University Policies

Accommodations for Students with Disabilities
https://www.odu.edu/about/policiesandprocedures/university/4000/4500
(https://www.odu.edu/about/policiesandprocedures/university/4000/4500/)

Code of Student Conduct
http://www.odu.edu/policy/bov/bov1500/1530 (http://www.odu.edu/policy/bov/bov1500/1530/)

Discrimination Policy
https://www.odu.edu/about/policiesandprocedures/university/1000/1005
(https://www.odu.edu/about/policiesandprocedures/university/1000/1005/)

Electronic Messaging Policy for Official University Communication
http://www.odu.edu/policy/university/3000/3506 (http://www.odu.edu/policy/university/3000/3506/)

Gun & Weapon Regulation
http://www.odu.edu/content/dam/odu/offices/bov/docs/gun-and-weapon-regulation.pdf

Closure of the University Due to Inclement Weather and Emergencies
https://www.odu.edu/about/policiesandprocedures/university/1000/1020
(https://www.odu.edu/about/policiesandprocedures/university/1000/1020/)

Posthumous Degree or Certificate of Recognition or Achievement for Terminally Ill and Deceased Students
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/bov1408.pdf

Policy on the Use of Tobacco and Smoking-Related Products, and Electronic Cigarettes and VapORIZers
https://www.odu.edu/about/policiesandprocedures/university/3000/3220
(https://www.odu.edu/about/policiesandprocedures/university/3000/3220/)

Student Complaint Procedure
Although the University and its Colleges have a variety of procedures for dealing with student-initiated complaints, including grade appeals, general harassment, sexual harassment complaints, disability accommodations, and discrimination, those procedures generally have not covered student complaints about faculty conduct in the classroom or other formal academic settings. The University recognizes that the instructor has the authority to maintain appropriate classroom behavior and respects the academic freedom of the faculty (see Board of Visitors Policy 1403: Academic Freedom). The University will not normally interfere with content or style of teaching activities. The University recognizes the responsibility to establish procedures for addressing student complaints about faculty conduct that is not protected by academic freedom and not addressed in other procedures (see Board of Visitors Policy 1502: Student Rights and Freedoms).

I. General Provisions Procedures

   1. Determination of Appropriate Procedure. The student is responsible for filing the complaint under the proper procedure. Complaints should only be filed using this procedure if there is no other provision available. Failure to follow the appropriate procedures may result in the complaint not being heard.

   2. Student Complaints and Concurrent Procedures
      The act of filing a complaint under this procedure will not normally delay any pending process or procedure involving the student and/or faculty member. Normally, any concurrent process or procedure will move forward independently of the student complaint, though it may be delayed for good cause as determined by the appropriate University official(s).

   3. Retaliation
      No student who files a complaint under this procedure shall be subject to any form of retaliation by any person, department, program or college.

II. Procedures

   1. STEP 1 - Informal Resolution. Students must first attempt to resolve complaints informally. Given the nature of complaints covered by this procedure, it is expected that in all but the most unusual circumstances, students will first raise the issue with the faculty member. In the event this is not feasible, the student will contact the Department Chair. In instances where there is no Department Chair, the student should contact the Program Director.

   2. STEP 2 - Formal Complaint. If the issue is not resolved informally, the student may contact the Department Chair or Program Director if there is no Chair. In instances where the Chair is the subject of the complaint, the student should contact the Dean of the College to which the chair is assigned. The student must contact the Chair (or Program Director if there is no Chair or Dean if the Chair is the subject of the complaint) within 30 business days of the action from which the complaint rises or the complaint will be barred. The Chair or Dean has the discretion to accept a complaint filed after this deadline for good cause.

      The complaint must be in writing and contain:
      a. The student’s name and University Identification Number
      b. The faculty member’s name and the course subject area prefix and number
      c. A detailed description of the nature of the complaint
      d. A detailed description of attempts at informal resolution with the faculty member and Chair
      e. A detailed description of the relief sought

   C. STEP 3 - Investigation
      The Chair may designate a faculty member to investigate the complaint. If the Chair is the subject of the complaint, the student shall contact the academic Dean who will designate a faculty member to investigate the complaint. The person investigating the complaint will meet, either independently or collectively, with the student and the person who is the subject of the complaint within 10 business days from the filing of the complaint. The decision should be issued in writing to the student and the faculty member within 20 business days of the date the complaint is filed.

      The complaint process is not intended to be an adversarial hearing and both the interviews of the student and the faculty member will usually be conducted without the other present.

   D. STEP 4 - Appeal Procedure. If the student is not satisfied with the resolution in Step 3, the student may file a formal appeal with the appropriate academic Dean. The appeal must be filed within five business days after the decision in Step 3 has been sent. The Dean has the discretion to accept a complaint filed after this deadline for good cause.

      The appeal must be in writing and contain:
      1. The student’s name and University Identification Number
      2. The faculty member’s name and the course subject area prefix and number
3. A detailed description of the nature of the complaint
4. A detailed description of attempts at resolution with the faculty member and Chair or Program Director
5. A detailed description of the relief sought
6. A copy of the Chair’s (or Program Director’s) finding and supporting documents. (No new information is permitted.)

1. The Dean shall provide the faculty member and Chair or Program Director a copy of the appeal.
2. The Dean may consider the appeal or appoint a faculty member to consider the appeal. The person appointed shall not have been involved as a decision maker in Steps 1-3 above.
3. The person considering the appeal shall review the materials and issue the finding within 30 business days from the date the appeal is filed. The review of materials will generally occur outside the presence of the complainant and respondent, and it will be limited to a review of the record. The person considering the appeal may interview any person, such as the original decision-maker, as needed.
4. The person making the decision shall first determine whether the conduct in question is protected by academic freedom and whether the student’s complaint is best addressed by this process.
5. At the end of the review, a written decision will be issued. A copy of the decision will be sent to the complaining student, the faculty member, and the Chair or Program Director.
6. The decision by the designee of the Dean is final.

-Approved by the president
May 13, 2011

Veterans Grievance Policy
The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov.

Student Record Policy
https://www.odu.edu/about/policiesandprocedures/university/4000/4100 (https://www.odu.edu/about/policiesandprocedures/university/4000/4100/)

Technical Standards
To successfully complete a program at Old Dominion University, students must meet all academic and technical standards required by the program. Technical standards are documents that can and should be used in advising a program, both when students are exploring different majors and when they want specific information on what is required in a particular program.

Copies of all technical standards are located in the following offices:
- Educational Accessibility, Institutional Equity and Diversity, and
- University Counsel. In addition, each department chair has a copy.
For students requiring accommodations, please contact the Office of Educational Accessibility for assistance. webpage: http://www.odu.edu/educationalaccessibility (http://www.odu.edu/educationalaccessibility/).

Old Dominion University Notice of Non-Discrimination
Old Dominion University does not discriminate in admissions, treatment, employment or access to its programs or activities on the basis of race, color, religion, national or ethnic origin, age, sex (including pregnancy), political affiliation, veteran status, family medical and genetic information, sexual orientation, gender identity, gender expression, or disability, as required by The Civil Rights Act of 1964; The Americans with Disabilities Act of 1990, as amended; The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Virginia Human Rights Act; the Governor’s Executive Order Number One (2014); and other state or federal laws and university policies https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1005.pdf.
ODU prohibits sexual and sex-/gender-based misconduct, discrimination, harassment and interpersonal violence, including sexual assault. ODU also prohibits discrimination against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant.

As an affirmative action and equal opportunity employer, ODU promotes the full realization of employment opportunity for all persons, including minorities, women, individuals with disabilities and veterans. ODU bases all employment decisions only on job requirements. These efforts apply to all employment actions, including but not limited to recruitment, selection, hiring, promotion and compensation.

Any member of the ODU community has the right to raise concerns or file a complaint regarding discrimination without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Ariana Wright, Director of Equity and EO/AA, Institutional Equity and Diversity, Innovation Research Park I, 4111 Monarch Way, Suite 103, Old Dominion University, Norfolk, VA 23529, (757) 683-3141, a1wright@odu.edu.

The University’s designated Title IX Coordinator is Courtney Kelly and Section 504/ADA Coordinator is Ariana Wright, Institutional Equity and Diversity, Innovation Research Park I, 4111 Monarch Way, Suite 103, Old Dominion University, Norfolk, VA 23529, (757) 683-3141, cmkelly@odu.edu.

Title IX Coordinator
Courtney Kelly
4111 Monarch Way Ste. 103
Norfolk, VA 23529
757-683-3141
cmkelly@odu.edu

Deputy Title IX Coordinators
- Athletics, Annamarie Ginder
  Compliance Coordinator
  Jim Jarrett Athletic Administration Building
  4500 Parker Avenue
  Norfolk, VA 23529
  757-683-6936
  aginder@odu.edu
- Equity and Diversity, Kimberly Cain
  Assistant Director for Equity and Diversity
  4111 Monarch Way Ste. 103
  Norfolk, VA 23529
  757-683-3141
  kcain@odu.edu

Title IX Liaisons
SEES, Traci Daniels
Advisor and Special Assistant to the Vice President
Student Engagement & Enrollment Services
Old Dominion University
Norfolk, VA 23529
1002 Koch Hall
Phone (757) 683-5890
tdaniels@odu.edu

Academic Affairs, Dr. Katherine Hawkins
Vice Provost for Faculty Affairs & Strategic Initiatives
2006D Monarch Hall
Norfolk, VA 23529
757-683-4757
Human Resources, JaRenae Whitehead
Director of Human Resources for Employee Relations & Strategic Initiatives
1502 Spong Hall
Norfolk, VA 23529
757-683-4564
jwhitehe@odu.edu


Title IX Nondiscrimination Statement

As part of its commitment to providing an educational environment free from discrimination, Old Dominion University complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution’s education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Old Dominion University-sponsored activities and programs whether occurring on-campus or off-campus. Title IX also protects employees from sexual harassment and discrimination. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. Old Dominion University will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX. Old Dominion University’s Title IX coordinator is Courtney Kelly, Innovation Research Park I, 4111 Monarch Way, Suite 103, Norfolk, VA 23529, cmkelly@odu.edu. Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such conduct will be further cause for disciplinary action.