for FA"** or **"View My FA."** If you currently do not have an iCampus ID, please visit <http://www.strayer.edu> and click on "Financial Support" to obtain additional information regarding financial aid.

**Apply for FA:** The SNAP application process provides all of the tools you need to apply for federal student aid. Here, you can complete your Free Application for Federal Student Aid (FAFSA). If you plan to use federal student loans, SNAP will link you to the Department of Education's site at <https://studentloans.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. Please contact your campus Business Office if you have any questions regarding completing SNAP, the master promissory note, or 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:

- **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 his or her financial aid. Once all documents are received, it takes approximately 15 business days for funds to arrive and disburse to the student's account.

- **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.

## 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; click the link to the Student Center for access to the menu and select "Submit Help Ticket". 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 he/she 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 "Financial Support — Financial Assistance."

- 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.

# 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) in order 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](http://www.USCIS.gov).

Questions and concerns should be directed first to the Campus Dean or Campus Director. This individual will research the answer or contact an International Student Visa Specialist in the Registrar's Office 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

In order 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 an Academic Advisor. All prerequisites assigned to a students' 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 Campus Dean. 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 Campus Dean's recommendation per USCIS allowable academic reasons. Campus Dean 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 from the Campus Dean will not be permitted to register and their F-1 status will be terminated.

## 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 Campus Dean or 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, [www.embassy.org/embassies](http://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 will expire 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. 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

## F-1 International Student Policies and Procedures

approval for new form I-20. Additional information regarding off-campus employment is available at [http://www.ice.gov/sevis/employment/faq\\_f\\_off1.htm](http://www.ice.gov/sevis/employment/faq_f_off1.htm).

### 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

## 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, 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

Tutoring is offered in subject areas such as English, mathematics, business, accounting, and statistics. All students have access to these free tutoring services, whether they are taking classes at a bricks and mortar campus or via Strayer Online. Tutoring services are provided by full-time and part-time faculty as well as professional tutors. All of the tutors have backgrounds in the subject areas in which they are tutoring.

Campus-based tutoring schedules vary slightly, but typically these face-to-face tutoring services are available in the late afternoon Monday through Friday and on Saturday morning in order to accommodate the needs of our adult student body. To participate in campus tutoring, students can either make an appointment or drop in for a campus tutorial. Students should check with their Academic Officers for a tutoring schedule and information on how to schedule an appointment. Information about online tutoring can be found at <https://icampus.strayer.edu/campus-library/tutoring>.

Online tutoring can be found in the BlackBoard Course Shell under the Tutoring tab along the top of the course home page. Live tutorials in a variety of subjects and essay/writing submission are available. Submitted writing takes 24-48 hours for returned feedback, so students need to plan accordingly.

For all tutorial sessions, the student should come prepared by bringing course materials, having tried to do the required course reading and/or homework, and having formed specific questions for the tutors. Although the instructor is always the first person the student should turn to for further clarification or assistance, a tutor can provide additional one-on-one assistance to help in reaching educational goals.

## Career Services

Strayer University is committed to helping students reach their career goals. Through the University's Career Center, students have access to a wide range of complimentary services and resources. These resources have been carefully selected to assist students in preparing for future professional positions. Although the intent is to actively engage students in the career development process, participation in career development activities and/or completion of any Strayer University program does not guarantee a student will find employment after graduation.

Career resources and services offered to students may be found behind the iCampus login on the University Career Center webpage: <https://icampus.strayer.edu/ucc>.

### On-line Career Resources:

- Career Gallery: On demand career and specialty webinars
- Candid Career: Alumni providing career advice via short video clips
- Live online webinars: Sessions led by Career Experts
- Links to information on resume writing, cover letters, interviewing, networking, and job search strategies

### Campus-based Career Resources

Additional resources are located in the Learning Resources Center (LRC). Each campus has a Career Resources Area which includes books, periodicals, and local job listings. The Learning Resources Center Manager on each campus is trained and available to provide resume critiques and assist students with the many career related resources found on campus and online. LRC Managers frequently organize on campus Career Networking Events bringing together students, alumni, and employers.

A corporate Career Services team supervises and trains the LRC Managers in the delivery of career resources and supports all the online systems and communications with students and alumni.

## Computer Services

Strayer University provides a variety of computer services to students. The University has multiple computer labs at each campus location, including an open lab that is available for student use during normal campus hours. A number of courses are also taught in Strayer University teaching labs. All labs are equipped with state of the art computer systems and high-speed Internet connections. Each lab has an array of software for use by students. This software includes, but is not limited to, the Microsoft Office Suite, Peachtree accounting software, and Microsoft Visual Studio.

The computer labs also have connections to online databases and eBooks for use in research and related projects. A partial listing includes the ACM Digital Library; EBSCOhost's Academic Search Complete, Business Source Complete, Education Source, and Criminal Justice Abstracts with Full Text; eLibrary; Loislaw; LexisNexis Academic; ProQuest's National Newspapers Premier; Encyclopedia Britannica Online; Mergent Online; Congressional Quarterly Suite; Oxford Reference Online. Access to eBooks is available from EBSCOhost's eBook collection, the IGI Global Research Collection, and Credo Reference. These databases and eBooks have proven to be an excellent resource for Strayer University students.

Each university location has an onsite Campus Lab Monitor and/or Learning Resources Center Manager who can assist students with basic computer questions. They can also help students in the use of online databases as well as basic functions of Microsoft Word and Excel.

## Commencement

Strayer University holds regional commencement ceremonies throughout the year as well as virtual commencement 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 [www.strayer.edu/graduation](http://www.strayer.edu/graduation).

*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 [www.strayer.edu/graduation](http://www.strayer.edu/graduation) by the posted registration deadlines.
2. Order a cap and gown at [www.herffjones.com/college/strayer](http://www.herffjones.com/college/strayer).

## Degree Conferral Process and Diplomas

All students seeking a diploma from Strayer University must complete the Degree Conferral Application and pay the \$150 Degree Evaluation Fee (students seeking a certificate will be billed a \$25 Evaluation Fee). During the evaluation of students' applications, the Registrar's Office will determine if the student has met the requirements for degree conferral OR if there are additional requirements to meet. The Degree Conferral Application 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. In order to receive your diploma, you need to complete the Degree Conferral Application once you have finalized registration for your final class(es). To submit your Degree Conferral Application:

1. Login into your iCampus account.
2. Click on Student Center and the My Academics tab.
3. Click the Apply for Graduation link to begin the application process.
  1. If you are unable to complete the application through iCampus, please contact your home campus.

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 [www.strayer.edu/exit\\_counseling](http://www.strayer.edu/exit_counseling) to complete the counseling before submitting the Degree Conferral Application, or complete it at any time prior to graduating.

## Alumni Services

Strayer University graduates are encouraged to use the robust resources of the Alumni Program in support of their career success, personal growth and lifelong learning.

After students graduate from Strayer University, they can join the Alumni Program by:

1. Visiting Strayer University's alumni webpage at <http://alumni.strayer.edu/>.
2. Selecting the link to activate their alumni account.

Through the Alumni Program, Strayer University graduates have the opportunity to stay connected with the University and with other graduates. Alumni Chapters have been established to provide networking, lifelong learning, and volunteer opportunities for graduates. The Alumni Program is administered by Strayer's Corporate Communications Department. Strayer University recognizes all graduates with a degree, diploma or certificate as alumni and provides free, lifetime membership in the Alumni Program.

## 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 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, or collection agent or student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her 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 by 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

Student photo identification cards (ID cards) are required of all registered students. Students must carry the card at all times when they are on University property. Campus administration and campus security guards may ask a student to present his or her ID card for entry into the building, or at any other time. If a student is unable to present the ID card, campus administration or campus security guards may ask the student to leave the campus. The ID card is required for borrowing privileges at the Learning Resources Center and may be required for entry into the Learning Resources Center. The ID card may also be required for entry into the computer lab or other facilities on any campus. Students may be eligible for benefits and privileges at various business, cultural and entertainment facilities by presenting a Strayer University identification card. The photo ID card can be obtained at the Learning Resources Center of the student's home campus. Validation stickers are available quarterly and are required to keep the ID card current and valid. Proof of registration is required to obtain an ID card or a validation sticker. A replacement ID card costs five dollars, payable to the campus Business Office.

## Learning Resources Center (LRC) /Library

Research and study facilities are available at all campuses of the University as well as through online access. The main library is the Wilkes Library, which is located at the Washington Campus. All LRCs have books, periodicals, computer software and career resources which assist students with their academic and career development needs. Through the online library catalog and the inter-campus delivery service, circulating materials may be borrowed from any LRC collection. To ensure the availability of circulation resources, the LRC reserves the right to seek reimbursement for delinquent, damaged, or lost items.

Strayer University campuses are linked to the Internet, which enables students to conduct extensive research. The LRC section of the Strayer University iCampus Web site (<https://icampus.strayer.edu/campus-library/learning-resources-center>) is available from on-campus personal computers and provides access to databases, the online library catalog, thousands of electronic books, and other

useful research sites. Online students can access these resources with the above link or through the Resource Center tab in their course shell. Login is required to use LRC resources.

Students are encouraged to utilize the materials and services of the LRC in support of their academic requirements and professional development goals. The LRC is a major resource in the development of information literacy skills – skills needed to find, retrieve, analyze, and use information. These skills are gained and improved through classroom instruction as well as through independent use of the LRC's collections and services. LRC orientation sessions are scheduled throughout the quarter to acquaint users with these available collections and services; please contact your LRC to arrange a tour. Many local public libraries and some academic libraries open to the public may offer borrowing and inter-library loan privileges for which the student is eligible based on their local citizenship. The LRC webpage identifies local, regional, and national libraries. Hours of operation for the LRC and open labs are posted on campus. During the quarter breaks, the hours may vary and are identified accordingly. In addition to the other resources detailed, each LRC also has a Career Resources area with materials to support resume writing, job search, networking, and interviewing needs. LRC staff members are available to help students.

## Student Organizations

Student organizations may be established within the University. The following policies apply to all student organizations recognized by Strayer University.

1. *The entire program of student activities, including student organizations, shall be under the review of the Student Activities Committee.*
2. *All student organizations must have a faculty advisor, approved by the Campus Dean.*
3. *Each student organization must provide a full membership list, names of organization officers, and copies of the organization's Constitution and By-Laws to the Campus Dean, the Office of Student Affairs, and the Student Activities Committee. All amendments to the Constitution and/or By-Laws must be submitted for approval before they become effective.*
4. *Organizations must be open to all members of the Strayer University student community regardless of race, ethnicity, gender, age, political affiliation, religion, physical challenges, national origin, marital status, or sexual orientation.*
5. *Student organizations may use University facilities to hold regular club meetings, social events, and activities that are open to the Strayer University community. However, the use of University facilities must be approved by the Campus Dean.*
6. *Invited guests must have the written approval of the organization's faculty advisor.*
7. *No individual, group, or organization may use the University's name, logo, or specific applications thereof (e.g., official stationary) without the express authority of the Office of the President.*
8. *Any organization engaging in illegal activities, on or off campus, is subject to sanctions, including admonition, probation, or withdrawal of University recognition.*
9. *Private clubs and associations are not authorized or recognized at Strayer University.*
10. *Establishment of a new student organization may require authorization by the Dean of the School under which the organization would be recognized.*

## 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](mailto: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 Dean.

### 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 Dean; and
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](mailto: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.

### Student Organization Bank Accounts

All funds provided to student organizations must be accounted for in conformity with policies established by the Student Activities Committee or the Director of Student Affairs. Among these policies are the following:

1. Any funds provided to an organization by the University can be used only for academic and professionally related activities, such as seminars and educational videos. University funds may not be used for social activities, awards, letterhead, etc.
2. An accounting of expenditures, by receipt, must be made by the student organization at the request of the Student Activities Committee or the Dean of Student Affairs.
3. No bank accounts may be opened by student organizations in the name of Strayer University.
4. If ordered by the Dean of the school under which an organization was originally recognized, an organization may be absorbed as a chapter into a University-wide organization.

### Virtual Bookstore

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”. Students may also access the bookstore directly. Strayer University students may access the bookstore through [www.strayerbookstore.com](http://www.strayerbookstore.com). JWMI students may access the bookstore through [www.jwmibookstore.com](http://www.jwmibookstore.com). You will need to enter your Student ID, First Name and Last Name in order to access your bookstore.

Online orders are accepted 24/7. Orders received by noon Eastern Time Monday through Friday will be shipped the same day the order is placed. Saturday and Sunday orders are shipped on Monday with the exception of UPS ground. 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 or call (855) 561-7052 for assistance.

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.

Course textbooks are not a part of an LRC book collection. If a current text is owned by any LRC, it is available for in-LRC use only as part of the library's Reserve Collection.

## Textbook Return Policy

The Strayer University Bookstore may offer a refund (less original shipping charge) for students returning new books within two weeks after original class start date or within one week of the date received, whichever is later. If a textbook needs to be returned due to Strayer University's cancellation of a scheduled class, the student should contact the Bookstore through the “Contact Us” option for a pre-paid return shipping label.

## Vendor Purchase of Used Books

Following each quarter, the Strayer University Bookstore may purchase from students a limited number of current editions of used textbooks, only if they are being used for the upcoming quarter. Students may go to the “Buy Back” tab on the bookstore to receive a buy back quote. When the bookstore receives the book, they will mail a check to the student for the price quoted. Please note that not all books have a resale value.

## 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 the event of inclement weather, consult the Strayer University Web site at <https://icampus.strayer.edu> for information on University closings and delays.

## Website

Strayer University maintains a website on the Internet (<https://icampus.strayer.edu>). 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*



# 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*  
3570 Grandview Parkway  
Suite 200  
Birmingham, AL 35243  
205.453.6300  
[birmingham@strayer.edu](mailto:birmingham@strayer.edu)

*Huntsville Campus*  
4955 Corporate Drive NW  
Suite 200  
Huntsville, AL 35805  
256.665.9800  
[huntsville@strayer.edu](mailto:huntsville@strayer.edu)

## ARKANSAS

*Little Rock Campus*  
10825 Financial Centre Parkway  
Suite 400  
Little Rock, AR 72211  
501.708.0600  
[littlerock@strayer.edu](mailto:littlerock@strayer.edu)

## DELAWARE

*Christiana Campus*  
240 Continental Drive  
Suite 108  
Newark, DE 19713  
302.292.6100  
[christiana@strayer.edu](mailto:christiana@strayer.edu)

## FLORIDA

*Baymeadows Campus*  
8375 Dix Ellis Trail  
Suite 200  
Jacksonville, FL 32256  
904.538.1000  
[baymeadows@strayer.edu](mailto:baymeadows@strayer.edu)

*Brickell Campus*  
1201 Brickell Avenue  
Suite 700  
Miami, FL 33131  
305.507.5800  
[brickell@strayer.edu](mailto:brickell@strayer.edu)

*Coral Springs Campus*  
5830 Coral Ridge Drive  
Suite 300  
Coral Springs, FL 33076  
954.369.0700  
[coralsprings@strayer.edu](mailto:coralsprings@strayer.edu)

*Doral Campus*  
11430 NW 20th Street  
Suite 150  
Miami, FL 33172  
305.507.5700  
[doral@strayer.edu](mailto:doral@strayer.edu)

*Ft. Lauderdale Campus*  
2307 West Broward Boulevard  
Suite 100  
Ft. Lauderdale, FL 33312  
954.745.6960  
[fortlauderdale@strayer.edu](mailto:fortlauderdale@strayer.edu)

*Maitland Campus*  
850 Trafalgar Court  
Suite 360  
Maitland, FL 32751  
407.618.5900  
[maitland@strayer.edu](mailto:maitland@strayer.edu)

*Miramar Campus*  
15620 S.W. 29th Street  
Miramar, FL 33027  
954.378.2400  
[miramar@strayer.edu](mailto:miramar@strayer.edu)

*Orlando East Campus*  
2200 North Alafaya Trail  
Suite 500  
Orlando, FL 32826  
407.926.2000  
[orlandoeast@strayer.edu](mailto:orlandoeast@strayer.edu)

*Palm Beach Gardens Campus*  
11025 RCA Center Drive  
Suite 200  
Palm Beach Gardens, FL 33410  
561.904.3000  
[palmbeachgardens@strayer.edu](mailto:palmbeachgardens@strayer.edu)

*Sand Lake Campus*  
8541 South Park Circle  
Building 900  
Orlando, FL 32819

407.264.9400  
[sandlake@strayer.edu](mailto:sandlake@strayer.edu)

*Tampa East Campus*  
813.663.0100  
[tampaeast@strayer.edu](mailto:tampaeast@strayer.edu)

*Tampa Westshore Campus*  
4902 Eisenhower Boulevard  
Suite 100  
Tampa, FL 33634  
813.882.0100  
[tampawestshore@strayer.edu](mailto:tampawestshore@strayer.edu)

## GEORGIA

*Augusta Campus*  
1330 Augusta West Parkway  
Augusta GA, 30909  
706.855.8233  
[augusta@strayer.edu](mailto:augusta@strayer.edu)

*Chamblee Campus*  
3355 Northeast Expressway  
Suite 100  
Atlanta, GA 30341  
770.454.9270  
[chamblee@strayer.edu](mailto:chamblee@strayer.edu)

*Cobb County Campus*  
3101 Towercreek Parkway SE  
Suite 700  
Atlanta, GA 30339  
770.612.2170  
[cobbcounty@strayer.edu](mailto:cobbcounty@strayer.edu)

*Columbus, GA Campus*  
6003 Veterans Parkway  
Suite 100  
Columbus, GA 31909  
706.225.5300  
[columbusga@strayer.edu](mailto:columbusga@strayer.edu)

*Douglasville Campus*  
4655 Timber Ridge Drive  
Douglasville, GA 30135  
678.715. 2200  
[douglasville@strayer.edu](mailto:douglasville@strayer.edu)



*Lithonia Campus*  
3120 Stonecrest Boulevard  
Suite 200  
Lithonia, GA 30038  
678.323.7700  
[lithonia@strayer.edu](mailto:lithonia@strayer.edu)

*Morrow Campus*  
3000 Corporate Center Drive  
Suite 100  
Morrow, GA 30260  
678.422.4100  
[morrow@strayer.edu](mailto:morrow@strayer.edu)

*Roswell Campus*  
100 Mansell Court East  
Suite 100  
Roswell, GA 30076  
770.650.3000  
[roswell@strayer.edu](mailto:roswell@strayer.edu)

*Savannah Campus*  
20 Martin Court  
Savannah, GA 31419  
912.921.2900  
[savannah@strayer.edu](mailto:savannah@strayer.edu)

## LOUISIANA

*Metairie Campus*  
111 Veterans Memorial Boulevard  
Suite 420  
Metairie, LA 70005  
504.799.1700  
[metairie@strayer.edu](mailto:metairie@strayer.edu)

## MARYLAND

*Anne Arundel Campus*  
1520 Jabez Run  
Millersville, MD 21108  
410.923.4500  
[annearundel@strayer.edu](mailto:annearundel@strayer.edu)

*Owings Mills Campus*  
500 Redland Court  
Suite 100  
Owings Mills, MD 21117  
443.394.3339  
[owingsmills@strayer.edu](mailto:owingsmills@strayer.edu)

*Prince George's Campus*  
5110 Auth Way  
Suitland, MD 20746  
301.505.3300  
[princegeorges@strayer.edu](mailto:princegeorges@strayer.edu)

*Rockville Campus*  
4 Research Place  
Suite 100  
Rockville, MD 20850  
301.548.5500  
[rockville@strayer.edu](mailto:rockville@strayer.edu)

*White Marsh Campus*  
9920 Franklin Square Place  
Suite 200  
Baltimore, MD 21236  
410.238.9000  
[whitemarsh@strayer.edu](mailto:whitemarsh@strayer.edu)

## MISSISSIPPI

*Jackson Campus*  
460 Briarwood Drive  
Suite 200  
Jackson, MS 39206  
601.718.5900  
[jackson@strayer.edu](mailto:jackson@strayer.edu)

## NEW JERSEY

*Cherry Hill Campus*  
2201 Route 38  
Suite 100  
Cherry Hill, NJ 08002  
856.482.4200  
[cherryhill@strayer.edu](mailto:cherryhill@strayer.edu)

*Lawrenceville Campus*  
3150 Brunswick Pike  
Suite 100  
Lawrenceville, NJ 08648  
609.406.7600  
[lawrenceville@strayer.edu](mailto:lawrenceville@strayer.edu)

*Piscataway Campus*  
242 Old New Brunswick Road  
Suite 220  
Piscataway, NJ 08854  
732.743.3800  
[piscataway@strayer.edu](mailto:piscataway@strayer.edu)

*Willingboro Campus*  
300 Willingboro Parkway  
Suite 125  
Willingboro, NJ 08046  
609.835.6000  
[willingboro@strayer.edu](mailto:willingboro@strayer.edu)

## NORTH CAROLINA

*Greensboro Campus*  
4900 Koger Boulevard  
Suite 400  
Greensboro, NC 27407  
336.315.7800  
[greensboro@strayer.edu](mailto:greensboro@strayer.edu)

*Huntersville Campus*  
13620 Reese Boulevard  
Suite 130  
Huntersville, NC 28078  
704.379.6800  
[huntersville@strayer.edu](mailto:huntersville@strayer.edu)

*North Charlotte Campus*  
7870 Commons Park Circle NW  
Concord, NC 28027  
704.886.6500  
[northcharlotte@strayer.edu](mailto:northcharlotte@strayer.edu)

*North Raleigh Campus*  
8701 Wadford Drive  
Raleigh, NC 27616  
919.878.9900  
[northraleigh@strayer.edu](mailto:northraleigh@strayer.edu)

*Research Triangle Park Campus (RTP)*  
4 Copley Parkway  
Morrisville, NC 27560  
919.466.4400  
[rtpcampus@strayer.edu](mailto:rtpcampus@strayer.edu)

*South Charlotte Campus*  
9101 Kings Parade Boulevard  
Suite 200  
Charlotte, NC 28273  
704.499.9200  
[southcharlotte@strayer.edu](mailto:southcharlotte@strayer.edu)

*South Raleigh Campus*  
3421 Olympia Drive  
Raleigh, NC 27603  
919.662.9840  
[southraleigh@strayer.edu](mailto:southraleigh@strayer.edu)

## PENNSYLVANIA

*Allentown Campus*  
3800 Sierra Circle  
Suite 300  
Center Valley, PA 18034  
484.809.7770  
[allentown@strayer.edu](mailto:allentown@strayer.edu)

## Campus Directory

*Center City Campus*  
1601 Cherry Street  
Suite 100  
Philadelphia, PA 19102  
267.256.0200  
[centercity@strayer.edu](mailto:centercity@strayer.edu)

*Delaware County Campus*  
760 West Sproul Road  
Suite 200  
Springfield, PA 19064  
610.604.7700  
[delco@strayer.edu](mailto:delco@strayer.edu)

*King of Prussia Campus*  
234 Mall Boulevard  
Suite G50  
King of Prussia, PA 19406  
610.992.1700  
[kingofprussia@strayer.edu](mailto:kingofprussia@strayer.edu)

*Lower Bucks County Campus*  
3800 Horizon Boulevard  
Suite 100  
Trevose, PA 19053  
215.953.5999  
[lowerbuckscounty@strayer.edu](mailto:lowerbuckscounty@strayer.edu)

*Warrendale Campus*  
802 Warrendale Village Drive  
Warrendale, PA 15086  
724.799.2900  
[warrendale@strayer.edu](mailto:warrendale@strayer.edu)

## SOUTH CAROLINA

*Charleston Campus*  
5010 Wetland Crossing  
North Charleston, SC 29418  
843.746.5100  
[charleston@strayer.edu](mailto:charleston@strayer.edu)

*Columbia Campus*  
200 Center Point Circle  
Suite 300  
Columbia, SC 29210  
803.750.2500  
[columbia@strayer.edu](mailto:columbia@strayer.edu)

*Greenville Campus*  
555 North Pleasantburg Drive  
Suite 300  
Greenville, SC 29607  
864.250.7000  
[greenville@strayer.edu](mailto:greenville@strayer.edu)

## TENNESSEE

*Knoxville Campus*  
10118 Parkside Drive  
Suite 200  
Knoxville, TN 37922  
865.288.6000  
[knoxville@strayer.edu](mailto:knoxville@strayer.edu)

*Nashville Campus*  
1809 Dabbs Avenue  
Nashville, TN 37210  
615.871.2260  
[nashville@strayer.edu](mailto:nashville@strayer.edu)

*Shelby Oaks Campus*  
7275 Appling Farms Parkway  
Memphis, TN 38133  
901.383.6750  
[shelbyoaks@strayer.edu](mailto:shelbyoaks@strayer.edu)

*Thousand Oaks Campus*  
2620 Thousand Oaks Boulevard  
Suite 1100  
Memphis, TN 38118  
901.369.0835  
[thousandoaks@strayer.edu](mailto:thousandoaks@strayer.edu)

## TEXAS

*Cedar Hill Campus*  
610 Uptown Boulevard  
Suite 3500  
Cedar Hill, TX 75104  
469.454.3400  
[cedarhill@strayer.edu](mailto:cedarhill@strayer.edu)

*Irving Campus*  
7701 Las Colinas Ridge  
Suite 450  
Irving, TX 75063  
214.429.3900  
[irving@strayer.edu](mailto:irving@strayer.edu)

*Katy Campus*  
14511 Old Katy Road  
Suite 200  
Houston, TX 77079  
281.619.9200  
[katy@strayer.edu](mailto:katy@strayer.edu)

*North Austin Campus*  
8501 N. Mopac Expressway  
Suite 100  
Austin, TX 78759  
512.568.3300  
[northaustin@strayer.edu](mailto:northaustin@strayer.edu)

*North Dallas Campus*  
8111 LBJ Freeway  
Suite 1100  
Dallas, TX 75251  
972.773.8300  
[northdallas@strayer.edu](mailto:northdallas@strayer.edu)

*Northwest Houston Campus*  
10940 W. Sam Houston Parkway North  
Suite 200  
Houston, TX 77064  
281.949.1800  
[northwesthouston@strayer.edu](mailto:northwesthouston@strayer.edu)

*Plano Campus*  
2701 North Dallas Parkway  
Suite 300  
Plano, TX 75093  
972.535.3700  
[plano@strayer.edu](mailto:plano@strayer.edu)

*San Antonio Campus*  
40 NE Loop 410  
Suite 500  
San Antonio, TX 78216  
[sanantonio@strayer.edu](mailto:sanantonio@strayer.edu)

*Stafford Campus*  
1260 Southwest Freeway  
Suite 400  
Stafford, TX 77477  
[stafford@strayer.edu](mailto:stafford@strayer.edu)

## VIRGINIA

*Alexandria Campus*  
2730 Eisenhower Avenue  
Alexandria, VA 22314  
703.329.9100  
[alexandria@strayer.edu](mailto:alexandria@strayer.edu)

*Arlington Campus*  
2121 15th Street North  
Arlington, VA 22201  
703.892.5100  
[arlington@strayer.edu](mailto:arlington@strayer.edu)

*Chesapeake Campus*  
676 Independence Parkway  
Suite 300  
Chesapeake, VA 23320  
757.382.9900  
[chesapeake@strayer.edu](mailto:chesapeake@strayer.edu)

*Chesterfield Campus*  
2820 Waterford Lake Drive  
Suite 100  
Midlothian, VA 23112  
804.763.6300  
[chesterfield@strayer.edu](mailto:chesterfield@strayer.edu)

*Fredericksburg Campus*  
150 Riverside Parkway  
Suite 100  
Fredericksburg, VA 22406  
540.374.4300  
[fredericksburg@strayer.edu](mailto:fredericksburg@strayer.edu)

*Henrico Campus*  
11501 Nuckols Road  
Glen Allen, VA 23059  
804.527.1000  
[henrico@strayer.edu](mailto:henrico@strayer.edu)

*Loudoun Campus*  
45150 Russell Branch Parkway  
Ashburn, VA 20147  
703.729.8800  
[loudoun@strayer.edu](mailto:loudoun@strayer.edu)

*Manassas Campus*  
9990 Battleview Parkway  
Manassas, VA 20109  
703.330.8400  
[manassas@strayer.edu](mailto:manassas@strayer.edu)

*Newport News Campus*  
813 Diligence Drive  
Suite 100  
Newport News, VA 23606  
757.873.3100  
[newportnews@strayer.edu](mailto:newportnews@strayer.edu)

*Virginia Beach Campus*  
249 Central Park Avenue  
Suite 350  
Virginia Beach, VA 23462  
757.493.6000  
[virginiabeach@strayer.edu](mailto:virginiabeach@strayer.edu)

*Woodbridge Campus*  
13385 Minnieville Road  
Woodbridge, VA 22192  
703.878.2800  
[woodbridge@strayer.edu](mailto:woodbridge@strayer.edu)

## WASHINGTON, D.C.

*Takoma Park Campus*  
6830 Laurel Street NW  
Washington, DC 20012  
202.722.8100  
[takomapark@strayer.edu](mailto:takomapark@strayer.edu)

*Washington Campus*  
1133 15th Street NW  
Suite 200  
Washington, DC 20005  
202.408.2400  
[washington@strayer.edu](mailto:washington@strayer.edu)

## WEST VIRGINIA

*Teays Valley Campus*  
100 Corporate Center Drive  
Scott Depot, WV 25560  
304.760.1700  
[teaysvalley@strayer.edu](mailto:teaysvalley@strayer.edu)

## STRAYER ONLINE PROGRAMS

P.O. Box 22827  
Salt Lake City, UT 84122  
1.888.360.1588  
[strayeronline@strayer.edu](mailto:strayeronline@strayer.edu)

# 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	Campus Director/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/iCampus web site
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	Campus Dean/Office of Student Affairs
Commencement	Academic office/iCampus web site
Computers	Learning Resources Center/Computer Labs
Cooperative education	Academic Office/Career Services
Copying machines	Learning Resources Center
Counseling	Academic Office
Course registration	Academic Office/Student Support/web site
Crime reporting	Campus Director
Degree requirements	Academic Office
Disability needs	Campus Dean/Office of Student Affairs
Disciplinary issues	Campus Director/Campus Dean/ 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 resources	Learning Resources Center/web site
Loans	Business Office/iCampus web site
Photocopies	Learning Resources Center
Registration	Academic Office/Student Support/web site
Scholarships	Business Office/iCampus web site
Security	Campus Director/Student Support Office
Student activities	Campus Dean/Office of Student Affairs/Student Support
Suggestions/feedback	Campus Dean/Campus Director/web site
Transcript	Student Support Office/ Business Office/iCampus web site
Veterans	Business Office
Virtual bookstore	Academics/Student Support Office/iCampus web site
Withdrawal	Student Support Office/ iCampus web site