



Cyber Bullying Policy

Harassment (Cyber Bullying)

No member of the community may use Institutional resources to libel, slander, or harass any other person. Harassment includes, without limitation, the following:

1. Intentionally using Institutional resources to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or others;
2. Intentionally using Institutional resources to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;
3. Intentionally using Institutional resources to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease;
4. Intentionally using Institutional resources to disrupt or damage the academic, research, administrative, or related pursuits of another;
5. Intentionally using Institutional resources to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.

Reporting Harassment (Cyber Bullying) and Complaint Procedure

Any student who believes he/she has been subjected to Harassment (Cyber Bullying) may file a complaint to the Vice-presidency of Student Services (face-to-face or online through the following [form](#)).

1. Complainant will include a description of the alleged discrimination and the nature of the remedy desired.
2. A private interview (face-to-face or virtual) will be conducted by the Vice-Presidency of Student Services with the complainant.
3. The VP of Student Services will appoint a committee to evaluate the complaint.

4. The investigation by the Committee will include interviewing witnesses (face-to-face or virtual), collecting documentation, and seeking any additional information necessary. In conducting the investigation, the Committee shall have unrestricted access to all pertinent materials, records, reports, and documents in possession of any University student or personnel, and shall be afforded the opportunity to interview all persons possessing relevant information.
5. A final written determination, setting forth the committee's decision will be sent to both the complainant and the respondent.

Revised by: Virtual Education – Compliance Office
Date: February 2019

Prepared by: Information Technology (IT) Office
Revised by: Virtual Education – Compliance Office
Associate VP of Student Services
Date: October 2018