

# AVERETT UNIVERSITY

## STUDENT ARRIVAL AND DEPARTURE POLICY

Effective Fall 2024

The University is committed to ensuring a smooth transition for new and returning students. To facilitate this process and promote your success, we have established clear policies regarding arrival and departure from campus. These guidelines provide clarity and support as you navigate your academic endeavors at Averett. Please take a moment to familiarize yourself with these policies to ensure a seamless experience throughout your time here.

### Section I

#### ARRIVAL POLICY

##### I. Arrival for New International Students:

- New international students are required to arrive one to two days before the official orientation day.
- For example, if orientation is scheduled for Saturday, August 17, new international students must be physically present by Friday, August 16.

##### II. Arrival for Returning International Students:

- Returning international students are required to arrive one day before the start of classes.
- For example, if classes commence on Wednesday, August 21, returning international students must be physically present by Tuesday, August 20.

##### III. Arrival for Domestic (USA) New Students:

- New domestic students are required to arrive on the day of orientation.
- For example, you must be physically present if orientation is scheduled for Saturday, August 17.

##### IV. Arrival for Domestic (USA) Returning Students:

- Returning domestic students living in the resident halls are required to arrive by the move-in date.
- For example, returning students must be physically present if the move-in date is scheduled for Monday, August 19.
- Returning domestic *commuter* students are required to be present on the first day of classes.

##### V. Late Arrival Approval Process

- Individual faculty and staff do not have the authority to approve late arrivals for any student.
- All exceptions to the arrival policy must be approved by the Vice President of Academic Affairs and the Dean of Students by completing the [Request Form](#).

## Section II

### SEMESTER DEPARTURE POLICY

#### Final Exam Participation and Departure Policy:

- All students are required to participate in all final exams as scheduled by their instructors.
- No exams will be provided early to accommodate early departures at the end of the semester.
- Students are responsible for planning their travel arrangements accordingly to ensure they can complete all academic obligations, including final exams.
- Failure to participate in scheduled final exams without prior approval or accommodations may result in academic penalties, including failing grades or incomplete marks.

## Section III

### SUPPORT SERVICES

- The University will provide support services for all students to facilitate their arrival and transition, such as courtesy airport pick-up services and temporary accommodation arrangements (when needed).
- The University offers designated shuttle times for the specified arrival and departure dates. To secure a spot, students should contact Transportation Services via email at [transportation@averett.edu](mailto:transportation@averett.edu).

## Section IV

### COMMUNICATION AND ENFORCEMENT

- Non-compliance with the arrival policy may result in disciplinary action, including academic penalties or administrative measures.

## Section V

### EXEMPTIONS TO THE POLICY FOR STUDENT ARRIVALS AND DEPARTURES

- Exemptions to the policy for student arrivals and departures may be granted in exceptional circumstances where students encounter unavoidable challenges or circumstances that prevent them from adhering to the established guidelines. All exceptions to the arrival policy must be approved by the Vice President of Academic Affairs and the Dean of Students by completing the [Request Form](#).

**Examples of situations that may warrant exemptions include:**

- **Medical Emergencies:** Students facing sudden illness or medical emergencies may require exemptions to adjust their arrival or departure plans or to defer participation in final exams. Documentation from a healthcare provider may be required to support the request.
- **Family Emergencies:** In the event of a severe family illness, death, or other urgent family matters, a student may require exemptions to accommodate changes to their arrival or departure schedule or to defer participation in final exams. **Please note that documentation will be required to support the request.**
- **Natural Disasters:** Students affected by natural disasters, severe weather conditions, or transportation disruptions may require exemptions due to travel delays or safety concerns that impact their ability to adhere to the scheduled arrival or departure dates or participate in final exams.
- **Legal Obligations:** Students may require exemptions due to legal obligations such as court appearances, jury duty, or other legal proceedings that conflict with the University's arrival, departure, or final exam dates. **Please note that documentation will be required to support the request.**
- **Military Service:** Students actively serving in the military may require exemptions due to deployment schedules, training obligations, or other military duties that conflict with the University's arrival, departure, or final exam dates.
- **Documented Extenuating Circumstances:** Students facing exceptional circumstances not covered by the above categories may request exemptions with appropriate documentation to support their request. Examples may include significant personal hardships, unforeseen financial challenges, or other compelling reasons impacting their compliance with the policy.

***Exemptions are granted on a case-by-case basis and require documentation to validate the student's circumstances. Requests for exemptions should be submitted in advance whenever possible, and decisions regarding exemptions are made at the discretion of the Vice President of Academic Affairs and the Dean of Students in accordance with established policies and procedures.***

**Contact Information:**

Ginger Henderson, *Vice President of Academic Affairs*  
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## EARLY ARRIVAL AND DEPARTURE POLICY

### FAQs

**1. What should I do if I encounter travel delays that may cause me to arrive late for ROAR, classes or depart early at the end of the semester?**

- *In case of travel delays or early departures, it's crucial to notify the university office of the Vice President for Academic Affairs or the office of the Dean of Students as soon as possible to communicate the situation and discuss possible accommodations or alternative arrangements. Any exceptions to the arrival or departure policies will require approval from the Vice President for Academic Affairs and the Dean of Students by completing the [Request Form](#).*

**2. Are there any exceptions to the arrival policy for new international students?**

- *The arrival policy for new international students is designed to ensure a smooth transition and participation in orientation activities. However, if you encounter exceptional circumstances that may require deviation from the policy, you should contact the Center for International Students Services and Cultural Awareness to discuss your situation. All exceptions must be approved by the Vice President for Academic Affairs and the Dean of Students.*

**3. What support services are available for international students upon their arrival?**

- *The University offers support services such as courtesy airport pick-up, temporary accommodation arrangements, an International orientation session, and assistance with immigration and visa-related matters to facilitate the arrival and integration of international students into the campus community.*

**4. Can new domestic (USA) students arrive earlier than the day of orientation?**

- *The arrival policy for new domestic students instructs that they should arrive on the day of orientation. However, if domestic students have specific needs or circumstances that require early arrival, they should communicate with the office of the Vice President for Academic Affairs or the office of the Dean of Students to discuss their situation and seek approval for any necessary adjustments to their arrival plans. All exceptions must be approved by the Vice President for Academic Affairs and the Dean of Students.*

**5. Is it mandatory for all students to be present on the first day of classes?**

- *Yes, all students must be present for the first day of classes. Individual faculty and staff cannot approve late arrivals, and any exceptions must be approved by the Vice President for Academic Affairs and the Dean of Students. It's essential to plan travel arrangements accordingly to ensure timely arrival and participation in academic activities from the beginning of the semester.*

**6. Are there any circumstances under which exceptions to the arrival or departure policies may be granted automatically?**

- *Generally, all exceptions to the arrival or departure policies require approval from the Vice President for Academic Affairs and the Dean of Students. However, automatic exceptions may be granted in documented emergencies or extenuating circumstances. It's essential to promptly communicate with the university office of the Vice President for Academic Affairs or the office of the Dean of Students to discuss your situation and explore available options.*

**7. What documentation or evidence should I provide when requesting an exception to the arrival or departure policies?**

- *When requesting an exception to the arrival or departure policies, providing any relevant documentation or evidence supporting your request, such as medical records, travel itineraries, or official correspondence, is helpful. This information can help assess your situation and make an informed decision regarding your request.*

**8. Will late arrivals or early departures impact my academic standing or enrollment status?**

- *Late arrivals or early departures without prior approval may impact your academic standing or enrollment status. Adhere to the University's policies regarding arrival and departure to avoid potential consequences such as academic penalties, loss of enrollment status, or other disciplinary measures.*

**9. If my request is denied, can I appeal a decision regarding an exception to the arrival or departure policies?**

- *You can appeal the decision if your request for an exception to the arrival or departure policies is denied. Contact the Vice President for Academic Affairs or the Dean of Students to inquire about the appeals process and discuss your options for further review of your request.*

**10. How far in advance should I submit a request for an exception to the arrival or departure policies?**

- *Submission of your request for an exception to the arrival or departure policies is advised as far in advance as possible to allow sufficient time for review and consideration by the University Vice President for Academic Affairs or the Dean of Students. Early communication can help facilitate a smoother process and increase the likelihood of a favorable outcome for your request.*

**11. What should I do if unavoidable circumstances require me to arrive late or depart early?**

- *Suppose you have unavoidable circumstances requiring late arrival or early departure. In that case, you must communicate with the Vice President for Academic Affairs and the Dean of Students as soon as possible to discuss your situation and seek approval for any necessary adjustments to your arrival or departure plans.*

**12. Can I request my instructor's direct approval for late arrival or early departure?**

- *Individual faculty and staff do not have the authority to approve late arrivals or early departures. All requests for exceptions to the arrival or departure policies must be submitted to the Vice President for Academic Affairs and the Dean of Students for approval. Following the proper approval process is essential to ensure compliance with university policies.*

**13. Can I make travel arrangements before receiving approval for late arrival or early departure?**

- *It's recommended to wait until you receive approval from the Vice President for Academic Affairs and the Dean of Students before making travel arrangements that deviate from the established arrival and departure policies. This ensures that plan adjustments are formally approved and aligned with university guidelines.*

**14. What should I do if I have questions or concerns about the arrival or departure policies?**

- *If you have questions or concerns about the arrival or departure policies, don't hesitate to reach out to the university office of the Vice President for Academic Affairs or the office of the Dean of Students for clarification and guidance. For international student services questions, you can contact the Director of International Student Services and Cultural Awareness for international student services.*