

Next Steps at Vanderbilt

Student Program Guidelines

These guidelines serve as program regulations, in addition to the 2012-2013 Vanderbilt Student Handbook, for Next Steps Students only.

Policies and Regulations for Student Conduct

Tuition

Introduction

Mission

Our mission is to provide transformational learning experiences, within an inclusive educational setting, for young adults with intellectual disabilities, University students, faculty, staff, and community leaders.

Goal

The goal of the program is to broaden the career options and opportunities for individuals with intellectual disabilities in inclusive, age-appropriate settings. In order for these students to best meet the expectations of adults in our society, they need to have integrated educational experiences. The goals are for the students to have the “outcomes we all value -- a career, close relationships, and enjoyment....” (Hughes & Carter, Transition Handbook, Brookes Pub., 2000).

Next Steps at Vanderbilt students enroll in a two-year, certification program. They follow an Individual Program of Study that includes one Vanderbilt course per semester, core Next Steps classes and requirements, and career development through internships and vocational training.

Next Steps students are afforded the same rights, privileges, and responsibilities as other Vanderbilt students with some conduct regulations that are noted in this Next Steps at Vanderbilt Program Guideline. These regulations are in place to provide the supports and supervision needed for the program students.

In all other instances, Next Steps students must follow the Vanderbilt Student Handbook for information, regulations and policies.

The University makes the handbook available to students via the World Wide Web (http://www.vanderbilt.edu/student_handbook). It is the student’s responsibility to become aware of its contents. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it.

The online handbook is divided into the following sections:

- Introduction
- University Policies and Regulations
- The Honor System
- Student Conduct
- Residential Life (*Next Steps students are not eligible for Residential Life at this time*)
- Student Engagement
- Alcohol and Controlled Substances
- Sexual Misconduct
- Student Handbook Archives

Next Steps at Vanderbilt

Policies and Regulations for Student Conduct

- **Next Steps Hours-** In order to ensure that appropriate supports are available; all Next Steps students will leave campus by 5:00 PM every day. These are the only exceptions to this policy:
 - Next Steps students participating in a VU class, a Sarratt Art, or VU dance class
 - Next Steps students participating in an organized VU organization or club event that they have joined. Examples are Best Buddies activities, Big Brothers/Sister of Vanderbilt
 - Next Steps students with a scheduled time or social activity arranged with one of their Ambassadors
- **Checking In/Out-** Next Steps students are to call or text their assigned staff person every day when they arrive on campus and when they leave for the day. If they are not coming on campus that day, or if they are going to be more than a few minutes late, they are to call /text and let the Next Steps staff know. Students are to also contact professors, internship supervisors and job coaches, if they have one, in the same manner.
- **Private Vehicles** -Next Steps students are not permitted to ride in a vehicle driven by other Next Steps students during Next Steps program activities.
Examples:
 - Riding back from the TTC to the VU campus with a Next Steps classmate driving
 - Going to Green Hills mall together for a Next Steps activity

Next Steps students are not permitted to ride in a vehicle driven by Ambassadors at any time.

- **Visits to Residence Halls and Private Apartments** –Next Steps students are permitted to visit in dorms and apartment rooms when invited. They may visit with members of the same sex even if it is just the student and the person that lives in the dorm. However, visiting members of the opposite sex is only permitted if there is more than one other person present. There is more safety in numbers.

- **Recreation Center**-Next Steps students have full access to the University recreational center when they are with an Ambassadors or Next Steps staff. Students may use the smaller fitness center in the Commons independently during program hours.
- **Electronic Greetings** -In order to assist with learning appropriate social behaviors, Next Steps students may contact their Ambassadors and other VU friends only one time each day with a friendly greeting using the phone or email. There is no limit to the number of people they can greet each day, as long as it is only one time for each person. After the message is sent, students are not to send another message even if they have asked a question in their message.

Examples:

A text that reads, "Hi. How are you today?"

An email that states, "Hello. Did you see the new Harry Potter movie yet?"

A voice mail that says, "Hello. I hope you are feeling better today!"

- **Important Communications** -There are times when it is appropriate to send more than one communication each day. These are times when the Next Steps student needs to check on meeting plans, or to respond to a question from an Ambassador, Next Steps staff, or other Vanderbilt friend.

Examples:

Voicemail states- "Where are we meeting today?"

A text that replies- "Yes, I can meet you at 1:00."

An email that replies- "No, I don't think I want to go to the game. Thanks anyway."

A voicemail that replies- "I'm confused. Can you tell me again where you want to meet?"

- **Personal Space** -In order to practice professional social skills that will help in the work place, Next Steps students are not to hug people while participating in Next Steps activities. This includes other Next Steps students, Ambassadors, University friends, and staff.

Next Steps students who are dating are permitted to greet each other once at the start of the day with a hug. Likewise, they may say good-bye at the end of the day with a hug.

Next Steps students are permitted to hold hands, as specifically discussed in the Next Steps Orientation program. But not in class or when fulfilling internship responsibilities.

- **No Alcohol Use**- Next Steps students, staff, and Ambassadors are not permitted to use alcohol when they are together. This policy is in effect at all times. In addition, Next Steps students are not permitted to attend any University student organization parties where alcohol is present.

Violation of University Policies

When students fail to meet University standards (including these guidelines), they ultimately risk separation from the University community. Vanderbilt's system of disciplinary action is designed to help students learn to make better choices to protect themselves, other students, and the community. Vanderbilt hopes that warnings, reprimands, and probationary periods will be sufficient to help students make better choices so that separation from the community never becomes necessary.

All conduct incidents involving Next Steps students are to be reported to the Program Director, first. The Director will consult with Next Steps Faculty Advisors and a determination will be made about filing an incident report with the University Conduct Office. If such a report is filed with the Conduct Office, that office will direct further action. Next Steps students have the right to file an incident report with the Conduct Office regardless of the decision by the Next Steps staff. The following is a link to the online incident report.

<https://publicdocs.maxient.com/incidentreport.php?VanderbiltUniv>

For detailed information regarding the steps the Conduct Office may pursue, refer to Student Conduct section of the University Student Handbook.

http://www.vanderbilt.edu/student_handbook/student-conduct

Tuition

Fall 2012 – Spring 2013

Tuition and Activity Fees

\$7,500 per semester

Fall 2012

New Students

Deposit due with acceptance letter \$500

Fall Semester Balance \$7,000

Returning Students

Fall Tuition \$7,500

Spring 2013

All Students

Spring Semester Tuition	\$7,500
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Tuition invoices are paid via eBill through Student Accounts.