

2021  
2022

# STUDENT HANDBOOK



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<https://worldwide.erau.edu/>

**EMBRY-RIDDLE**  
Aeronautical University  
WORLDWIDE

**Disclaimer:** *Applicable rules and regulations may be modified or updated from time to time, and shall be binding as of the date published. Students and applicants are bound by the terms in effect at the time of any event or occurrence. The online version of the student handbook shall be the official current version of applicable rules, regulations, and procedure and can be found on the [Dean of Students website in ERNIE.](#)*

## Welcome from the Worldwide Chancellor

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To our students,

Please allow me to congratulate you on being part of Embry-Riddle Aeronautical University. Your decision to become a student here reflects your commitment and dedication to achieving success both academically and professionally.

Our strengths are many, but the following stand out:

- Commitment to student service and success
- Commitment to academic quality
- Commitment to innovation
- Commitment to the military community

Thanks to the work and support of our faculty and staff, our alumni and students, and so many people in the communities we serve, Embry-Riddle Worldwide stands ready to help you achieve your educational and career goals.



John R. Watret, Ph.D., FRAeS  
Chancellor  
Worldwide Campus

## Welcome from the Dean of Students

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Whether this is your first college experience, or you are returning to enhance your skills, our office is here to support you and help ensure you are positioned to achieve your very best.

We support students by safeguarding our inclusive global community while inspiring affinity for the University. We achieve this by:

- Welcoming students to eUnion, our virtual community
- Supporting your wellbeing through our virtual wellness services
- Offering an Ombudsman
- Providing students with disabilities customized accommodations
- Providing a centralized grievance process

Visit Worldwide Dean of Students ERNIE page to learn more! We are excited you are here and excited to be a part of your educational journey.



Pablo A. Alvarez, M.Sc (Educ.) (Aviation)  
Dean of Students  
Worldwide Campus

## Our Values

Embry-Riddle Aeronautical University (ERAU-WW) provides a transformative educational experience through fostering collaboration and teamwork, ethical and responsible behavior, and a culture of research and discovery that mirrors the professions we serve. We focus on the development of the professional skills needed for success in global business. ERAU-WW is committed to providing a climate that facilitates the highest standards of academic achievement, innovation and entrepreneurship in a culturally diverse community that supports the unique needs of each individual.

### Diversity Value Statement

Our campus culture nurtures and celebrates different and unique perspectives while valuing the ideas and efforts of individual contributors in a safe and non-judgmental environment. We are committed to attracting and retaining a diverse group of students, faculty, and staff. We promote civility and respect. We consider one of our missions to be the stewardship of students, who are our primary focus. Their well-being and feeling of belonging is paramount to ERAU-WW. We ensure that students feel welcomed and included into the ERAU-WW “family”.

### Safety and Security

We encourage University community members to take responsibility for their safety and security. By doing so, members of the University community assist in maintaining a safer and more secure environment.

***In an emergency, call 911. Contact your local authorities if you are outside of the United States.***

- **Non-Emergencies** - Contact your local campus staff member to report non-emergency situations.
- **Student of Concern** - If you have witnessed a situation involving a student that creates concern for their health and/or safety, feel like a student requires assistance, or see a student behaving inappropriately, submit the: [Student of Concern Form](#) in ERNIE. This report goes to the Student Affairs Office.
- **Sexual Misconduct and Harassment** - For reporting Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct, please contact our [Title IX Coordinator](#) immediately. You can also fill out the [Sexual Misconduct Form](#) online through ERNIE and the [Title IX Website](#).

The ***Annual Campus Security Report*** is available on the [Consumer Information page](#). It includes campus crime statistics for the previous three years and features security policies, procedures and safety recommendations.

### ***Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy***

Title IX of the Education Amendments of 1972 is a civil rights law prohibiting colleges and universities, which receive federal funds, from discrimination on the basis of sex. Discrimination under Title IX includes sexual harassment & sexual violence, including rape and sexual assault. The Clery Act requires colleges and universities participating in federal financial programs to maintain & disclose information related to crime on campuses, including sexual assault.

Title IX requires that any school receiving federal funding have a designated Title IX coordinator. It is imperative that employees and students report any incidents of sexual violence to the Title IX coordinator immediately, even if the report/complaint was initially filed with another individual or office. Title IX requires a school to take prompt and effective steps to reasonably end sexual harassment and sexual violence that creates a hostile environment. For additional information and reporting, please visit [Title IX website](#).

### ***Campus Sex Crimes Prevention Act***

Information concerning sexual offenders or predators as required by the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act is available in the United States within each individual state. Please contact your local police department for additional information and reporting.

# Honor Code

## What the Honor Code Is

The Honor Code is a statement on academic integrity and personal accountability, articulating expectations of students and faculty in establishing and maintaining the highest standards in academic work and personal conduct. The Honor Code is based on the principle that a spirit of trust should pervade all aspects of student life. Its essence is that any violation of the Honor Code is an offense against the community. An effective Honor Code depends upon each student adhering to the spirit and letter of its principles. It demands accountability on the part of each student for their actions. Students are responsible for their conduct and shall be subject to review, including possible suspension, for behavior that discredits themselves or the University.

The Honor Code incorporates two different pledges of student conduct: the academic pledge and the community pledge. In addition, it embodies the individual's commitment to develop a community of honor, including taking action against those who violate the Code. Therefore, as a student of ERAU-WW I will:

- Understand the importance of the Honor Code for the university, my community, and myself.
- Hold myself to the highest standards of personal honesty and ethical behavior in my academic work.
- Take the appropriate steps consistent with the Honor Code, if I see an instance of academic dishonesty.
- Respect myself, fellow ERAU-WW students, faculty and staff, and members of our community and I will do my best to apply the standards set forth by the Honor Code to my daily life.

As a member of the ERAU-WW community, I am committed to this Honor Code and maintaining the highest level of academic integrity and social and civic responsibility at our institution.

## Violations of the Honor Code

Examples of conduct that have been regarded as being in violation of the Honor Code include:

Any behavior in violation of the Student Code of Conduct / copying from another's examination paper / allowing another to copy from one's own paper / unpermitted collaboration / plagiarism / revising & resubmitting a quiz or exam for regrading, without the instructor's knowledge and consent / giving or receiving unpermitted aid on a take-home or online examination / representing as one's own work the work of another / giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.

## Penalties for Violating the Honor Code

Penalties for violating the honor code will be determined through the Student Affairs office.

Academic violations are handled in accordance with the Academic Integrity Policy and Conduct violations are handled in accordance with the Student Conduct Policy.

**Submitting ERAU content to resource sharing sites such as Course Hero, CHEGG and Paper Camp, constitutes a direct violation to ERAU-WW's Intellectual Property and is a violation to the Student Code of Conduct Policy.**

**Students submitting any ERAU course material or previously submitted graded assignments to or from resource sharing websites will be considered in violation of the Academic Integrity Policy.**

For the most detailed description, including definitions, please visit the [Honor Code](#).

# Student Code of Conduct

## PREAMBLE

ERAU-WW is resolute in supporting and successfully executing the University's values. The Student Code of Conduct ensures that people behave and are treated in a manner which is ethical, respectful, responsible and professional. Additionally, it safeguards a culturally diverse, inclusive, and supportive environment for all.

**Introduction** – The Dean of Students Office is dedicated to uphold the Student Code of Conduct and will hold applicants, enrolled or continuing students, responsible and accountable for an infraction of any of the following concepts, values or behaviors.

**Applicants:** May be denied admissions or have their application administratively canceled.

**Enrolled or Continuing Students:** Can be subject to disciplinary action processed through the Dean of Students Office.

### **Note:**

*Discontinued Students* with an unresolved alleged violation will not be allowed to register for a future semester until the matter has been adjudicated through the disciplinary process. This defines those students who have a pending alleged violation and failed to enroll within one year of their last class and wish to reapply to the university. Sanctions imposed will depend on the severity of the violation(s) and/or the student's previous disciplinary record.

The following is a list of violations:

**Abusive, Threatening or Bullying Behavior** - Any conduct that threatens or endangers the health and/or safety of a member of the University community (including oneself) on or off University property; any place that the University conducts business, or at a University sponsored or supervised activity.

Behavior including but not limited to threats, intimidation, defiance, profanity, discrimination, harassment, coercion, bullying, cyberbullying, blackmail, sexual misconduct, and/or stalking.

**a. Verbal:** Includes, but not limited to communications made in person, by phone, voicemail, or other auditory means.

**b. Physical:** Includes but not limited to assault, battery, fighting, alcohol poisoning, false imprisonment, prohibiting a person from entering or departing a room/car, event through force or presence, or otherwise confining a person & any unwanted physical contact between individuals or attempts of physical threat.

**c. Written:** Includes but not limited to instant messaging, internet usage, email, cell phone (texting, etc.), social networking sites, letters, signs, chalkboards, whiteboards, discussion boards, memes and videos.

**d. Retaliation:** Action taken against another member of the community who has been identified as a reporter (complainant), victim or University representative alleging misconduct.

**e. Implied:** Includes but not limited to gestures, taunting comments, intimidation, or any behaviors which are deemed to create a threatening or uncomfortable environment.

**f. Harassment:** Harassment includes willful, intentional or a persistent act that knowingly and maliciously harms or annoys another individual. **Bullying, intimidating** and **stalking** will be considered forms of harassment and an Abusive/Threatening Behavior violation. Note that actions that are unwanted or unwelcomed can be considered a form of harassment.

**g. Sexual Misconduct:** Includes but is not limited to, sexual harassment, sexual discrimination, non-consensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, stalking, dating violence, domestic violence, and intimate partner violence.

**Improper Language:** Any language deemed disrespectful, unprofessional, aggressive or inappropriate in the learning environment.

**Alcohol/Drugs/Tobacco Use:** Use and/or possession of alcohol or tobacco on University owned property with the exception of approved designated areas or events is prohibited. Policies may differ regarding tobacco usage on military installations and on property that ERAU leases. It is advisable to check directly with those facilities. Illegal drugs are prohibited at all university owned or leased properties. Disruptive or destructive behavior associated with, or as a consequence of, drinking or the use of drugs is not an acceptable form of conduct. Being under the influence of alcohol or drugs does not excuse students from negative behaviors and/or violations of the code of conduct, policies, state and federal laws.

**Computer Use & Security Violations (including attempted violations):** Any misuse of computing facilities, software, hardware; unauthorized use of another individual's computer account; misuse of one's own computer account; or any violation of the policies for using University computers, equipment or computing network resources at ERAU or through the ERAU system.

**Criminal Violation:** Violation of any State or Federal Criminal Code while on or off University owned or leased property. A student accused, arrested or convicted of any misdemeanor, felony or sexual offense must notify the Dean of Students Office within 24 hours after their release from jail and/or a judgement.

**Disorderly Conduct:** Include but not limited to excessively loud, lewd, indecent, obscene, disruptive or disrespectful conduct on University property or in connection with any and all University activity. Inciting others to be disruptive or disrespectful constitutes disorderly conduct.

**False Information:** Knowingly providing false information or withholding information.

**False Representation & Forgery:** Includes but is not limited to students sharing log in information with another individual (someone logging into another students account that does not belong to them). Additionally includes, students and student organizations forging, altering, falsifying, destroying, misuse, or unauthorized use of reproduction of a University document, the signature or computer login of university personnel, record or identification; or using Embry-Riddle stationary, business cards, or logo.

**Military Installations:** Students must adhere to the Department of Defense and base regulations and requirements, as applicable, concerning standards of conduct on the installation and access to the base. The university must report all disruptive behavior to the United States Government, and students may be barred from access to a military installation.

**Theft:** Theft or attempted theft, unauthorized possession, misuse or wrongful appropriation of property, vandalism or malicious destruction, or sale of property not belonging to oneself.

**Unauthorized Entry or Use:** Unauthorized entry or attempted entry or use of University facilities and/or equipment, including unauthorized possession, duplication, or use of University keys, access codes, or unauthorized access to information, property, or person.

**Vandalism:** Includes but not limited to the misuse, attempted or destruction of University owned or leased equipment, building, or emergency equipment.

**Weapons Possession:** The possession of weapons or weapon replicas on or in proximity to a University property or activity is prohibited. This includes but is not limited to firearms, BB guns, air guns, knives, swords, machetes, blow darts, spears, compound bows/arrows, tasers, brass knuckles, sling shots, martial arts devices, dangerous chemicals, incendiary devices or other explosive substances, including fireworks, or any device capable of firing or launching a projectile or other objects classified or used as weapons with potential for danger or harm.

**Any just cause:** behavior deemed inappropriate, unethical or not conducive to the learning environment

*Important Notes:*

- Because the safety of our students and employees is paramount, all employees and students have an affirmative duty to immediately report to local or military police agencies should a student or other employee exhibit behavior at any University sponsored activity that is deemed to threaten or endanger the health or safety of others.
- All employees and students have an affirmative duty to immediately report to local or military police agencies the presence of dangerous weapons on any premises owned or controlled by ERAU.

## SANCTIONS

A student found responsible for violations under the Student Code of Conduct will be subject to disciplinary action. The sanctions are not imposed sequentially and relate to the severity of the violation.

Disciplinary sanctions may be imposed for violations under the Student Code of Conduct. All disciplinary sanctions are noted in the student's non-academic student file and may be kept indefinitely, including those of suspended or dismissed students.

1. **Warning** is a verbal or written notice given to a student whose behavior is in violation of University policy.
2. **Probation** is an intermediate sanction imposed for a specific period. The probationary period allows a student to demonstrate acceptable behavior in order to continue enrollment at ERAU-WW. Guidelines for a student's behavior may be included as conditions of the probation. If an offense is committed during the probation period, actions may be instituted that result in suspension or dismissal.
3. **Suspension** is an involuntary separation of the student from the University for a specific period. Readmission to the University may be granted after the suspension period or after conditions have been satisfactorily met.
4. **Dismissal** is the involuntary and permanent separation of the student from the University.

## Student Rights & Responsibilities

**Student Responsibilities:** ERAU-WW students are responsible for knowing the regulations and procedures required for attendance at the University. These are detailed in University publications. A student who requires clarification should seek help from their academic advisor or the Student Affairs Office. Regulations will not be waived because a student is unaware of policies and procedures. The University reserves the right to change curricula, and academic regulations and procedures without notice or obligation. The University reserves the right to cancel and/or modify a course or course modality at any time. All measures will be taken to adjust the course prior to the term start date.

**Academic Integrity:** ERAU-WW is committed to maintaining and upholding intellectual integrity. All students, faculty, and staff have obligations to prevent violations of academic integrity and take corrective action when they occur. The adjudication process will involve imposing sanctions which may include, but are not limited to, a failing grade on the assignment, a failing grade in a course, suspension or dismissal from the University, upon students who commit violations to the [Honor Code](#). Students are responsible for reading and understanding the [Honor Code](#).

**Suspension and Dismissal for Cause:** The University reserves the right to suspend or dismiss a student at any time and without further reason, if the student exhibits the following undesirable conduct:

Actions that pose a risk to the health, safety, or property of members of the University community, including, but not limited to, other students, faculty, staff, administrative officers, or the student themselves, conduct that disrupts the educational process of the University or any other just cause.

**Student Grievance:** It is the policy of ERAU-WW to administer its programs in a manner that is fair, equitable, academically sound and in accordance with the regulations and criteria of its governing board, accrediting association, and federal & state laws and regulations. Students are provided an opportunity to express any complaints, grievances, or disputes that, upon investigation may be redressed through the [Worldwide Support System](#) and the [Student Grievance Form](#). No adverse action will be taken against any student who files a complaint or grievance.

Students are encouraged to first address any issues with the faculty or staff member for which the grievance is based. If unresolved, the student should provide a written document outlining the situation and submit it to their Advisor or to the Student Affairs Office through the [Student Grievance Form](#). At any time, students may contact the [Student Ombudsman](#) to gain advice and specific direction in seeking a resolution.

In the event a student going through the above mentioned remedies is still not satisfied with the outcome of their grievance, they may make a final appeal in writing to the Chief Academic Officer (or designee) for academic issues, or the Worldwide Dean of Students for conduct issues. For state specific student grievance procedures, please visit the [State Authorizations page](#).

## **Student Ombudsman**

[wwombuds@erau.edu](mailto:wwombuds@erau.edu)

The Ombudsman will listen to concerns, clarify issues and resolve conflicts by referring students to services.

The Ombudsman is a source of information and assistance, concerning University policy and procedures.

Issues related to grades, differences of opinion with instructors or academic matters should first be brought to the faculty member or the appropriate campus staff.

The Ombudsman serves as an impartial representative of the University, and is not directly involved in the area of the complaint or grievance.

### *How the Ombudsman can help you?*

- By listening carefully to concerns and complaints
- By helping analyze the situation
- By looking into a concern, including talking with involved parties, and reviewing documents and policies
- By identifying and explaining relevant University policies, procedures, and problem-solving channels
- By helping define options
- By following up to make sure a concern is resolved
- By recommending changes in University policies or procedures

### *When the Ombudsman does not get involved?*

- When you want legal advice or legal representation. The Ombudsman can advise you of your rights within the University, but will not provide legal advice or represent you in a legal matter
- When you have a non-University-related disagreement or problem
- When you want someone to represent you in a University grievance procedure. The Ombudsman will discuss the process and clarify the options available before and after the proceedings.

## **Criminal Convictions and Violations**

Unless specifically exempted from disclosure by law or order of court, students and applicants have an affirmative duty to immediately disclose any criminal convictions or charges against them for violent offenses, offenses against minors, and/or offenses that are punishable as a felony.

The presence on campus of students or applicants who commit serious violations of University rules, regulations, and procedures, or have unacceptable character, academic or behavioral record, criminal record, or other aspects may be inconsistent with the safety and other business and academic interests of the University. Accordingly, the University may, in the University's sole discretion, temporarily or permanently bar from all or any part of University owned or controlled property, or impose reasonable conditions upon any student or applicant who violates University rules, regulations, and procedures, or whose character, academic or behavioral record, or criminal record is determined by the University to pose an unreasonable risk to the interests of the University, its students, employees, or visitors. No adverse action based on conduct shall under normal circumstances be taken against admitted students until the student has been afforded due process consistent with applicable policies and procedures.

The applicable rules and regulations may be modified or updated from time to time, and shall be binding as of the date published. Students and applicants are bound by the terms in effect at the time of any event or occurrence. The electronic version of applicable rules, regulations, and procedures shall be the official current version. For additional information, please contact Student Affairs [wwstuaff@erau.edu](mailto:wwstuaff@erau.edu).

## Sexual Misconduct

### *Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy and Resolution Procedure*

ERAU-WW promotes the goals of fairness and equity in the educational enterprise and does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status, or any other characteristic protected by University policy or state, local, or federal law.

Reports of discrimination, harassment, and/or retaliation should be made to the Title IX Coordinator promptly, but there is no time limitation on the filing of grievances, as long as the responding party remains subject to the University's jurisdiction. All reports are acted upon promptly while every effort is made by the University to preserve the privacy of reports. Reports of discrimination by the Title IX Coordinator should be reported to the respective chancellor at each campus.

All alleged violations of this policy are subject to resolution using the University's Resolution Procedure. The Resolution Procedure is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff. The University reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the University.

The University's Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The University uses the preponderance of the evidence standard (also known as "more likely than not") for determination of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt", "innocence", and "burdens of proof" are not applicable, but the University never assumes a responding party is in violation of University policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

Please visit the [Worldwide Title IX website in ERNIE](#) to find the policy, procedures, and online reporting form.

Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the Title IX Coordinator: Linda Dammer by email at [dammerl@erau.edu](mailto:dammerl@erau.edu), or by phone: 386-226-7971.

## FERPA

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) is a federal law designed to protect the privacy of and limit access to educational records. *FERPA* grants to student's certain rights, privileges and protections relative to the identifiable information contained within their educational records maintained by the University.

Specifically:

- Students have some control over disclosure of information. Records (with the exception of directory information) will be released to third parties outside the University **only** with student consent.
- Students have the right to inspect, review and request amendment of their educational records.
- Students have the right to challenge information contained within their educational records.
- Students have the right to file a complaint with the U.S. Department of Education if they believe their rights under *FERPA* are violated.

Records covered by *FERPA* include grades, housing information, financial status, results of disciplinary proceedings, etc. *FERPA* does not apply to Medical, Disability and Counseling records, which are confidential and protected. *FERPA* permits the release of directory-type information to third parties outside the institution without written consent.

Students may file a [Request for Non-Disclosure](#) of Student Directory Information, meaning no information, including directory information, will be released, except as required by law. This means that the University cannot verify enrollment and degrees earned requests from potential employers or insurance companies.

Requests from the student for Enrollment Verifications or Transcripts may be honored regardless of the hold with verified student authorization. Requests for non-disclosure remain in effect even after graduation and may be rescinded with a verified signature. For students who have rescinded their Non-disclosure and left the University, it can only be reinstated if the individual re-enrolls.

**Directory information includes:**

Name, ERAU e-mail, campus, school, or college attended, course of study and areas of specialization, dates admitted, attended, and graduated, enrollment and class status (freshman, senior, full-time, part-time, etc.), degrees sought or earned and dates received or anticipated, awards, honors, and special programs or recognitions, for student athletes and scholarship recipients, the ERAU ID photograph.

The following is also included as Directory Information, but is only released for compelling reasons and only with advance approval of the Registrar, Dean of Students or their designee: Permanent or local mailing addresses and telephone numbers, non-ERAU email addresses or account information, date of birth, factual disciplinary history, including the results of disciplinary processes or the fact that action was pending at the time of withdrawal, information from public sources.

Directory information cannot include identification or social security number, race, ethnicity, nationality or gender.

*To request Non-Disclosure of Directory Information:* The [Non-Disclosure of Directory Information](#) form must be completed and presented to University personnel along with a photo ID. Unless notarized, the form should be signed in the presence of University personnel after identification has been verified.

**Non-directory information contained within a student's record may include:** grades, GPA, disciplinary proceedings, and social security and student numbers. Disclosure of non-directory, personally identifiable information requires student consent. This means that the University must withhold such information from parents and others, who believe their relationship with the student entitles them to have the information (even on occasions when the student prefers the information be released), if consent for release is not given.

**Consent for release is not required for disclosure:** to school officials, including the National Student Clearinghouse, with legitimate educational interests; to state, federal and local authorities conducting audits, evaluations or enforcement of education programs, or to organizations working on their behalf; to accrediting organizations; in connection with financial aid; to parents of a dependent child when the most recent tax return is provided; in compliance with a lawfully issued subpoena; in a health or safety emergency.

If you are a current student, you may review the training for [granting auxiliary access inside ERNIE](#). Students may grant Auxiliary Access to non-directory records through Campus Solutions in their Student Self Service Center, under FERPA. The University cannot release non-directory information if it has not been given permission to do so, unless under the circumstances listed above. The University is able to release non-directory information only when the student has granted access via Auxiliary Access. FERPA forbids requiring students to give such permission. Once Auxiliary Access has been granted, the University will be able to disclose non-directory information and respond to inquiries from individuals designated by the student. Students may revise their designations for disclosure at any time through Auxiliary Access in Campus Solutions.

## Consumer Information

The [Higher Education Opportunity Act of 2008](#) requires colleges and universities to publicly disclose aspects of policies and procedures. The information provided is to aid families in making the best college decision possible for them. Please visit our [Consumer Information website](#) for further information.

## Academic Regulations & Procedures

See the ERAU-WW Catalog and [Student Services and Academic Affairs](#) section.

## Campus Departments & Services

Department	Phone	E-mail	Department Website Link
Advising – Online Students	800-522-6787 (Check website for assigned advisor)	Varies by Last Name (Check website for assigned advisor)	<a href="#">Online Campus Website</a>
Advising – WW Campus Students	Varies by Location (Check website for contact information)	Varies by Location (Check website for contact information)	<a href="#">Worldwide Campus Website</a>
Asia Campus	+65 6933 9580	<a href="mailto:asia@erau.edu">asia@erau.edu</a>	<a href="#">ERAU Asia</a>
Bookstore		<a href="mailto:supportb@erau.edu">supportb@erau.edu</a>	<a href="#">ERAU WW Bookstore</a>
Career Services	386-226-6092	<a href="mailto:wwcarser@erau.edu">wwcarser@erau.edu</a>	<a href="#">ERAU WW Career Services</a>
College of Arts & Sciences	800-522-6787	<a href="mailto:wwasadm@erau.edu">wwasadm@erau.edu</a>	<a href="#">ERAU WW Arts &amp; Sciences</a>
College of Business	800-522-6787	<a href="mailto:worldwide@erau.edu">worldwide@erau.edu</a>	<a href="#">ERAU WW College of Business</a>
Dean of Students (Requires ERNIE access)	888-292-5727	<a href="mailto:wwdos@erau.edu">wwdos@erau.edu</a>	<a href="#">DOS Website</a>
Disability Support Services	386-226-7334	<a href="mailto:wwdss@erau.edu">wwdss@erau.edu</a>	<a href="#">ERAU WW DSS</a>
EAGLEcard (Student ID Card)	386-226-7578	<a href="http://eaglecard.erau.edu">http://eaglecard.erau.edu</a>	<a href="#">Eagle Card</a>
eUnion	386-323-8973	<a href="mailto:wweunion@erau.edu">wweunion@erau.edu</a>	<a href="#">ERAU WW eUnion</a>
Financial Aid	386-226-6915	<a href="mailto:wwfinaid@erau.edu">wwfinaid@erau.edu</a>	<a href="#">ERAU WW Financial Aid</a>
Information Technology (Requires ERNIE access)	866-227-8325	<a href="mailto:itsupport@erau.edu">itsupport@erau.edu</a>	<a href="#">IT Support (Help Desk)</a>
International Student Service	386-226-6433 800-522-6787	<a href="mailto:wwintstc@erau.edu">wwintstc@erau.edu</a>	<a href="#">International Students</a>
Library	386-226-7656 800-678-9428	<a href="mailto:library@erau.edu">library@erau.edu</a>	<a href="#">Hunt Library</a>
Office of the Registrar	866-393-9046	<a href="mailto:worldwide.registrar@erau.edu">worldwide.registrar@erau.edu</a>	<a href="#">WW Registrar</a>
Professional Education	386-481-9070	<a href="mailto:training@erau.edu">training@erau.edu</a>	<a href="#">Professional Education</a>
Student Affairs	888-292-5727	<a href="mailto:wwstuaff@erau.edu">wwstuaff@erau.edu</a>	
Student Government Association (SGA)		<a href="mailto:wwstugov@erau.edu">wwstugov@erau.edu</a>	<a href="#">Student Government Association</a> (Requires ERNIE access)
Study Abroad	386-323-8973	<a href="mailto:wwdos@erau.edu">wwdos@erau.edu</a>	<a href="#">Study Abroad</a> (Requires ERNIE access)
Veteran’s Affairs	855-785-0001	<a href="mailto:wwva@erau.edu">wwva@erau.edu</a>	<a href="#">Veteran’s Affairs</a> (Requires ERNIE access)
VECTOR (Virtual Environment for Communication: Teaching, Outreach, and Research)		<a href="mailto:ristera@erau.edu">ristera@erau.edu</a> <a href="mailto:dykemam@erau.edu">dykemam@erau.edu</a>	<a href="#">VECTOR</a>
Wellness/Counseling	866-492-2252		<a href="#">Wellness/Counseling</a>

# 2021-2022 Academic Calendar

<b>Undergraduate Classroom</b>				
Term	Term Start Date	Add/Drop Ends	Last Day to Withdraw	Term End Date
Jul 2021 (2585)				
Aug 2021 (2588)	August 2, 2021	August 5, 2021	September 2, 2021	October 3, 2021
Sep 2021 (2594)				
Oct 2021 (2597)	October 11, 2021	October 14, 2021	November 11, 2021	December 12, 2021
Nov 2021 (2600)				
Dec 2021 (2603)				
Jan 2022 (2609)	January 10, 2022	January 13, 2022	February 10, 2022	March 13, 2022
Feb 2022 (2621)				
Mar 2022 (2625)	March 21, 2022	March 24, 2022	April 21, 2022	May 22, 2022
Apr 2022 (2629)				
May 2022 (2633)	May 23, 2022	May 26, 2022	June 23, 2022	July 24, 2022
Jun 2022 (2649)				

<b>Graduate Classroom</b>				
Term	Term Start Date	Add/Drop Ends	Last Day to Withdraw	Term End Date
Jul 2021 (2585)				
Aug 2021 (2588)	August 2, 2021	August 5, 2021	September 2, 2021	October 3, 2021
Sep 2021 (2594)				
Oct 2021 (2597)	October 11, 2021	October 14, 2021	November 11, 2021	December 12, 2021
Nov 2021 (2600)				
Dec 2021 (2603)				
Jan 2022 (2609)	January 10, 2022	January 13, 2022	February 10, 2022	March 13, 2022
Feb 2022 (2621)				
Mar 2022 (2625)	March 21, 2022	March 24, 2022	April 21, 2022	May 22, 2022
Apr 2022 (2629)				
May 2022 (2633)	May 23, 2022	May 26, 2022	June 23, 2022	July 24, 2022
Jun 2022 (2649)				

<b>Undergraduate Online</b>				
Term	Term Start Date	Add/Drop Ends	Last Day to Withdraw	Term End Date
Jul 2021 (2585)	July 5, 2021	July 8, 2021	August 5, 2021	September 5, 2021
Aug 2021 (2588)	August 2, 2021	August 5, 2021	September 2, 2021	October 3, 2021
Sep 2021 (2594)	September 6, 2021	September 9, 2021	October 7, 2021	November 7, 2021
Oct 2021 (2597)	October 11, 2021	October 14, 2021	November 11, 2021	December 12, 2021
Nov 2021 (2600)	November 15, 2021	November 18, 2021	December 19, 2021	January 23, 2022
Dec 2021 (2603)				
Jan 2022 (2609)	January 10, 2022	January 13, 2022	February 10, 2022	March 13, 2022
Feb 2022 (2621)	February 7, 2022	February 10, 2022	March 10, 2022	April 10, 2022
Mar 2022 (2625)	March 21, 2022	March 24, 2022	April 21, 2022	May 22, 2022
Apr 2022 (2629)	April 11, 2022	April 14, 2022	May 12, 2022	June 12, 2022
May 2022 (2633)	May 23, 2022	May 26, 2022	June 23, 2022	July 24, 2022
Jun 2022 (2649)				

Graduate Online				
Term	Term Start Date	Add/Drop Ends	Last Day to Withdraw	Term End Date
Jul 2021 (2585)	July 5, 2021	July 8, 2021	August 5, 2021	September 5, 2021
Aug 2021 (2588)	August 2, 2021	August 5, 2021	September 2, 2021	October 3, 2021
Sep 2021 (2594)				
Oct 2021 (2597)	October 11, 2021	October 14, 2021	November 11, 2021	December 12, 2021
Nov 2021 (2600)				
Dec 2021 (2603)				
Jan 2022 (2609)	January 10, 2022	January 13, 2022	February 10, 2022	March 13, 2022
Feb 2022 (2621)				
Mar 2022 (2625)	March 21, 2022	March 24, 2022	April 21, 2022	May 22, 2022
Apr 2022 (2629)				
May 2022 (2633)	May 23, 2022	May 26, 2022	June 23, 2022	July 24, 2022
Jun 2022 (2649)				

Eagle Vision Home Undergraduate				
Term	Term Start Date	Add/Drop Ends	Last Day to Withdraw	Term End Date
Jul 2021 (2585)				
Aug 2021 (2588)	August 2, 2021	August 5, 2021	September 2, 2021	October 3, 2021
Sep 2021 (2594)				
Oct 2021 (2597)	October 11, 2021	October 14, 2021	November 11, 2021	December 12, 2021
Nov 2021 (2600)				
Dec 2021 (2603)				
Jan 2022 (2609)	January 10, 2022	January 13, 2022	February 10, 2022	March 13, 2022
Feb 2022 (2621)				
Mar 2022 (2625)	March 21, 2022	March 24, 2022	April 21, 2022	May 22, 2022
Apr 2022 (2629)				
May 2022 (2633)	May 23, 2022	May 26, 2022	June 23, 2022	July 24, 2022
Jun 2022 (2649)				

Eagle Vision Home Graduate				
Term	Term Start Date	Add/Drop Ends	Last Day to Withdraw	Term End Date
Jul 2021 (2585)				
Aug 2021 (2588)	August 2, 2021	August 5, 2021	September 2, 2021	October 3, 2021
Sep 2021 (2594)				
Oct 2021 (2597)	October 11, 2021	October 14, 2021	November 11, 2021	December 12, 2021
Nov 2021 (2600)				
Dec 2021 (2603)				
Jan 2022 (2609)	January 10, 2022	January 13, 2022	February 10, 2022	March 13, 2022
Feb 2022 (2621)				
Mar 2022 (2625)	March 21, 2022	March 24, 2022	April 21, 2022	May 22, 2022
Apr 2022 (2629)				
May 2022 (2633)	May 23, 2022	May 26, 2022	June 23, 2022	July 24, 2022
Jun 2022 (2649)				

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\*As of July 1, 2020 (2020-21 Catalog) MSAE courses transitioned to 9 week terms.

Please refer to the Human Resources calendar for all University holiday dates.