

# Virginia Union University



Virginia Union University  
*The Promise of a Limitless Future*©

## **Student Handbook** **2011-2012**

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# ***VIRGINIA UNION UNIVERSITY***

Founded in 1865  
Richmond, Virginia

## **AUTHORITY FOR THE STUDENT HANDBOOK**

The Virginia Union University Student Handbook describes the general rules, regulations, and procedures for student life at the University, and the means by which students may achieve the fullest realization of the University's resources and facilities.

As an official document of Virginia Union University (VUU), the Student Handbook derives its authority from the institution's catalog, which is the official document setting forth the programs, policies, regulations, and procedures of the University. It does not purport to fully address all policies, procedures and regulations for every area of the University. Therefore, the Student Handbook must be used as a companion document to the **University Catalog** and other published regulations and guidelines issued by various offices and programs of the University.

The student, on admission to the University, obligates himself or herself to adhere to governance by the rules and regulations as set forth in this document, the University Catalog, and other published regulations and guidelines both on and off campus. Virginia Union University reserves the right to revise, alter or eliminate the rules and regulations included in this Student Handbook as deemed necessary.

An electronic copy of the VUU handbook is sent to all students by Virginia Union University email as VUU email is the official mode of communication for the Division of Enrollment Management and Student Affairs. Also, ten hardcopies of this document can be found on reserve in the L. Douglas Wilder Library and Learning Resource Center. The hardcopies can be checked out but cannot be removed from the library as a means to preserve paper. You can also find hardcopies in various academic and student life departments on campus. This document is also available on the VUU website.

VUU reserves the right to change the information, regulations, requirements, and procedures announced in this Handbook. Students will be informed of such changes by way of VUU email, the official mode of communication for the Division of Enrollment Management and Student Affairs. VUU does not discriminate on the basis of race, gender, color, religion, national origin, age, handicap, or veteran status in providing educational or employment opportunities or benefits. VUU embraces and encourages student participation in policy development. To this end, students shall be invited to participate on committees as appropriate. Students are encouraged to contact the Division of Enrollment Management and Student Affairs to submit their names for participation on University committees as interested.

# **STUDENT RIGHTS AND RESPONSIBILITIES**

## **STUDENT RIGHTS**

All student members of the University community are entitled to the following rights upon admission to Virginia Union University:

1. To be treated with dignity and respect by those within the University community.
2. To receive a copy of the Official Student Handbook upon admission to the University.
3. To a clear and concise statement of student rights and responsibilities.
4. To pursue academic and extracurricular activities that does not violate University policies.
5. To competent instruction, campus support services and University facilities.
6. To be advised (verbally/ in writing) of any matters that could lead to disciplinary actions.
7. To a fair hearing process if charged with a violation of University policies and regulations.
8. To have all information contained in her/ his educational records maintained in accordance with FERPA guidelines.

## **STUDENT RESPONSIBILITIES**

All student members of the University community are responsible for the following:

1. Upholding all Virginia Union University policies and regulations as described in the Student Handbook, University Catalog and other University published regulations issued by various offices and programs of the University.
2. Learning the content of the Student Handbook, University Catalog and other University policies and published regulations issued by various offices and programs of the University.
3. Classroom behavior that is conducive to the learning process.
4. Learning the content of a course of study according to the standards of performance established by the faculty.
5. Exercising his/ her rights of free inquiry, expression and advocacy in a manner that does not interfere with the orderly functioning of the University.

## ***DIRECTORY***

Virginia Union University provides a variety of services for the students. The information below is a listing of all offered services.

<b>SERVICE</b>	<b>LOCATION</b>	<b>TELEPHONE</b>
Academic Affairs	Pickford Hall First Floor	257-5606
Enrollment Management (Undergraduate)	Henderson Student Center First Floor	342-3570
Alumni Relations	C.D. King Building Second Floor	257-5827
Athletics	White Hall First Floor	342-1484
Audio Visual	Ellison Hall First Floor	342-3895
Book Store	L. Douglas Wilder Library and Learning Resource Center First Floor	257-5725
Campus Ministries	C.D. King Building Second Floor	257-5708
Career Services	Henderson Student Center First Floor	257-5656
Catalog Information	Registrar's Office Ellison Hall Room 207	257-5845
Computer Laboratories	Ellison Hall Rooms 109 and 215	257-5630
Counseling	Henderson Student Center Second Floor	257-5874
Email Accounts	Ellison Hall Room 117	257-5630
Employment Opportunities (students)	Career Services Henderson Student Center	257-5656
Events Approval (On Campus)	Student Activities Henderson Student Center	257-5869
Events Approval (Off Campus)	C.D. King Building First Floor	257-5856 257-5814
Family Emergency	General Academic	257-5875 257-2606
Financial Aid	Ellison Hall Room 106	257-5882
Graduation Information	Registrar's Office Ellison Hall First Floor	257-5845
Greek Life	Student Activities Henderson Student Center First Floor	257-5869

Handbook	Student Integrity and Conduct Henderson Student Center	257-5633 VUU Website
Health Insurance (General Information)	Student Health Services Henderson Student Center Second Floor	257-5885
Identification Cards	Campus Police Office Pickford Hall Ground Floor	257-5808
Illness/ Injury	Student Health Services Henderson Student Center Second Floor	257-5885
Institutional Advancement	C.D King Building Second Floor	257-3938
Library Services	L. Douglas Wilder Library Learning and Resource Center	257-5822
Lost and Found	Campus Police Pickford Hall Ground Floor	257-5850
Parking Permit	University Police Pickford Hall Ground Floor	257-5850
Personal Identification Number	Registrar's Office Ellison Hall First Floor	257-5845
Post Office	Henderson Student Center First Floor	257-5825
Readmission	Registrar's Office Ellison Hall First Floor	257-5845
Registration	Registrar's Office Ellison Hall First Floor	257-5845
Research, Planning and Special Programs	Pickford Hall 1 <sup>st</sup> Floor	354-5212
Residence Life and Housing	Henderson Student Center First Floor	257-5608
Samuel DeWitt Proctor School of Theology	Kingsley Hall Room 100	257-5715
Evelyn Reid Syphax School of Education, Psychology and Interdisciplinary Studies	Martin E. Gray Hall Room 111	257-5742
School of Humanities and Social Sciences	Martin E. Gray Hall Room 215	342-3886
School of Mathematics, Science & Technology	Ellison Hall Room 104D	257-5681

Student Activities/ Leadership	Henderson Student Center First Floor	257-5869
Student Accounts	C.D. King Building	257-5775
Student Integrity and Conduct	Henderson Student Center Second Floor	257-5633
Sydney Lewis School of Business	Pickford Hall Third Floor	257-5710
Technology Center	Ellison Hall First Floor	257-5630
University Pastor	C.D King Building Second Floor	257-5698
University Relations	C.D. King Building Second Floor	257-3938
University Services	C. D. King Building Second Floor	257-5627
Upward Bound	Baptist Memorial Building Second Floor	257-5883
VUU Informer	Ellison Hall Room 214	257-5649
Withdrawals	Registrar's Office First Floor	257-5874
Yearbook	Henderson Student Center First Floor	257-5875

### CAMPUS SUPPORT SERVICES

Alcohol Awareness and Education Program (AAEP)	Office of Student Integrity and Conduct Henderson Student Center	257-5633
Clothes Closet	Office of Career Services Henderson Student Center	257-5656
Dining Services	Henderson Student Center 2 <sup>nd</sup> Floor	257-5781
Disability Services	Center for Undergraduate Studies Ellison Hall	342-3885
Freshman Advising	Center for Undergraduate Studies Ellison Hall	342-3885
HIV/ AIDS Education Program	Counseling Services Henderson Student Center	257-5874
Information Technology Center	Ellison Hall (1 <sup>st</sup> Floor)	257-5630
Student Government Association	Henderson Student Center 1 <sup>st</sup> Floor	257-5895
Smoking Education Program (Drop Squad)	Office of Residence Life and Housing Henderson Student Center	257-5608
Tutoring Services	Center for Undergraduate Studies Ellison Hall	342-3885

## PRESIDENTS OF THE UNIVERSITY

Throughout her illustrious history, Virginia Union University has enjoyed the leadership of distinguished and committed persons. Their collective legacy of academic excellence and leadership development is evident in every area of this University and in the “rays” we have sent “throughout the land.” The honor roll of Presidents includes:

Dr. Malcolm MacVicar	1899 - 1905
Dr. George Rice Hovey	1905 - 1919
Dr. William John Clarke	1919 - 1941
Dr. John Malcus Ellison, '17	1941- 1955
Dr. Samuel DeWitt Proctor, '42	1955 - 1960
Dr. Thomas Howard Henderson, '29	1960 - 1970
Dr. Allix Bledsoe James, '44, '46	1970 - 1979
Dr. Dorothy N. Cowling (Acting)	July - October 1979
Dr. David Thomas Shannon, '54,'57	1979 - 1985
Dr. S. Dallas Simmons	1985 - 1999
Dr. Bernard W. Franklin	1999 - 2003
Dr. Belinda Anderson	2003 - 2009
Dr. Claude Grandford Perkins	2009 - present

## ***VISION***

Virginia Union University is a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and development of leaders for tomorrow's world.

## ***MISSION***

Virginia Union University is nourished by its African American and Christian heritage and energized by a commitment to excellence and diversity. Its mission is to: 1) provide a nurturing, intellectually challenging and spiritually enriching environment for learning; 2) empower students to develop strong moral values for success; and 3) develop scholars, leaders, and lifelong learners of a global society.

To accomplish this mission, Virginia Union University offers a broad range of educational opportunities that advance liberal arts education, teaching, research, science, technology, continuing education, civic engagement, and international experiences.

## *Strategic Priorities and Goals*

### **Priority One - Quality of Academic Programs**

#### Goals

- To review all current academic programs.
- To explore new academic programs.
- To develop on-going, comprehensive assessment plan for each major.
- To establish a Continuing Education Program.
- To enhance the University's enrollment management processes.
- To enhance faculty technological skills.
- To expand the number of Smart Classrooms.
- To review and revise policies and procedures for academic actions (warnings, probations, suspensions) and the Integrity Code.
- To ensure that new faculty and adjuncts are made aware of the Institution's policies and procedures.
- To assist VUU graduates in attaining admissions into graduate or professional school.
- To expose students to extracurricular experiences, experiential learning, and collaborative opportunities during their matriculation at VUU.
- To provide international educational experiences to students and faculty through student and faculty exchange with other countries and study abroad programs.

### **Priority Two - Financing the Mission of the University**

#### Goals

- To strengthen the Institution's long-term financial viability.
- To improve administrative processes.
- To improve the University's living and learning Environment.
- To create alternative revenue streams.

### **Priority Three - Enrollment Management**

#### Goals

- To recruit students who show potential for being successful at Virginia Union University.
- To increase retention efforts.

### **Priority Four - Student Engagement/Empowerment**

#### Goals

- To increase the level of student engagement and leadership campus-wide.
- To enhance communications in all aspects of student life.
- To create an environment that cultivates holistic student development.
- To expose students to the conscious proliferation of cultural and ethnic experiences.

### **Priority Five - Continuous Quality Improvement**

#### Goals

- To strengthen faculty and staff performance.
- To conduct an ongoing evaluation and assessment of Institutional Programs.
- To establish a university-wide system of evaluation for external contracts.

## **Priority Six - Image Enhancement**

### Goals

- To assure a positive image for the University among all constituents.
- To improve public perception of the University.
- To engage the University faculty, staff, students, alumni and other Stakeholders, as appropriate, in developing image enhancement strategies.
- To develop a University brand.
- To cultivate the constituents of the University.

## **Priority Seven - Technology**

### Goals

- To ensure a strong technological infrastructure to keep pace with campus and global needs in order to meet academic, research, and business needs [Campus Connectivity].
- To deliver swift, accurate, and efficient services by positioning existing and future IT services to respond effectively to growing campus demands [IT Center Service Enhancement]
- To enhance current administrative software by adding additional system and integrity features [Integrated Campus Information System].
- To further improve employee service to include documentation, consulting, and liaison support [Campus Communications].
- To enhance the technological experience of all students [Technology Integration].

## **Priority Eight - Civic Engagement**

### Goals

- To standardize an approach to provide opportunities for civic engagement activities and programs such as service learning and community service.
- To ensure the effectiveness and efficiency of service learning and community service projects at all levels of the Institution.
- To explore the feasibility of establishing faith-based community focused projects at all levels of the Institution.

## ***INSTITUTIONAL CHARACTERISTICS***

Virginia Union University is comprised of five Schools: four Undergraduate Schools and one Graduate School. Each school is listed below:

### The Undergraduate Schools:

- 1) The Evelyn Reid Syphax School of Education, Psychology and Interdisciplinary Studies
- 2) The School of Humanities and Social Sciences
- 3) The School of Mathematics, Science and Technology
- 4) The Sydney Lewis School of Business

### The Graduate School:

- 1) The Samuel DeWitt Proctor School of Theology

The Samuel Dewitt Proctor School of Theology (STVU) cooperates with Union Theological Seminary and Presbyterian School of Christian Education (Union-PSCE) and Baptist Theological Seminary in Richmond (BTSR), in the Richmond Theological Consortium. Any student interested in enrolling in STVU should write directly to: **Registrar, School of Theology Virginia Union University, 1500 North Lombardy Street, Richmond, Virginia 23220.**

Virginia Union University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4500, ([www.sacscoc.org](http://www.sacscoc.org)) to award Bachelor of Arts, Bachelor of Science, Bachelor of Social Work, Master of Divinity, and Doctor of Divinity. Contact the Commission on Colleges and Schools at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Virginia Union University.

The school of Theology is accredited by the **Association of Theological Schools in the United States and Canada** (ATS). Individual schools and departments are accredited by state and national accrediting agencies.

The Samuel Dewitt Proctor School of Theology is accredited by the Association of Theological Schools in the United States and Canada. Individual schools and departments are accredited by state and national accrediting agencies. The Council on Social Work Education accredits the Social Work Program. The Sydney Lewis School of Business is accredited by the Association of Collegiate Business Schools and Programs. Teacher licensure programs in the Department of Teacher Education and Interdisciplinary Studies are approved by the Virginia Department of Teacher Education and accredited by the National Association for Accreditation of Teacher Education (NCATE).

The University also holds membership in the American Council on Education, the Association of American Colleges, the College Entrance Examination Board, The Richmond Oral History Association, Beta Kappa Chi National Honor Scientific Society, and Alpha Kappa Mu National Honor Society.

# ***ACADEMIC RESPONSIBILITY***

The student enrolled at Virginia Union University obligates himself / herself to submit to guidelines, policies, requirements, and regulations set forth in the Virginia Union University Student Handbook, University Catalog, VUU website and other official published guidelines and regulations. Each student enrolled at the University is expected to exercise this obligation both on and off campus. The Virginia Union student is a proud and responsible citizen of the University community and the local community and will always conduct himself / herself in a responsible manner.

## **1. CLASS ATTENDANCE POLICY**

Attendance and punctuality are very important for success in an academic and professional setting. Students are required to adhere to attendance and punctuality policies as specified in course outlines of professors. The maximum number of unexcused absences (with tardiness counted as a component of unexcused absence as determined by the professor) is 10% of the course credit hours. Therefore, the maximum number of absences is as follows: Four (4) absences for a four credit hour course; three (3) absences for a three credit hour course, etc. Students may be subject to having the course grade lowered or assigned additional work at the discretion of the professor.

When students accumulate absences beyond the allowed amount for the course, the instructor will send correspondence to his/her department chair. A copy of that correspondence will be forwarded to the student's Advisor and the Department Chairperson of the student's major for further follow-up and action.

## **2. ACADEMIC DISHONESTY POLICY**

Academic dishonesty is any form of giving, taking, or prescribing information or material by a student with intent to gain an unfair advantage in an academic evaluation. Forms of dishonesty include but are not limited to, cheating, plagiarism, and aiding and abetting others to cheat or plagiarize.

### **A. PENALTIES**

Any person who cheats, plagiarizes, or aids and abets others to either cheat or plagiarize is subject to one or more of the following penalties:

**Probation** – On the first offense, a student charged with any violation of academic dishonesty is awarded a grade of “F” for that particular assignment involved. On the second offense (in the same course), the student receives an “F” for that course.

**Integrity referral** – On the third offense, a student charged with any violation of academic dishonesty will be referred to the Office of Student Integrity and Conduct by the appropriate Dean of Students for a formal hearing with the Student Hearing Board.

## **B. PROCEDURE**

When an incident of academic dishonesty occurs, the professor will complete an Incident Report form, collect any witness statements (if applicable), and forward these documents to the Office of Student Integrity and Conduct. The professor should also copy these exhibits and submit a copy to his or her Department Chairperson. The procedure for the resolution of problems is described in the *VUU Faculty Handbook*. The resolution of problems should start at the level of the professor, and then move to the levels of the Department Chairperson, the Dean, and the Vice President of Academic Affairs respectively if needed.

## **C. PROVISION FOR VINDICATION**

The Deans have the authority to recommend to the Vice President for Academic Affairs a change of grade status for those students found not responsible and that all allegations of cheating be purged from the student's record if the recommendation is approved.

## **4. GRADE APPEALS**

It is the policy of the University that undergraduate students may appeal course grades they consider unfairly assigned. Appeals must be initiated within 30 days after the beginning of the next semester. Students must first discuss the grade with the faculty member. If the student continues to feel that the grade was unfairly assigned, the student must contact the chairperson of the department in which the course was taught. If there is no resolution of the issue at the department level, students must then contact the Dean of the School in which the course was taught. If the student is still not satisfied, a written grade appeal may be submitted to the Vice President for Academic Affairs. The appeal must state and support with evidence the reason(s) why the student believes the grade should be changed.

## **5. SATISFACTORY ACADEMIC PROGRESS: ACADEMIC WARNING, PROBATION, AND SUSPENSION**

The minimum standard for satisfactory academic progress is a cumulative GPA of 2.00. Academic probation is imposed when the cumulative GPA is less than 2.00. The student on academic probation has two academic semesters to raise the GPA to 2.00. Academic probation is lifted when the cumulative GPA is 2.00 or above. Academic performance will be reviewed at the end of each academic year.

### **A. DEFINITIONS:**

#### **Academic Warning**

This notification alerts the student that she/he will be subject to academic penalties if her/his academic performance does not improve.

#### **Academic Probation:**

Students on Academic Probation are required to improve their academic performance or face suspension from the University. Students on Academic Probation are usually not

eligible for certain forms of financial aid. Students on probation are limited to thirteen (13) credit hours. A student on probation is expected to follow this plan of action:

- Attend VUU in the summer in order to raise the GPA prior to the beginning of fall semester of the next academic year.
- Consult with his/ her departmental advisor prior to the beginning of the probationary semester and must sign a contract acknowledging that he/she has not met the University's academic standards and stating what actions he/she is willing to take to improve performance. This contract will state that students must attend all classes in each course and purchase a textbook for each course.

**Academic Suspension:**

Suspension will occur when a student on academic probation has a GPA of less than 2.0 at the end of the probationary period. Students who have been suspended at the end of an academic year must attend VUU in the summer in order to raise the GPA. VUU does not accept quality points from other institutions. If the GPA is raised to a 2.0 or better, the student's suspension will be rescinded. If the GPA is not raised during the summer session, the student will not be permitted to enroll until his/ her period of suspension of one semester is over. The student must reapply for admission to the University once the GPA has been raised. A maximum of two suspensions are permissible during a student's academic career at Virginia Union University.

**B. PROCEDURE:**

The academic record of each student will be reviewed at the end of each semester. As soon as possible during the Spring Semester, each student who has a cumulative Grade Point Average (GPA) of 2.0 or below will be placed on Academic Warning. **This will take place whether or not the student is on probation.** Students will receive a letter of warning, and they will be reminded of the University's policy on Academic Warning, Probation, and Suspension.

At the end of the Spring Semester each student whose cumulative GPA is below 2.0 will be placed on Academic Probation or Academic Suspension according to his/her circumstance. Students who have been enrolled for two semesters and have a cumulative GPA below 2.0 will be placed on Academic Probation.

Students on Academic Probation who have been enrolled for at least two additional semesters and still have a cumulative GPA below 2.0 will be placed on Academic Suspension for at least one semester.

A student who has been suspended and readmitted will have a pre-suspension GPA, a post suspension GPA, and a cumulative GPA. A student who has been suspended and readmitted must maintain a post suspension GPA of 2.0. A student who has been suspended and readmitted and fails to maintain a 2.0 average overall for the semesters following readmission will be suspended indefinitely.

Students who excel academically, and are enrolled for at least 12 semester hours, and who have earned at least 50% of their academic credit hours at Virginia Union University, will be considered for placement on the University's Honor Roll. There are three categories for the academic honor roll:

<b>Presidential Scholar:</b>	3.8 - 4.0 GPA
<b>Honors:</b>	3.5 - 3.79 GPA
<b>Honorable Mention:</b>	3.0 - 3.49 GPA

**IMPORTANT NOTE:** Other academic standards may apply to eligibility for financial aid. Please consult the section of the University Catalog, which deals with financial aid, and the Office of Financial Aid.

## ***CAMPUS SUPPORT SERVICES***

### **1. DINING SERVICES**

Undergraduate students who live on campus are required to participate in the University's food service program. Meals are served, in the Student Dining Hall, three times daily Monday through Friday and twice a day on Saturdays and Sundays. Students have unlimited entrees during lunch and dinner meals, with the options of unlimited servings of beverages, vegetables, and salads from the salad bar.

Students wishing to gain entrance into the Student Dining Hall must present their valid VUU student identification card and a meal plan/dining card OR must present their valid VUU student identification card along with payment (cash only) for the meal being served. This is required at the time of entry. All students found in violation of this policy will be subject to the Virginia Union University integrity process. Students who do not adhere to the Dress Code will be denied admission to the Dining Hall. Students on the meal plan engaged in University sponsored activities (academic or other) that preclude them being on campus during dining hall hours may request boxed meals. This request should be submitted in writing to the Director of Dining Services with a copy to the Vice President for Enrollment management and Student Affairs at least 72 hours prior to the date the boxed meals will be needed. The request should include the number of meals and length of time for which the boxed meals are requested. Students who have special dietary needs due to medical conditions must coordinate such requests through Student Health Services. The Student Health Services office on campus will issue authorization to the Director of Dining Services to address such needs. The Health Center will issue such clearance only upon the presentation of verification from a private physician that a special diet is needed and that the student should not consume regular food service items.

#### **Student Development Committee (SDC):**

The Student Development Committee serves as a vital link between student dining and Thompson Hospitality, the University's food service provider. Focused on a commitment to excellence and creativity in dining programs, the committee works with Thompson Hospitality to improve food service and quality, develop and implement marketing schemes, and provide

feedback and assistance to enhance the dining program. Students bring concerns and ideas to the meeting; discuss upcoming Campus Dining events, and assist in planning and evaluating special events and taste-test new products.

The committee shall be composed of 15-20 students and no more than 5 administrators. Student members of Virginia Union University SDC must be enrolled at Virginia Union University and must be participants in the University Dining Plan at the time of appointment and Student membership shall include two representatives from each residence hall (ten people) and the School of Theology (2 people), three commuter students, a member of the Student Government Association, and three members which may be appointed by the Vice President of Enrollment Management and Student Affairs or committee chairperson. Students interested in joining the SDC may contact their residence hall directors or call 804-257-5875.

Students interested in providing input on the Dining Program may do so by completing the Dining Hall Survey located in the Dining Hall and/or by joining the Meal Committee. Meal Committee members are selected by resident hall directors, SGA, and the Vice President for Student Affairs. Members of the committee must have a Meal Plan. Individuals interested in the joining the meal committee should submit a written request to the Vice President for Enrollment Management and Student Affairs.

Dining Hall Hours (Hours Subject to Change):

**Monday - Friday**

Breakfast 7:00 a.m. - 9:00 a.m.  
Lunch 11:30 a.m. - 1:45 p.m.  
Dinner 4:30 p.m. - 7:00 p.m.

**Saturday**

Brunch 10:00 a.m. - 1:30 p.m.  
Dinner 4:30 p.m. - 7:00 p.m.

**Sunday**

Brunch 10:00 a.m. - 2:00 p.m.  
Dinner 4:30 p.m. - 7:00 p.m.

In the event of disaster or emergency, the Dining Hall schedule may be adjusted to the Saturday Brunch Schedule. Notification will be provided by signage at the main entry doors in the residence and dining halls.

*On weekdays when classes are not held, the Saturday Brunch Schedule will be used.*

**2. POST OFFICE**

The University Post Office is located on the lower level of Henderson Hall and provides a wide range of postal services for the University community. Mailboxes are only available for students that reside in one of the University residence halls. The Post Office window is open Monday

through Friday from 11:30 a.m. - 4:30 p.m. Hours of operation for Saturday are by appointment only and must be made at least 24 hours in advance with the postal worker.

**Additional Information:**

1. To pick up packages students must present a valid VUU I.D. card.
2. Students are not allowed to use their mailboxes as a mean of assisting fellow students with mail pick up.
3. All mailboxes requiring a key require a \$25.00 key deposit when issued.
5. If a student misplaces his/her blue package slip, their items (packages) will be sent back to the original sender.

### **3. BOOKSTORE**

The University Bookstore is located on the first floor of the L. Douglas Wilder Library Learning and Resource Center. The Bookstore offers services and merchandise for students, including textbooks, writing instruments, supplies and snacks. The store also features VUU and Greek paraphernalia. The Bookstore hours are 9:00 a.m. to 5:00 p.m. Monday through Friday during the academic year. The Bookstore may also be opened on weekends for special events such as Homecoming.

### **4. CAMPUS POLICE**

The Campus Police Department is responsible for the safety and well being of persons and property on the Virginia Union University Campus. Some of the VUU Police Officers are certified by the State of Virginia and have full arrest powers. Campus Police will use every resource available to ensure the enforcement of all University Rules and Regulations, City of Richmond Ordinances and all criminal and traffic laws of the State of Virginia. Any violation of the aforementioned could result in sanctions by the Student Integrity System and/or the court system.

#### **Minors**

Students under the age of 18 are not permitted on public streets, alleys, parks, playgrounds, public buildings or grounds, places of amusement, entertainment, refreshment or vacant lots between the hours of 11p.m. and 5 a.m. in the City of Richmond unless accompanied by a parent or guardian.

#### **Graffiti**

Students are not permitted to write, print, draw, etch, scratch or mark an inscription, word figure or design of any type on any public or private building without permission of the owner. A violation of this type is a Class 1 misdemeanor.

#### **Lost and Found**

A lost and found service is provided at the Campus Police Office. Items turned in will be logged and retained for 60 days. After the required 60-day period, the people who found them can reclaim the items. All unclaimed items will be disposed of by donation to

charity and/or destroyed. Every means available will be used by the Campus Police Office to return all property to the original owner.

### **Silent Witness**

Individuals wishing to report crimes and/or violations (of the student code of conduct or local, state or federal law) to Campus Police without being identified may do so by using the Silent Witness Program. This resource can be accessed through the VUU website by clicking on the following links on the VUU Homepage: Services then Resources, then Campus Police and Silent Witness.

### **Parking**

Any student wishing to operate a vehicle (s) on campus must purchase and properly display a decal in the vehicle. This decal confirms the privilege for the operator to park and operate the vehicle on any University property. Please note that this rule is strictly enforced by Campus Police.

Parking decals must be purchased at the beginning of each school year or subsequent semester during the registration process no later than (14) days from the first day of the semester. Failure to purchase a parking decal eliminates the right to have a vehicle on campus.

Any vehicle that is not properly registered with the University Police will be towed at the expense of the owner or operator. A traffic violation ticket, with related fines, will also be issued for any violation of traffic regulations. Fines for parking violations will be posted to the student's account if not paid within (7) days of issuance. Please refer to the "Parking and Driving Regulations" booklet for details. This booklet may be obtained from the University Police Department.

Operating and parking privileges are only awarded to students who have properly registered their vehicles as set forth in the University policy regarding student vehicles. Failure to comply with this policy will result in the aforementioned penalties. In addition, any student who operates his or her vehicle in a reckless manner on University property will be subject to arrest and the privilege to drive and park the vehicle on University property may be revoked.

## **5. STUDENT SERVICES**

The Office of Student Services offers a full range of services, resources, and programs to assist students in reaching their academic goals and enhancing their personal, social, career, and health development. Services provided through this office include Career Services, Counseling Services, and Health Services.

### **Office of Counseling Services**

The role and function of The Office of Counseling Services is to assist VUU students with confronting obstacles that may interfere with their academic, personal, and social growth during

matriculation. Primary emphasis is on enhancing the student's social, emotional, and academic development through individual and group sessions, educational support services, informational programs, consultations, crisis intervention and referrals.

#### Location

The Office of Counseling Services is located in room 103 on the 1<sup>st</sup> Floor of the Henderson Center.

#### Hours/ Access to Services

Counseling Services are available from 9:00 AM to 5:00PM, Monday through Friday. To access services, students may stop by the office or call 257-5874 to schedule an appointment. To ensure adequate time and attention is provided to each student, scheduled appointments are the preferred method of access, however walk-ins are accepted if scheduling permits. Appointments cannot be made via email because it cannot be deemed a secure nor confidential means of communication.

#### Eligibility

All currently enrolled VUU students are eligible for services at The Office of Counseling Services.

#### Confidentiality

Counseling sessions are confidential. The Office of Counseling Services will not release information (this includes verification of attendance or content of sessions) outside of The Office of Counseling Services without written permission from the student. The Office of Counseling Services adheres to professional, legal, and ethical guidelines established by professional organizations and state law. Legal and ethical exceptions to confidentiality include:

- (1) when there exists a substantial likelihood that, as a result of mental illness, a student will, in the near future cause serious physical harm to self or others
- (2) when there is knowledge or suspicion of abuse or neglect of children or elderly persons
- (3) when a court subpoenas clinical records
- (4) when an individual cites his/her treatment/clinical record in a legal proceeding.
- (5) In cases of life threatening situations parents and/or responsible others may be contacted
- (6) as otherwise required by law

#### Cost of Service

There is NO Charge for services provided by The Office of Counseling Services. However, in the event that The Office of Counseling Services refers a student to a mental health professional in the community, all costs associated with the referred service is the responsibility of the student, his or her insurance, or his or her parent or guardian.

#### Referrals

At times, a specialist may be needed to provide psychological and or psychiatric treatment that is beyond the scope of The Office of Counseling Services. In such cases, the University counselor will refer students to recommended specialists.

### Mental Health Emergencies

In the event that a student's and/or others immediate safety is at risk, this is an emergency. Students experiencing emergencies should not be left unattended. A university counselor should be contacted immediately if the student is coherent and cooperative. If the student is incoherent or uncooperative, campus police should be contacted prior to contacting a university counselor. Campus police should be informed if outside emergency medical assistance (a rescue squad or ambulance service) has been requested or is being requested.

When an emergency transport is required, it is not the policy of the University to provide staff to accompany students to or from the hospital. Additionally, students transported for emergencies of any type are responsible for the costs associated with the transport.

Examples of situations that may be considered an emergency are as follows: (Please note emergency situations are not limited to those listed below)

- Suicide threats, gestures, or attempts;
- Homicidal threats
- Severely disorganized, psychotic, or out of control behavior.
- Rape, sexual assault, or other trauma;

A university counselor can be reached at (804) 257-5874 during normal business hours. After business hours a counselor can be reached by contacting the campus police. The campus police can be reached at (804) 257-5600

### Office of Health Services

The Office of Health Services provides health care service for treatment of minor illnesses, accidents, and injuries. Health supervision and medical care are provided through a staff of a part-time physician (ten hours per week) and a full time nurse. Health Services is located on the 2nd floor of the Henderson Student Center and is open to all Virginia Union University students. The information below provides a general overview of services. For detailed information about Health Services please consult the VUU Student Handbook or contact Health Services at 804-257-5885.

#### Outpatient Walk-Ins

Students are seen on a walk-in basis for minor illnesses and injuries such as colds, sore throats, headaches, lacerations, burns, etc.

#### Lab Tests

Throat and urine cultures, pregnancy testing and STD tests are done routinely.

#### Injections

Allergy injections are given during physician clinic hours. Written instructions from the students' allergist are necessary. Serum may be stored in the office.

### Lab Work

Routine cultures—throat, urine, etc –are done at the discretion of the school physician and sent to a local laboratory to be read and interpreted. The charges for this service may be covered by school insurance and is the sole responsibility of the student.

### Prescriptions

Prescriptions may be obtained from the school physician for antibiotics, decongestants, etc and filled at a local pharmacy. All prescribed medications will be available for pick up at Health Services after 3:00p.m. Monday through Friday. Please stop by Health Services for more details regarding the delivery and pick up of medications.

### Medications

There are various medications available in Health Services: mild decongestants, Tylenol and/or aspirin, mild analgesics, cough medicine, and ibuprofen. Medications are dispensed in Health Services based upon established medical procedures by a nurse.

### Medical Equipment

Ace bandages, hot water bottles, heating pads and ice packs are available.

### Referrals

Referrals are made to physicians in the community for the purpose of consultation and treatment when one of the following circumstances exists:

- The school physician is unavailable for a general medical problem.
- The problem requires the services of a specialist.

Insurance payment for referrals will depend on the current insurance contract provided. The referral must be made through Health Services. Appointments can be made only through Health Services. A health record must be on file in Health Services

### Student Health Insurance

The terms of Student Health Insurance may vary from year to year depending upon the contract with the provider. Please stop by Student Health Services for a copy of the insurance brochure.

Insurance claim forms are available in Health Services and must be completed before a referral visit and/or as soon as possible after an Emergency Room visit. In the event that a student is away from the University, a doctor or hospital should be consulted and upon return to the University; consultation with the Student Health Center's nurse should occur promptly.

### Guidelines for Medical Excuses

Medical excuses will be given to students who are determined by Health Services to be too ill to attend class. If the student has not been seen by Health Services, a statement from the student's licensed physician describing the condition and/or the circumstances for the student's absence from class will be considered as basis for medical excuse. The Director of Student Health Services will determine if a medical excuse is warranted. All medical excuses must be requested from Health Services no later than two (2) class days after the student returns to class. Requests for medical excuses will not be considered after this period.

Medical excuses for extended periods of illness for students who are not evaluated by Health Services require a statement from the student's licensed physician. Excuses for exemption from participation in required classes and other University activities require a written statement from the student's licensed physician. An approved health excuse from Health Services must be submitted as the official excuse from class.

## **6. CAREER SERVICES**

The Office of Career Services' (OCS) mission is to prepare VUU Students for successful transition into the world of work and to assist them with graduate school admissions. The primary goal of OSC is to serve as a connecting link between students, employers and graduate schools.

The department is located on the first floor of the Henderson Student Center and offers services between the hours of 9am and 5pm. OCS provides an array of programs, services and resources to assist students in professional career development and graduate school preparation. Resources available include but are not limited to:

- Career Assessments
- Career Counseling Appointments
- Career Development Workshops
- Career Resource Library
- Career Services Website
- Classroom & Club/Organization Career Development Presentations
- Computer Lab for Job Search and Graduate School Admissions
- Employer Perspective Career Development Workshops & Information Sessions
- Etiquette Dinners
- Evening with Industry Events
- Fall/Spring Graduate School and University Career Fairs
- Graduate School Resources
- Job Listings (Part-Time, Full-Time, Seasonal, Summer and Internships)
- Professional Career Closet
- On-line Career Job Listing Service
- On-Campus Interviewing
- Professional Development Training
- Resume/Cover Letter Critiques

For additional information, contact the OCS at 804-257-5656 or visit us in Henderson Student Center, Room 104. Check out our website at [www.vuu.edu/careerservices](http://www.vuu.edu/careerservices).

## **7. UNIVERSITY PASTOR**

The University Pastor seeks to facilitate spiritual growth and pastoral care to the University at large by providing weekly chapel services, facilitates religious interest groups and sponsors

lecture series. The campus ministry program contributes to the continued education of the student body and strengthens University morale. The University Pastor connects the University with the religious community at large through interaction and activities. The University Pastor is available for pastoral services to the entire University.

## **8. OFFICE OF STUDENT ACTIVITIES AND LEADERSHIP**

The Office of Student Activities and Leadership provides a holistic collection of high quality extra-curricular programs and activities that promote student development that complement Virginia Union University students' academic experience, through our phenomenal CAPSL programming model, (Civic Engagement, Academic Achievement, Personal Growth, Spiritual Development, and Leadership). As an extension of the education process, it is the vision of the Office of Student Activities to provide educational, intellectual, cultural, social, emotional, vocational, physical, recreational and spiritual opportunities, through the CAPSL model, and services that are responsive to the developmental, personal, and professional needs of the students at Virginia Union University.

### **Leadership Development Program**

#### Overview

The Leadership Development Program provides a variety of activities and events to assist students in developing skills, knowledge, and values needed to be effective leaders in the 21st century. Students have the opportunity to learn about theory and concepts of leadership, attend workshops and seminars to develop the skills needed to be successful leaders and to practice their leadership skills on and off campus.

#### Program Components

The Leadership Development Program is divided into two tracks. The General Leadership Track (GLT) is designed to provide programming and training for all VUU students interested in developing and honing their leadership skills as well as for those interested in obtaining leadership positions on campus.

The Student Leaders Track (SLT) is designed to provide leadership training for students currently involved in student organizations on campus. This track specializes in strengthening the University's student organizations as well as the leaders within them. Students must be an active member of a student organization to participate.

#### Application Procedures

Students who participate in the leadership program may be presented with numerous leadership opportunities including resident assistants, student ambassadors, orientation leaders, membership in the Student Government Association, Student Conduct Review Board, student organizations, and membership on University committees. Criteria and requirements for joining The Leadership Development Program are outlined below:

- Complete a Leadership Development Program application, which can be obtained from the Office of Leadership Development

- Submit a 500 word essay based upon a leader that has impacted the applicant's life.

### Selection Criteria

Students are notified of upcoming training dates via email. Once students have submitted the Leadership Development Program application and essay, they will be notified of their acceptance into the Leadership Development Program, in which they applied, in writing. Note that acceptance into the Leadership Program does not warrant automatic acceptance into leadership positions. Different leadership positions have different requirements. Participation in the leadership program is only a prerequisite for student leadership positions within Enrollment Management and Student Affairs.

## **Student Organizations**

### Policies and Regulations

The Office of Student Activities and Leadership is responsible for registration of all student organizations, confirming advisors, reviewing and recommending policies governing student organizations and providing an array of programs, workshops and activities for students. Students who wish to initiate a new student organization, or join an existing one may contact the Director of Student Activities and Leadership and/or an existing organization's president and/or advisor. Students are encouraged to study carefully an organization's mission and guidelines for membership. Membership requirements are not the same for all organizations. Membership and leadership in student organizations support the academic mission of the University. Such activities enrich the academic, cultural, emotional, physical, and spiritual experiences of students. Specific information about governance and student organizations can be found in the **Student Organization Handbook**. Contact the Office of Student Activities and Leadership for additional information about the Student Organization Handbook.

### Recognition of Student Organizations

The official recognition of a student organization conveys the endorsement of the University. All recognized groups have been determined to meet an articulated need of VUU students and acknowledges the need to be in line with the mission of the University. A new group seeking recognition must complete the required process outlined within the Student Organization Handbook. Membership selection on the basis of restrictive clauses dealing with race, sex, age, handicap, religion, or national origin will be cause for denial of recognition. Such restrictions are in conflict with University policy.

Sororities and fraternities with national affiliations will be permitted to follow traditions of single sex membership, as the opportunity for Greek membership is equal for males and females. Organizations committed to deepening the religious faith of students within the context of denominational or inter-denominational groupings, or of promoting national cultural traditions, may be granted recognition, if these purposes are clearly stated in the purpose, bylaws, are assessed as reasonable and legitimate and are in line with the University mission, foundation and values.

Use of University facilities and other services are available only to registered student organizations.

### Greek Life

The Greek Life at Virginia Union University is dedicated to the intellectual and personal development of students through membership in Greek Lettered Organizations. We encourage all members of the university community to avail themselves of the scholarship, leadership, brotherhood/sisterhood, and philanthropic opportunities of fraternity and sorority membership. In doing so, we strive to compliment the mission of the University and produce men and women of competence and maturity who will contribute to the world in which they live. For more information regarding individual chapter, contact the Office of Student Activities and Leadership.

All students interested in joining a Greek Lettered Organization must attend a mandatory session prior to engaging in the Membership Intake Process. Students with questions pertaining to requirements for membership should contact the Greek Life Coordinator.

## **9. OFFICE OF STUDENT INTEGRITY AND CONDUCT**

The Office of Student Integrity and Conduct is housed in the Office of Enrollment Management and Student Affairs and maintains regular business hours between 9am - 5pm Monday through Friday. The Office of Student Integrity and Conduct responds to allegations of misconduct and is responsible for educating students, faculty and staff about student policies, managing the Alcohol Awareness and Education Program and collaborating with other areas as a means to meet the mission of the University. The services provided by the Office of Student Integrity and Conduct include Alternative Dispute Resolution, Alcohol Awareness and Education and Disciplinary services.

## **10. RESIDENCE LIFE AND HOUSING**

The Office of Residence Life and Housing is located on the first floor of the Henderson Student Center and operates between the hours of 8:30-4:30pm. The Office of Residence Life and Housing provides programs and activities in a comfortable, convenient, and supportive living environment that foster campus involvement and active learning within a diverse community. The Office of Residence Life and Housing oversees all five residence halls and all associated staff.

## **11. STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is the governing body of students enrolled at Virginia Union University. The focus of SGA is the unification of the student body through self-governance. Optimal student participation and cooperation with faculty, staff, and administration in matters pertaining to the welfare of the students is encouraged. The Student Government Association represents student interests and concerns by securing active roles in influencing policies and procedures that impact the student body.

Students enrolled in the University are automatically members of the Student Government Association (SGA). Each student interested in becoming a SGA officer will be required to

participate in the Leadership Development Program. The business of the SGA is carried out by the Student Senate, which is composed of officers elected by the student body and representatives from each class. SGA general body meetings are held monthly from September to April (except in December).

Student Senate and Executive Board meetings are held at least once a month or at the discretion of the members. The Student Government Association should be advised of all student concerns and suggestions through VUU email and/or direct meetings with an SGA Officer(s). Upon receipt of the complaint, it will be reviewed by the SGA Executive committee, and as appropriate forwarded to the VUU administration.

## ***INTERCOLLEGIATE ATHLETICS***

### **PHILOSOPHY**

Athletic programs are an integral part of the total educational programs of the University. These activities are designed to aid in developing skills through a wide variety of sports; they help promote desirable social habits, attitudes and an appreciation for wholesome play and recreation. Intercollegiate athletics are administered through the Director of Athletics. The University is a member of the Central Intercollegiate Athletic Association (CIAA) and the National Collegiate Athletic Association (NCAA). The University, in accordance with these associations of which it is a member, establishes the policies and regulations, which govern the intercollegiate athletic programs.

### **INTERCOLLEGIATE SPORTING OPPORTUNITIES**

Presently, the intercollegiate sports at VUU include Football, Basketball, (men and women), Track (men and women), Tennis (men and women), Bowling (women), Golf, Cheerleading (women), Volleyball (women), Softball (women) and Cross Country (men and women).

### **SPORTING LOCATIONS**

#### Football

Home football games are played on Hovey Field. Buses may be provided to transport students (a small fee may be charged) to some away games.

#### Basketball

Most home basketball games are played at Barco Stevens Hall. A few of the home basketball games are played at the Siegel Center.

#### Other Sports

The location of all other sport activities are generally listed on the Athletic Website and posted on campus bulletin boards. Students are encouraged to support the teams and student athletes by attending all of the competitions sponsored by the VUU athletic program.

### **RECRUITMENT**

The Department of Athletics recruits according to all appropriate collegiate recruiting guidelines. All students interested in intercollegiate athletics at Virginia Union University should contact the Department of Athletics at 804-342-1484.

## ***STUDENT PUBLICATIONS***

Under the auspices of the Office of Student Affairs and Academic Affairs, two publications are produced by students to inform the University community about events and activities. In addition, there are campus radio and TV stations.

### **1. THE VUU INFORMER**

The VUU Informer is the student newspaper, which is a journalistic laboratory experience offered by the Department of Mass Communications to all students wishing to develop print media graphics layout and writing skills. The paper is written and edited by students with the supervision of a faculty adviser. Stories covered are of interest to students on campus, the state, and the nation. The VUU Informer office is located on the first floor of the Henderson Student Center.

### **2. THE YEARBOOK**

The Yearbook is published annually by student volunteers, and captures in picturesque form the unique experience of being a student at Virginia Union University. It highlights events that occur during the year; features members of all classes, faculty, and staff; highlights the involvement of student leaders; depicts student organizations and student life; and prints photo stories on a variety of topics. Yearbooks are mailed to graduating seniors in the fall after graduation. All other students can pick up a Yearbook with a valid VUU student identification card. Information regarding Yearbooks availability will be sent by VUU email. Students interested in working on the yearbook committee should contact Enrollment Management and Student Affairs.

# ***GENERAL POLICIES***

## **1. CELLULAR PHONE USE**

There are designated locations on campus where cell phones may not be used. The no cell phone zones include all university offices, Coburn Hall, the L. Douglas Wilder Library Learning and Resource Center and all classrooms. Cell phone use may also be prohibited during certain University events and activities.

## **2. ENROLLMENT**

Enrollment at Virginia Union University is based on an agreement with the University, not an inherent right. Each student is obligated to observe the guidelines, policies, requirements, rules and regulations of the University as found in the **University Catalog**, the Student Handbook, the Tuition and Fees Reference Guide, **The Residence Life and Housing Handbook**, amendments to policies in Virginia Union University publications, and all policies and procedures published as official University documents.

### **Services:**

- Recruits, admits and enrolls prospective students to Virginia Union University.
- Processes applications from first-year, transfer, and international undergraduate students.
- Sponsors recruitment activities for students with the support and assistance of Student Ambassadors and Student Organizations.
- Conducts campus tours and information sessions throughout the week and on selective Saturdays during the academic year.

### **Policies:**

- A description of the university's admission policies and procedures is available in the undergraduate catalog.

The University reserves the right to cancel the enrollment of any student who breaches this agreement, or violates the rules of the University when it is determined, through the established processes, that a student has breached the rules.

## **3. IDENTIFICATION CARD**

All enrolled students are required to obtain and carry a current and valid university identification card at all times. An identification card is current and valid if it bears the current semester validation sticker.

Some of the functions of the student identification card include: checking out books from the library, gaining admission to certain events sponsored by the University or student organizations, gaining admission to the Dining Hall, confirming the student's right to access University facilities, obtaining packages from the University Post Office, and identification of the student when requested by University authorities. The card remains the property of the University and

may be reclaimed by a university official if found in the possession of, and/or if used by an individual other than the student whose name appears on the card. The student identification card may also be confiscated if used in other inappropriate manners.

The Identification Card also provides entry into the residence halls for students that reside in one of the University's residence halls. If the identification card is lost, it can impact the health and safety of all students living in the residence halls. It is therefore imperative that students immediately report lost identification cards to VUU Campus Police. The Campus Police Office is located in Pickford Hall. The fee to replace a lost identification card is **\$25.00**. If an identification card may be unreadable due to day-to-day use, it can be returned to the Campus Police department for replacement at no additional cost.

A student **must** show a valid VUU identification card when requested by a University official, including resident assistants. The student ID card must be submitted to the Office of Enrollment and Student Affairs upon withdrawal or dismissal from the University or upon request of other University authorities.

#### **4. STUDENT RECORDS**

The University recognizes the need to maintain records for each student in order to preserve authentic documentation of the events and activities that constitute a part of the educational process and students' development, to assess their educational needs and achievements, and to facilitate the informed and purposeful direction of its educational goals. In the development and administration of such records, the University complies with the **Family Education Rights and Privacy Act (Buckley Amendment) of 1974**.

Virginia Union University protects student records by maintaining physical, electronic and procedural safeguards in accordance with applicable policies and standards. All VUU personnel (to include student workers) that have authorized access to student records are trained in the proper handling of such records and must sign appropriate confidentiality forms as it relates to the area in which the records are maintained. Information pertaining to the security of student records can be found in the Academic Catalog and at [www.vuu.edu/ja.FERPA.pdf](http://www.vuu.edu/ja.FERPA.pdf).

According to FERPA, students are afforded the following rights:

- A. To inspect and review the education records relating to the student maintained by the colleges the student attends or has attended;
- B. To challenge and require the college to amend any portion of the education records concerning the student that is inaccurate, misleading, or otherwise in violation of the student's privacy rights
- C. To require the college to obtain written consent prior to the disclosure of personally identifiable information, except in those instances specifically noted in the statute.
- D. To be informed by the college, of the rights accorded to the students under FERPA

- E. The right to file a complaint with the Family Policy Compliance Office (FPCO), the division within the federal Department of Education charged with enforcement of FERPA, alleging denial of rights. The address for the Family Compliance Office is 400 Maryland Avenue, SW, Washington, D.C 20202-5901.

## 5. PREGNANT STUDENTS

It is the policy of the University to permit matriculation of pregnant students at Virginia Union University. The University will assume no responsibility in the event of complication or injury due to the pregnancy.

Participation in extra-curricular activities (i.e. Intercollegiate sports, marching band, cheering squad, choir, etc) that involve strenuous activity and/or University-sponsored travel by pregnant students is prohibited.

## 6. DRESS CODE

Dressing appropriately is considered a part of the learning process. Virginia Union University has a prescribed dress code and some attire is inappropriate in certain settings at VUU. Students and their guests who do not adhere to the dress code may be denied access to university services including, but not limited to the classroom and other academic buildings. If an instance occurs wherein a student feels that a request regarding the dress code is unreasonable, the student should first adhere to the request of the faculty or staff member, and then follow up with a written document using the appropriate appeal procedure.

**The items below provide an overview of items prohibited by the VUU dress code (but not limited to)** in all buildings on campus and at designated University activities and events, on and off campus.

- Pajamas, bathrobes, bras, lingerie, and boxer shorts, worn in public spaces and/or as outerwear (Except in the residence halls),
- Bedroom slippers worn outside of the residence hall,
- Trousers worn in a “baggy” fashion (mid-hip with undergarments revealed),
- Undershirts (wife beaters) without a top shirt,
- Appearing in public spaces without a shirt, top or blouse,
- Du-rags, and head rags for men **and** women (except in the residence hall where the student lives),
- Caps and hats for men **and** women (inside all buildings except for the residence hall where the student resides),
- Curlers, rollers, head rags, and other items used to groom the hair (except in programs open only to residents of the building in which the program is held),
- Shirts worn as head wraps,
- Hoodies with hoods over the head while inside a building,
- Bodysuits, micro-mini skirts, midriff shirts, see-through blouses, low cut blouses, tight fitting tops and blouses, and/or other such attire that reveal cleavage and,

- Clothing, jewelry, hats and/or other garments/or other accessories with obscene or offensive language, gestures, and/or profanity.

Students are expected to use common sense and good judgment in determining what to wear at special events. Examples of special events are:

- Designated New Student Orientation activities, Fall Convocation, Founder's Day, Career Fairs, On-Campus interviews, Honors programs and Convocation. The attire for these events is outlined below:
  - **Males** - Dress pants (no jeans), business suit, dress shirt, tie and dress shoes (no boots, timberlands, or other such footwear).
  - **Females** - Professional skirt, blouse, dress, or two-piece suit (skirt or pants), and dress shoes.
- Certain events require semi formal or formal attire. Examples of such events are the Maroon and Steel Ball and the Miss and Mr. VUU Coronation. These events require attire as outlined below.
  - **Males** - Dress suit with shirt, tie and dress shoes. Club wear is not appropriate.
  - **Females** - Formal or semi formal attire. Club wear is not acceptable.

Students requesting special permission for head attire due to religious affiliation should submit a written request to the Office of Student Integrity and Conduct in Henderson Center. Approval, if granted will be provided in writing.

## 7. FINES

Students may be assessed fines for various violations listed in the Student Handbook and the Residence Life Handbook. The University reserves the right to assess other fines based on policy violations. Students will be required to pay all fines. **Fines assessed at the end of the semester will be added to the student's account.**

## 8. ACCOUNT HOLDS

Various departments on campus can place a hold on a student's account for many reasons to include: failure to comply with departmental directives (ie. failure to pay fines, tuition or comply with a disciplinary sanction, and withdrawal or suspension from the University). The student must rectify (to the satisfaction of the Office that placed the hold) the matter at hand before the hold is removed.

## 9. WATER AND SNOW RECREATION

Containers used for water and/or snow recreation are banned from use in buildings and within 100 feet of any building on campus. This includes water guns, water balloons, buckets, cups, snow balls and other such items.

Students who choose to participate in water and snow recreation are responsible for all of their actions and may be suspended and/or expelled for improper conduct. Virginia Union University is first and foremost an academic environment. This policy must be exercised so as **not** to hinder the academic success of VUU students. It is important to note that if water or snow recreation involves use of any object that can be considered a weapon, a Student Integrity and Conduct referral will occur. The following activities are prohibited:

- ✓ Shooting, watering or snow recreation aimed at a student, faculty or staff who does not wish to participate
- ✓ Being in possession of a container with any amount of water or with the intent to use in a water fight or to pour inappropriately
- ✓ Throwing water, water paraphernalia, or snow in or at buildings, windows, cars, etc.
- ✓ Coming into University buildings to fill water paraphernalia
- ✓ Shooting water guns and/or throwing snowballs at buildings, windows, cars, etc.
- ✓ All other inappropriate behaviors with water paraphernalia or snow

## **10. POSTING OF NOTICES BY STUDENTS AND STUDENT ORGANIZATIONS**

All posters, flyers, handbills, etc. displayed or distributed on campus must be stamped and approved by the Office of Student Activities and Leadership. The University approves the posting of signage, but approval of signage does not constitute an endorsement of the vent/activity being publicized. Registered Student Organizations may advertise events through posters, flyers, handbills, etc. on campus. Signage with inappropriate symbols, such as weapons, pornography, obscenities, etc. will not be approved for on campus publicity. Flyers and posters that do not display the stamp of the Vice President of Enrollment Management and Student Affairs are subject to immediate removal, disposal and possible disciplinary action from the Office of Student Activities and Leadership.

Posters should be no larger than 14" x 21" or half the size of a regular poster board. Signage may only be displayed on bulletin boards and designated areas in classroom buildings, residence halls (with approval by the Office of Residence Life and Housing), and campus lounges. Signage should not be placed on trees, floors, windows, doors, furniture, walls, etc.

## **11. SORORITY AND FRATERNITY PLOTS**

Placement of Sorority and Fraternity Plots shall be limited to one area for each organization. Structures may not be placed on campus that exceeds guidelines set forth by the Office of Student Activities and Leadership.

## **12. PHOTOGRAPHIC RELEASE**

Upon matriculation at Virginia Union University, students give the University, its designees, agents, independent contractors, legal representatives, successors and assigns, the absolute right and unrestricted permission to use and/or publish, reproduce, edit, exhibit, project, display and/or copyright testimonial and biographical, data photographic images or pictures of themselves, or in

which they may be included in whole or in part, in color or otherwise, through any form of media (print, digital, electronic, broadcast or otherwise) on the campus or elsewhere, for art, advertising, recruitment, marketing, fund raising, publicity, archival or any other lawful purpose.

Student's pictures, images, or likenesses may be used in subsequent publications or information technology and they are not entitled to remuneration in any form for their use.

Students waive any right to inspect and approve the finished product that may be used or to which it may be applied now and/or in the future; they waive any right to royalties or other compensation arising from or related to the use of the image or product.

Students release and agree to hold harmless Virginia Union University, its Board of Trustees, officers, employees, faculty, agents, departments, and/or others for whom or by whom Virginia Union University is acting, of and from any liability by virtue of taking of the pictures or using the testimonial/biographical data, and/or any use whatsoever of such pictures or products, whether intentional or otherwise.

Once an image is posted on VUU's website, the image can be downloaded by any computer user on or off campus.

Virginia Union University, its Board of Trustees and all employees of the University are held harmless from any claims.

### **13. FILING COMPLAINTS WITH THE UNIVERSITY**

Each student is afforded the right to file a formal written complaint about matters of concern with the University. The protocol for submitting and response to such complaints is outlined below.

#### Procedures for Submitting Input and Complaints

When a student encounters a problem on campus that he or she does not know how to resolve, s/he should always try to work out the problem by first discussing it with those most involved with the issue. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns.

If however, an issue or problem still exists, you may initiate the formal complaint process at VUU. All formal complaints must be put in writing using the official VUU Student Complaint Form. This form is available at the Office of Enrollment Management and Student Affairs (Henderson Student Center). The office receiving the complaint acknowledges receipt by signing and dating the complaint and giving a copy of the signed document to the student. When initiating a formal complaint, the following steps should be followed:

1. Be sure you have first attempted to resolve the issue by speaking directly with the individual(s) or office(s) involved.

2. Complete and submit the VUU Student Complaint Form to the appropriate office (See the Hierarchy below).
3. The Complaint Form can be obtained on line, in the office of the Vice President for Academic Affairs (Pickford Hall), Financial Affairs (C. D. King Building), in Enrollment Management and Student Affairs (Henderson Student Center), and in each of the Dean's Offices.
4. The office receiving the complaint will acknowledge receipt of your written complaint by signing and dating the complaint, and giving you a copy of the signed complaint to the student.
5. The final resolution to your complaint will be communicated to you within ten business days by VUU email.
6. A record of complaint resolutions will be maintained in the office in which the complaint was resolved.

For information regarding issues or concerns that are not covered by this process (such as issues of sexual harassment, grade appeals, student to student complaints) please refer to the other sections of this Student Handbook, the VUU Catalog, or contact the Office of Academic Affairs, Financial Affairs or Enrollment Management and Student Affairs.

**SPECIAL NOTE:** Sometimes students find they are particularly pleased with how something has been handled for them, how they were assisted by a particular staff member, the positive experience they had in a specific class, or some other outstanding occurrence that happened to them at VUU. As a student you should know that the same "Input Form" that is used to lodge a concern, can also be used to provide a written compliment or note of appreciation. In this case, the process for submitting the form is the same as for filing a formal complaint.

### **Hierarchy for Expressing Complaints at Virginia Union University**

All formal complaints should be submitted in writing and to the appropriate office of concern. Please allow ten working days for a response from each level before proceeding to the next level.

#### **Academic Matters**

Speak first to the individual with whom there is a concern (if feasible). If the complaint is not resolved, submit a formal complaint on the Student Complaint Form using the hierarchy provided below.

1. Department Head
2. Dean  
     School of Basic, Applied Science, and  
     Technology  
     School of Humanities and Social Sciences  
     Sydney Lewis School of Business  
     Evelyn Reid Syphax School of Education and Interdisciplinary  
     Studies
3. Vice President for Academic Affairs

#### **Financial Affairs, Information Technology, and Campus Police Matters**

Speak first to the individual with whom there is a concern (if feasible). If the complaint is not resolved, submit a formal complaint on the Student Complaint Form using the hierarchy provided below.

**Financial Aid**

1. Director of Financial Aid
2. Vice President for Financial Affairs

**Student Accounts**

1. Director of Student Accounts
2. Supervisor for Student Accounts
3. Vice President for Financial Affairs

**Campus Police**

1. Chief of Campus Police
2. Vice President for Financial Affairs

**Information Technology**

1. Director of IT
2. Vice President for Financial Affairs

**Enrollment Management and Student Affairs Matters**

Speak first to the individual with whom there is a concern (if feasible). If the complaint is not resolved, submit a formal complaint on the Student Complaint Form using the hierarchy provided below.

**Enrollment Management**

1. Director of Enrollment Management
2. Vice President for Enrollment Management and Student Affairs

**Career Services**

1. Director of Career Services
2. Vice President for Enrollment Management and Student Affairs

**Counseling and Student Development**

1. University Counselor
2. Vice President for Enrollment Management and Student Affairs

**Student Integrity and Conduct**

1. Director of Student Integrity and Conduct
2. Vice President for Enrollment Management and Student Affairs

**Residence Life and Housing**

1. Residence Hall Director
2. Director of Residence Life and Housing
3. Vice President for Enrollment Management and Student Affairs

### **Student Activities and Leadership**

1. Director of Student Activities and Leadership
2. Vice President for Enrollment Management and Student Affairs

### **Student Health Services**

1. Director of Student Health Services
2. Vice President for Enrollment Management and Student Affairs

## **14. OFFICIAL MODE OF NOTIFICATION FOR THE DIVISION OF ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS (EMSA)**

VUU email is the official mode of notification for all correspondence in the Division of Enrollment Management and Student Affairs. Each student is responsible for securing an operable VUU email account through the University's Technology Center located on the first floor of Ellison Hall. Students are expected to check the VUU email account on a daily basis. If a student experiences difficulty with his/her VUU email account, s/he should contact the Technology Center at 804-257-5630. It is the responsibility of each student to report an inoperable VUU email account.

If the VUU email system is inoperable at a time when official notifications are emailed and students experience difficulty because of a missed correspondence, the Division of Enrollment Management and Student Affairs will follow up with the Technology Center to confirm that the university email system was inoperable. If it is determined that the student did not receive email notification because of system malfunctions, the Division of Enrollment Management and Student Affairs will make appropriate adjustments to ensure fairness.

## ***DISCIPLINARY PROCESS***

Virginia Union University (VUU) is an educational community of scholars in which the ideas of freedom of inquiry, freedom of thought, freedom of expression and freedom of the individual are valued. The exercise and preservation of these freedoms require a respect of the rights of all in the community to enjoy them to the same extent. Each student and student organization assumes an obligation to conduct himself or herself in a manner compatible with the University's function as an educational institution. The University thus has the responsibility to maintain an environment, which is appropriate to its ideals and its educational mission.

The VUU integrity system exists to respond to alleged violations of campus policies and regulations by students or student organizations. The aim of the student disciplinary process is to encourage responsible behavior, to maintain social order, and to protect the rights of all. Fundamental to the aim of this process is the principle of "due process/fundamental fairness," which provides the framework for the adjudication of student or student organization misconduct and/or breach of institutional policies and regulations. Sanctions may be imposed singularly, or in combination, for individuals or student organizations.

Students are advised that a disciplinary sanction imposed by the University does not preclude the possibility of separate criminal or civil prosecution, and that conversely, questionable conduct external to the campus may be grounds for University disciplinary action as well. The Code of Virginia (Section 23-9:2) confers upon the University the responsibility for maintaining order within the University, and for disciplining those who are disruptive to the educational process.

## I. Glossary of Terms

1. **Administrative Hearing** – A formal student hearing that is heard solely by the Director of Student Integrity and Conduct (and/ or the Administrative Hearing Officer) in response to allegations of student misconduct. This hearing is scheduled when the Student Conduct Review Board is unavailable and follows all structured hearing processes.
2. **Accused student** – A Virginia Union University student charged with allegedly violating University policies and notified of a complaint(s) filed with the Office of Student Integrity and Conduct.
3. **Adjudication** – A hearing process that includes the evaluation of possible violations of Virginia Union University’s Student Code of Conduct. This process also includes the administration of sanctions as appropriate.
4. **Allegations** –Violations of the student code of conduct issued in response to a written complaint submitted to the Office of Student Integrity and Conduct.
5. **Complaint/ Charges** – A written statement submitted to the Office of Student Integrity and Conduct regarding violation(s) of University policy.
6. **Due Process/ Fundamental Fairness** – Basic rights afforded to all VUU students accused of violating University policies. Basic rights that constitute a fair hearing include the receipt of a hearing notice that outlines alleged violations of University policy and a right to be heard by a disciplinary hearing body.
7. **Exclusions (Student Complaints):** The Student Complaint Procedures do not apply to grade appeals, complaints of sexual harassment, or student to student complaints. Please refer to the Student Handbook for procedures regarding these types of complaints. In addition, outcomes of appeal processes are not subject to further consideration through this process.
8. **Formal Complaint:** A written concern or formal charge of dissatisfaction with a person, service, or process that requires clarification, investigation, and/or resolution.
9. **Formal hearing** – An official student hearing that is very structured and heard by the Student Conduct Review Board, the Director of Student Integrity and Conduct or by the Administrative Hearing Officer. A formal hearing is in response to allegations of student misconduct and is scheduled at the discretion of the Director of Student Integrity and Conduct. The two types of formal hearings offered are Administrative Hearings and Student Conduct Review Board hearings.
10. **Informal hearing** – An official student hearing that is less structured and is offered to those students that do not dispute allegations and are not facing suspension from the University. An informal hearing is solely conducted by the Director of Student Integrity

and Conduct (DSIC) or by the Administrative Hearing Officer where all hearing notes are approved by both the DSIC and the student prior to the imposition of a sanction.

11. **Integrity** – Steadfast adherence to a strict ethical code; completeness; soundness.
12. **Investigation** – A process of gathering and reviewing information following the receipt of a disciplinary complaint.
13. **Interim Suspension** – Temporary separation from the University while waiting for a scheduled hearing and a judicial hearing outcome. This suspension is in response to a written report submitted to the Office of Student Integrity and Conduct that highlights an imminent safety risk to the campus community and is issued by the Vice President of Enrollment Management and Student Affairs and/or her designee.
14. **Level I Complaint** – A verbal complaint that is resolved. Level I complaints will not be tracked.
15. **Level II Complaint** – A written complaint, based upon the complaint definition that requires a student’s signature. If a form is submitted without a student’s name, the complaint will not be considered. Level II complaints will be tracked by the appropriate Vice President to ensure an action has been taken.
16. **Not Responsible** – A hearing outcome where a student is found not to be in violation of the student code of conduct.
17. **Quorum** – The minimum number of hearing Officers required for an official Student Conduct Review Board hearing.
18. **Representative** – An individual who may attend a hearing as silent support for the accused student or witness throughout the hearing process. The representative may not directly question the accused student(s), witness(s), or address the hearing body for any reason. Please refer to Form A located in the index of this handbook.
19. **Responsible** – A hearing outcome where a student is found to be in violation of the student code of conduct.
20. **Sanction** – A developmental consequence imposed by the hearing body or the Administrative Hearing Officer after a student is found responsible for violation (s) of VUU policies.
21. **Violation** – Behavior that is inconsistent with University policies and which necessitate the imposition of a sanction or consequence.
22. **Witness** – An individual who may attend the hearing as support for the accused student that provides a written and oral testimony to the Student Conduct Review Board or to the Administrative Hearing Officer. The witness’ testimony must consist of first hand

evidence. All witnesses are expected to arrive to the hearing with a written, signed and dated statement. Please refer to Form A located in the index of this handbook.

## **II. Student Integrity and Conduct Administration**

### **VICE PRESIDENT FOR ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS**

The Vice President for Enrollment Management and Student Affairs has primary oversight of all student discipline, and works with students to encourage support of, and compliance with, the University's Standards of Conduct.

The Vice President for Enrollment Management and Student Affairs, or his/her designee, has "emergency powers" which may be exercised to suspend procedural regulations, when in that officer's judgment, conditions are such that an emergency exists which makes it impossible for the system, or hearing boards and administrative functionaries to operate in a way, which safeguards the campus community. In such situations, the Vice President for Enrollment Management and Student Affairs may substitute for those arrangements for handling disciplinary matters, to ensure the orderly functioning of the University and to safeguard the basic rights of students.

### **DIRECTOR OF STUDENT INTEGRITY AND CONDUCT**

The Director of Student Integrity and Conduct is responsible for the coordination of the University's disciplinary process through compiling sanctioning guidelines, monitoring sanction compliance, and making recommendations for changes in the Integrity System. The DSIC also reviews alleged violations, conducts investigations when appropriate, notifies students of the time and place of the hearing or conference, informs students of the decisions rendered, conducts both formal and informal hearings and notifies other members of the University community as appropriate regarding the action taken. The Director of Student Integrity and Conduct is also responsible for the preparation and submission of statistical and evaluative reports to the campus community. The Director of Student Integrity and Conduct may also serve as the Administrative Hearing Officer as appropriate and is responsible for training of all hearing boards and mediators, and providing administrative oversight to the Student Integrity and Conduct Review Board, the Student Integrity and Conduct Appeal Board, and Mediators. The DSIC can conduct both formal and informal hearings.

### **ADMINISTRATIVE HEARING OFFICER**

The Administrative Hearing Officer (AHO) provides administrative support during conduct hearings. This individual is a non-voting member of the appropriate hearing bodies and can also serve as a hearing officer for all administrative hearings. The AHO is responsible for maintaining all of the necessary forms and records during hearings.

## **STUDENT INTEGRITY AND CONDUCT REVIEW BOARD (SICRB)**

The Student Integrity and Conduct Review Board adjudicate cases of alleged violations of the Standards of Conduct involving both individual students and student organizations and makes recommendations to the Director of Student Integrity and Conduct accordingly. The minimum quorum for this Board is: one Administrative Hearing Officer (non-voting), one Student Facilitator (voting), one Student Recorder / Student Clerk (voting), one Faculty member (voting) and/or 1 Staff member (voting). If for any reason the minimum quorum can not be met for the Student Integrity and Conduct Board hearing and the case is pressing, the student will be given the option to either reschedule the assigned hearing for another date or proceed with the assigned hearing in the absence of either party(s) mentioned above.

## **STUDENT INTEGRITY AND CONDUCT APPEAL BOARD (SICAB)**

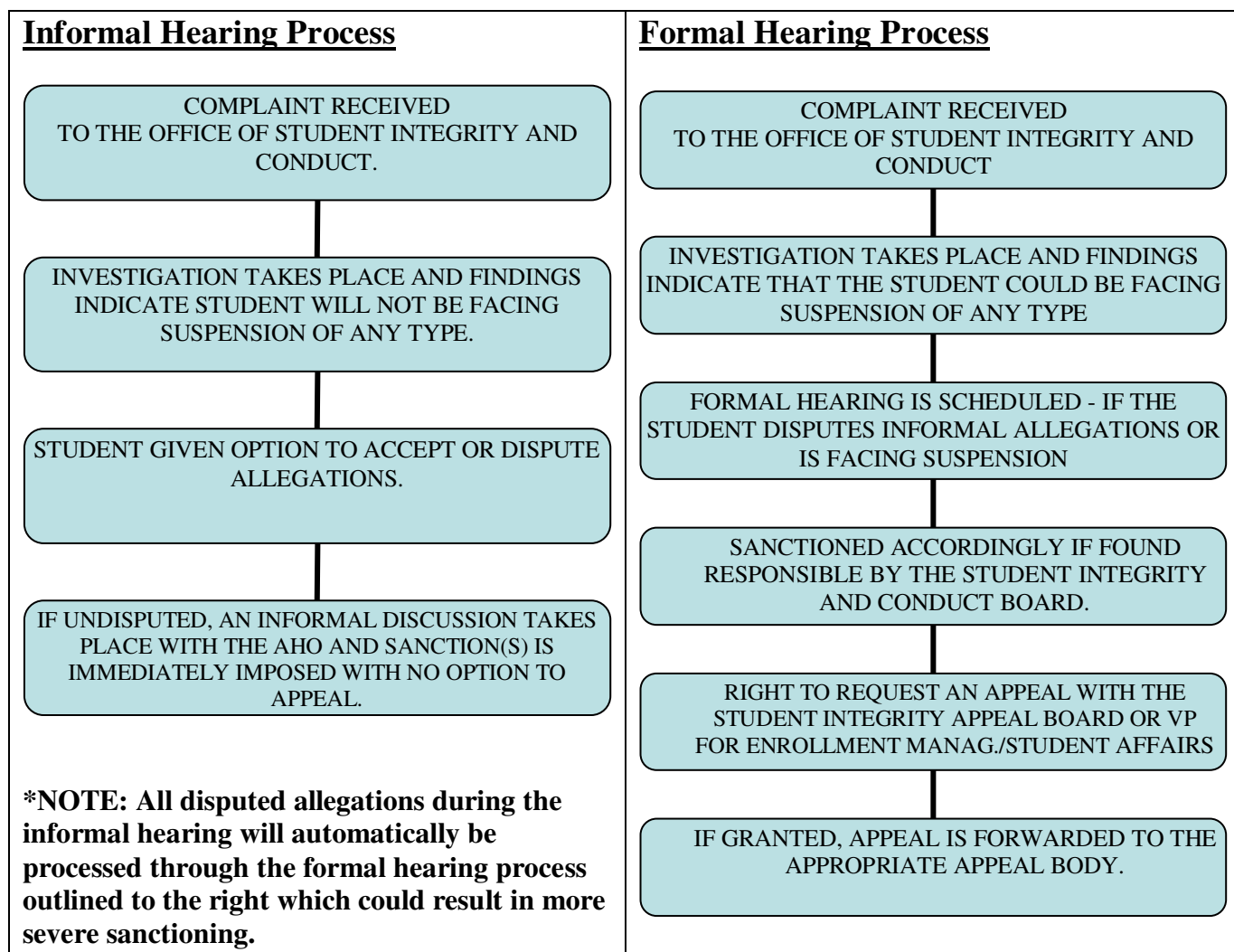
The Student Integrity and Conduct Appeal Board reviews cases previously heard by the Student Integrity and Conduct Board. All cases heard by the Student Integrity and Conduct Appeal Board are at the request of students not satisfied with the outcome rendered by the Student Conduct Review Board. The minimum quorum for the Student Integrity and Conduct Appeal Board is one Faculty member (voting), one Staff member (voting) and one Student member (voting). All appeal hearings take place in the absence of the student wishing to appeal. All Appeal Board findings are final.

### **III. Nature of the Hearing Process**

The implementation of disciplinary procedures is solely a function of the educational and developmental processes at Virginia Union University. Disciplinary procedures model but are not the same as a criminal trial or court proceeding. The standard of proof for all disciplinary procedures is clear and convincing evidence.

Students who are alleged to be in violation of University policies or regulations, as an individual, or as members of a group or organization, will be afforded “fundamental fairness” during all hearing procedures.

The VUU disciplinary system is organized to adhere to acceptable standards of fundamental fairness in reviewing student conduct and the imposition of sanctions. The organizational chart below highlights the flow of the adjudication model.



## **PRE-HEARING PROCEDURES**

### Informal and Formal Hearing Process

#### **I. Report of Violation**

Any member of the University, local community or agency can report an alleged violation of the Standards of Conduct to Campus Police, the Vice President of Enrollment Management and Student Affairs, the Office of Student Integrity and Conduct, the Office of Residence Life and Housing, or other University offices. All reports must be submitted in writing. Emailed reports submitted to the Director of Student Integrity and Conduct (DSIC) are acceptable as long as they are emailed from your VUU email. All allegations of student misconduct are sent to the DSIC for review and action.

#### **II. Investigation**

The Director of Student Integrity and Conduct (DSIC) and/or Campus Police will conduct an investigation. The purpose of the investigation is to gather information about the alleged

violation and make recommendations as to whether or not there is enough evidence to present charges. The investigating officers, jointly or separately, have the authority to question parties and request written statements of what was experienced and/or witnessed during the incident. If a student does not provide a statement, the investigator's notes will be used as official documentation of the incidents.

### **III. Pre-Hearing Procedure**

After completing the investigation, the Director of Student Integrity and Conduct (DSIC) will notify the accused student of the status of his or her case. If there is insufficient information presented, the DSIC will explain the status of the case or may close the case. If there is sufficient evidence, the DSIC will present the accused student with a written statement of charges, and a statement of student rights, and will provide information pertaining to the hearing procedures. Hearings are scheduled at least 2 days from the date the hearing notice is emailed.

The accused student may request (in writing) to waive the 48 hour hearing waiting period and have their hearing take place immediately. Every effort will be made to accommodate the written request, however, this does not guarantee immediate disposition of the case.

### **IV. Joint Charges/University Charges**

Grievances may be filed individually or jointly with another representative of the University (for example: Campus Police, Pan-Hellenic Council, another student, or a faculty or staff member). In addition, the University reserves the right to pursue violations on its own if sufficient witnesses can document the occurrence of a violation (as determined by the investigator or other university official). If the University files a grievance, the aggrieved student does not forfeit any of his/her disciplinary rights.

### **V. Residence Life and Housing Violations**

- a) Students residing in the residence hall are required to adhere to the student Codes of Conduct and the policies outlined in the Residence Life Handbook.
- b) Most violations of the Residence Life Policies, which occur in the residence halls, may
  - be resolved in a meeting with the Director of Residence Life or the Residence Hall Director
  - be reported by the Residence Hall Director or to the Director of Residence Life
- c) Violations of the Standards of Conduct will be to the Office of Student Integrity and Conduct.
- d)

### **VI. Notice of an Integrity Hearing**

The accused student (and complainant, if necessary) will receive written notification (see form A) specifying the date, time and place of the hearing. The hearing notification will be e-mailed to the student at their official university e-mail address. Notification is complete when e-mailed to the student's official VUU e-mail address. The accused student is responsible for checking his/her e-mail and ensuring its working condition on a regular basis. All parties are expected to arrive as scheduled for the hearing.

## **VII. Request for Postponement**

The accused student or the complainant may ask for one postponement of a hearing. To request a postponement, a written request must be submitted to the Office of Student Integrity and Conduct within 24 hours of the hearing date and time. Such requests may either be hand delivered or emailed via your VUU email account. Students should request a time/date stamp for all hand delivered requests. Upon receipt of the written request, the DSIC will make a decision as to whether or not the request is justifiable.

## **VIII. Witnesses**

The accused student must provide a list of his/her witnesses, and any written statements, to the DSIC at least 48 hours prior to the hearing in order for them to be allowed to testify at the hearing. The accused student and the complainant are both responsible for notifying his/her witnesses about the date, time and place of the hearing. The Student Conduct Review Board may limit the number of witnesses in order to reduce redundancy. Witnesses will be asked to affirm that the information provided is truthful and may be subject to charges of furnishing false information according to the Standards of Conduct.

## **IX. Presence of a Representative**

The accused student is entitled to be accompanied by a representative of their choice for silent support only. The role of the representative is to support the accused student or witness throughout the hearing but they may not represent or speak on behalf of the accused student or witness, directly question witnesses, or address the hearing body for any reason. The accused student must notify the DSIC in writing of the intent to bring a representative at least 18 hours prior to the commencement of the hearing. If the student chooses to have an attorney as her/ his representative, Virginia Union University's legal representative must also be present.

## **X. Jurisdiction of the University – Off Campus Enforcement**

The University's jurisdiction for discipline includes conduct which occurs both on and off University premises and which adversely affects the University Community and/or the pursuit of its objectives. When conduct violates both the law and guidelines found in this document, disciplinary action may be taken by the University irrespective of, and separate from, action taken by civil authorities. The University may proceed with disciplinary action before a trial or postpone action until after a trial, depending on the individual circumstances of a case.

# **HEARING PROCEDURES**

## **Formal Hearings Process**

### **I. Investigation**

Based on the information collected regarding the reported incident, the Director of Student Integrity and Conduct shall determine if a hearing is appropriate. In consultation with the Director of Student Integrity and Conduct, VUU Campus Police also investigates and

handles those complaints where violations of public law is indicated, when a felony is committed, or when assistance from the office is otherwise requested or needed.

## **II. Hearing Notification**

If a formal hearing is required, the student will be notified in writing of the (a) violation, (b) hearing date, (c) time and place of the hearing and (d) student rights associated with the hearing process. The primary medium for student notification is through the VUU email system.

## **III. Postponement Requests**

Students requesting the need for more preparation time are required to submit a typed request to the Office of Student Integrity and Conduct at least 48 hours prior to the assigned hearing date. The student requesting the postponement will be notified in writing of any hearing date and time changes.

## **IV. Hearing Process in Action**

- a) In cases referred for formal adjudication, students will be notified in writing at least 48 hours prior to the assigned hearing date.
- b) The accused student will report to the assigned hearing as required.
- c) The actual board hearing will be recorded and will begin with an introduction of all parties in the hearing room.
- d) Evidence upon which the hearing is based will then be introduced and will be discussed during the hearing process.
- e) All students assigned to a hearing will have the opportunity to discuss the incident at hand in front of the hearing body. Students can refuse to testify or answer questions, on the grounds of self-incrimination.
- f) The student will then be questioned by the hearing body as appropriate and will be given the opportunity to obtain clarification as well.
- g) After questioning occurs, the student will then leave the hearing room.
- h) The hearing board will then review all evidence and deliberate accordingly.
- i) Every attempt will be made to notify the student in writing of the hearing outcome within 48 business hours after the close of the board hearing.
- j) In extenuating circumstances, accused students may be requested to come back into the hearing room immediately following the student's testimony to receive the case outcome.

- k) A student conference will then take place with the Director of Student Integrity and Conduct regarding the case outcome. The appeals process will be discussed and extended as appropriate.
- l) All sanctions imposed by the hearing board will become effective immediately before appeal hearings are requested and exhausted.

#### **V. Other Important Information**

- m) The accused student is presumed not responsible until found responsible, however, the Vice President for Enrollment Management and Student Affairs may impose an interim suspension if the alleged offense is such that the student's presence on the campus, while awaiting a hearing, is unwise or presents a clear and present danger to the members of the University community. In such cases, a hearing before the Student Conduct Review Board will be arranged at the earliest possible time.
- n) The accused student has the right to hear all evidence against him or her and to challenge the inadmissibility of any evidence.
- o) A hearing may proceed without the accused student(s) being present if the accused student has taken no steps to postpone his or her hearing or has not received approval for a deferred hearing date.
- p) Sometimes all hearing board members are unable to attend as scheduled due to unforeseen circumstances. In such situations, the accused students will be given the option to either proceed in the absence of a board member(s) or to reschedule.
- q) Formal administrative hearings will be offered only during periods in which the SIC Board is not in operation at the discretion of the Director of Student Integrity and Conduct.
- r) In most cases students facing suspension of any kind or that dispute the allegations will be referred for a formal hearing.

***NOTE: all Student Integrity and Conduct Review Board hearings are closed to the public.***

#### Informal Hearing Process

##### **I. Investigation**

The informal investigation processes for informal hearings mirror those investigations for formal hearing processes.

## **II. Hearing Notification**

The informal hearing notification guidelines mirror the notification guidelines for the formal hearing processes.

## **III. Postponement Requests**

The informal postponement guidelines mirror the postponement guidelines for the formal hearing process.

## **IV. Hearing Process in Action**

- s) In cases referred for informal adjudication, students will be given the opportunity to discuss the allegations at hand, submit a student statement and either accept or refute the allegations.
- t) If a student accepts the allegations or admits to the behavior being reported during the discussion at hand, a sanction of less than suspension will be imposed. Students who refute the allegations will be referred for a formal hearing process.
- u) Information pertaining to sanction guidelines and expectations and will be forwarded by VUU email within 48 hours of the informal hearing procedures.
- v) All sanctions imposed informally can not be appealed.

## **V. Other Important Information**

- w) The accused student is presumed not responsible until sanctions are accepted by the accused student.
- x) The accused student has the right to hear all evidence against him or her and to challenge the inadmissibility of any evidence.
- y) If a student fails to show for an informal hearing or does not respond to the allegations, it will be assumed that the student accepts full responsibility for all charges.
- z) The Director of Student Integrity and Conduct can bypass the informal hearing process for those students that have accepted responsibility for his/her behavior on more than one occasion.

***NOTE: All informal hearings are closed to the public.***

## **INTEGRITY APPEAL PROCEDURES**

Any student found responsible for a violation by the formal hearing board shall have the right to request an appeal hearing. **Only** students facing suspension or expulsion may appeal to the Vice President of Enrollment Management and Student Affairs. All appeal requests must be submitted, in writing, to the Office of Student Integrity and Conduct within 48 hours of

notification of the hearing disposition. Because the appeal hearing is not a “rehearing” and does not afford the accused students with the opportunity to come before the board, it is imperative that written documents submitted are concise and factual.

### **I. Appeal Hearing in Action**

- a) All Disciplinary Appeal Forms must be typed and presented in the appropriate format (see form C) to the Director of Student Integrity and Conduct. Upon submission of the Disciplinary Appeal Form, the student should request that the form be date stamped and be provided with a copy of the date stamped form.
- b) The Appeals Board or the Vice President for Enrollment Management and Student Affairs has the option to make recommendations that extend the full range of the disciplinary system, from finding the student responsible or not responsible for the violation to recommending any sanction it deems appropriate to the offense, including maintaining the current sanction or modifying it as appropriate (to include both an increase in sanctioning and a decrease in sanctioning).
- c) All students that have a pending appeal case will be required to adhere to the sanction(s) set forth in the initial hearing until a decision regarding the appeal is made.
- d) Copies of all written materials used in the original hearing shall be made available to all members of the hearing body or the Vice President for Enrollment Management and Student Affairs. These materials shall include the charge letter, documentation reports, witness statements, disposition letter, and all other documents/ pieces of information pertinent to the case.
- e) If the original hearing was taped, the appeal hearing body or the Vice President of Enrollment Management and Student Affairs may also choose to listen to the tape(s).
- f) Copies of the request for an appeal and any additional documentation will be presented at the appeal review. All documents shall be held in confidence.
- g) The Director of Student Integrity and Conduct will send a written outcome notice to the student within 48 hours of the appeal hearing case via VUU email and via the postal service and/or via campus mailbox.

### **II. Other Important Information**

- h) The decision of the appeal hearing body serves as the final decision.
- i) The appeal hearing process is a review of all recorded information only. Appeal hearings are not a repeat hearing as much as it is a second review of all of the case evidence. Therefore, students requesting an appeal are not permitted to attend the appeal hearing.

## IV. Student Code of Conduct

A University community can function effectively only when the rights and obligations of its members are recognized. All students, aside from their responsibilities to the community as a whole, must be especially conscious of individual dignity, rights, needs and aspirations. This involves thoughtful consideration of the welfare and reputation of the University and its members. Of particular concern to the University are areas of misconduct, which may result in disciplinary action, including suspension or dismissal from the University. (Please note that this code is not exclusive; other prohibited conduct may be specified in the catalog or other University regulations.)

Certain behaviors are completely unacceptable at Virginia Union University. The Vice President for Enrollment Management and Student Affairs (or his/her designee) may immediately suspend (on an interim basis) any student exhibiting behavior(s) such as, but not limited to physical abuse, and possession of, or use of drugs, and weapons pending an integrity hearing. Students who instigate such behaviors including verbal assaults, damage to property, hitting, pushing, slapping or other behaviors that insight fighting will also be dealt with severely. Further, any student who taunts, encourages fighting, or is in the audience of a fight will also be dealt with severely through the integrity system.

The Vice President for Enrollment Management and Student Affairs has “emergency powers” which may be exercised to suspend integrity procedures when in that officer’s judgment; conditions are such that an emergency situation exists which makes it impossible for the system, or integrity boards to function. When this occurs, the Vice President or his/her designee may substitute for those arrangements for handling disciplinary matters, to ensure the orderly functioning of the University, and also to safeguard the basic rights of the students.

### ***PROHIBITED CONDUCT***

***NOTE: Sanctions cited below and after each violation note the minimum sanction for first time offenders. However, any sanction may be imposed as deemed necessary for those students that are found responsible on more than one occasion.***

#### **Section 1: Alcoholic Beverages**

(1a): The consumption, sale, possession (to include empty alcohol bottles, cups and other paraphernalia), being under the influence or returning to campus after consuming alcohol and/or at University Sponsored Events.

(1b): Improper behavior or conduct that is a result of consumption of alcohol on or off campus.

#### ***Possible Sanctions for all alcohol violations:***

- 1<sup>st</sup> Offense - Disciplinary warning, On-line alcohol education program, Community service, Restitution (if no immediate harm to self or the community is imminent).

- 2<sup>nd</sup> Offense – Conditional probation, Disciplinary probation, Counseling, Suspension held in abeyance (if no immediate harm to self or the community is imminent)..
- 3<sup>rd</sup> Offense – Suspension from the residence hall, Suspension from the University, Indefinite suspension from the University and Expulsion.

**NOTE:** *If the initial offense is considered to be severe by University agents, all sanctioning options approved by the University will be considered.*

### **Section 2: Drugs**

(2a): The manufacturing, transfer, sale, consumption, possession, distribution or being under the influence of drugs and/or drug paraphernalia (without authorized medical supervision), narcotics, barbiturates, rohypnol, amphetamines, lysergic acid diethyl amide (LSD), marijuana, cocaine or other drugs or substances classified as illegal or dangerous by local, state and/or federal statutes and regulations or improper use of over the counter medication.

(2b): Improper behavior or conduct that is the result of the consumption of drugs.

*Possible Sanctions for all drug violations:* Counseling, Restitution, On-line drug program, Disciplinary probation, Suspension from the University, Suspension Held in Abeyance, Indefinite Suspension from the University and Expulsion

**\*Parents/ guardians may be contacted if a VUU student is found responsible for alcohol and/or drug violations\*.**

### ***DRUG FREE ENVIRONMENT POLICY STATEMENT***

The welfare and success of Virginia Union University depends on the physical and emotional health of all its students and employees. The abuse of drugs and alcohol poses a serious threat to all members of the Virginia Union family. Commonly abused and improperly used drugs and substances include, among others, alcohol, painkillers, sedatives, stimulants, and tranquilizers, as well as marijuana, cocaine and other illegal drugs. It is the responsibility of students, faculty, staff, and administrators to maintain a safe, healthy and efficient living and learning environment. For that purpose, Virginia Union University has adopted the following policy:

**The unlawful possession, use, manufacture, distribution or dispensing of a controlled substance while enrolled at, or performing work for, or on the properties of Virginia Union University, is prohibited. Any student, employee (including administrators, faculty and staff) or campus visitor, determined to have violated this policy, will be subject to appropriate disciplinary action, up to and including expulsion or termination and/or referral for criminal prosecution. The use of alcohol while on the properties of Virginia Union University is prohibited except when authorized by the University at designated functions.**

Virginia State Law prohibits the purchase, possession or consumption of beer, wine, or distilled spirits by persons less than twenty-one years of age. Virginia State Law also prohibits

purchasing, the purchase for, or the serving of alcohol to individuals who are not of legal age for possession or consumption of alcoholic beverages, whether in primary or secondary containers, in licensed public areas.

Virginia Union University prohibits the sale; possession or consumption of alcoholic beverages by its students, administrators, faculty and staff on University owned or controlled properties. Violators of these rules will be subject to appropriate disciplinary action, up to and including, expulsion or termination and/or referral for criminal prosecution. Virginia Union University establishes and adopts the following guidelines for substance use:

1. Students and employees are prohibited from unlawfully manufacturing; distributing, dispensing, possessing or using a controlled substance on University owned or controlled properties.
2. The University will not hire, or admit anyone, who is known to currently abuse drugs or alcohol.
3. All students and employees must report to class, or work, in a fit condition to perform their required duties. Reporting to work, or class, under the influence of drugs or alcohol, is a violation of this rule and shall be reason for mandatory evaluation/treatment for a substance use disorder and/or disciplinary action, up to and including, termination or expulsion.
4. All students must report any drug conviction to the Vice President for Enrollment Management and Student Affairs. All employees must report any drug conviction to their superior within five (5) days of that conviction.
5. All students and employees must cooperate fully with appropriate law enforcement authorities in the investigation and prosecution of illegal drug use.
6. Virginia Union University will educate and inform its students and employees about:
  - (a)The dangers of drug and alcohol abuse.
  - (b)The University's policy of maintaining a drug free workplace.
  - (c)Drug and alcohol abuse counseling, rehabilitation and assistance programs available.
  - (d)The penalties that may be imposed for drug and alcohol abuse violations.
7. Neither students, nor employees, will be expelled, or terminated, for voluntarily seeking assistance for a substance abuse problem. However, continued unacceptable job performance, attendance and/or behavior problems, shall result in disciplinary action, up to and including termination or expulsion.

### **Section 3: Improper Conduct**

(3a): Lying, plagiarism, intentionally furnishing false information to the University or other forms of dishonesty in University related affairs.

**Possible Sanctions:** Disciplinary warning, Conditional probation, Disciplinary probation, Suspension held in abeyance, Suspension from the residence halls, Suspension from the University

(3b): Disorderly conduct or lewd, indecent or obscene conduct or expression or public profanity. Distributing on University owned property, or at any University sponsored activities, printed material that is libelous, or that encourages violation of public laws or University regulations.

**Possible Sanctions:** Disciplinary warning, Conditional probation, Disciplinary probation, Restitution, Community service, Suspension held in abeyance, suspension from the residence halls, suspension from the University

(3c): Obstruction, disrespect or disruption of teaching, research, administration, residence life functions, disciplinary procedures or University activities including its public service function or other authorized activities on University premises or at University sponsored or supervised events.

**Possible Sanctions:** Disciplinary warning, Restitution, Community service, Conditional probation, Disciplinary probation, Suspension held in abeyance, Suspension from the residence halls, Suspension from the University

(3d): Failure to promptly pay all University bills, accounts fines and other financial obligations when due.

**Possible Sanctions:** Disciplinary warning, Restitution, Suspension from the Residence halls, Suspension from the University, Suspension Held in Abeyance

(3e): Gambling on University owned or controlled property or at University sponsored or supervised activities.

**Possible Sanctions:** Restitution, Community service, Conditional probation, Disciplinary probation, Suspension held in abeyance, Suspension from the residence halls, Suspension from the University

(3f): Habitual or repeated incidents of excessive noise, violation of quiet hours and misuse of musical instruments and noise producing devices (radios, TV and tape players) in such a way as to violate the rights of other to live in an atmosphere conducive to learning and study.

**Possible Sanctions:** Disciplinary probation, Suspension held in abeyance, Suspension from the residence hall

(3g): Theft, misappropriation, illegal, possession of or sale of or transfer of or damage to property of the University or an Organization affiliated with the University or a member of the University community or campus visitor.

**Possible Sanctions:** Restitution, Community service, Disciplinary Probation, Suspension from the residence hall, Suspension from the University, Suspension Held in Abeyance, Indefinite suspension from the University

(3h): Gathering of groups of students on or adjacent to the campus, in such a manner, which causes injury to persons or interferes with the orderly functioning of the University or normal flow of traffic

**Possible Sanctions:** Counseling, Restitution, Community Service, Disciplinary probation, Suspension from the residence hall, Suspension from the University, Indefinite suspension from the University, Expulsion

(3i): Failure to comply with the directions of a University official (campus police, resident assistants, administrators) acting in the performance of his/ her duties. This includes identifying oneself or showing the VUU identification card when requested.

**Possible Sanctions:** Disciplinary warning, Conditional probation, Disciplinary probation, Counseling, Suspension from the residence halls, Suspension from the University

(3j): Commission of an act, or an attempt to commit an act on University property or involving members of the University community (i.e. Faculty, staff, students or campus visitor) that would be a violation of the local, state or federal criminal code.

**Possible Sanctions:** All sanctions apply

(3k): Having pets in buildings or on campus including residence halls, classrooms, offices, etc. except when required in connection with a handicapped person or classroom assignment, and/or without the written permission of the Vice President for Enrollment Management and Student Affairs.

**Possible Sanctions:** Disciplinary Warning, Conditional probation, Restitution, Suspension held in abeyance, Suspension from the residence halls, Suspension from the University

(3l): Violation of written University policies and regulations as stipulated herein, in the Handbook and/or announced by authorized personnel and/or violations of any local, state or federal laws and/or engaging in activities off or on the campus which violate the Standards of Conduct as outlined in the VUU Student Handbook and could reflect negatively on the good name of the University.

**Possible Sanctions:** All sanctions apply

(3m): Using technology in a way that is inappropriate or offensive to students, faculty, or staff and/or in ways that interfere with the University's technology infrastructure. Use of someone else's email account and/or accessing personal information about others at the University should not occur.

*Possible Sanctions:* Disciplinary Warning, Restitution, Conditional probation, Disciplinary probation, Suspension held in abeyance

(3n): Violation of a sanction(s) by failing to comply with disciplinary conditions as imposed by a judicial body or judicial administrative officer or staff person.

*Possible Sanctions:* All sanctions apply

#### **Section 4: Hazing**

(4a): Committing and/or subjecting oneself to any act constituting hazing, including but not limited to any form of paddling, physical or psychological shocks, morally degrading or humiliating activities or games.

*Possible Sanctions:* Disciplinary Probation, Suspension from the University, Indefinite suspension, Expulsion

*Note: Hazing in any form is prohibited in accordance with the law as established by the Commonwealth of Virginia. Hazing is defined as any planned action or created situation on or off campus that is demeaning to an individual, produces mental or physical distress, harassment or ridicule which recklessly endangers the health or safety or scholastic pursuits of an individual. Activities also include post midnight work sessions, those activities that cause excessive physical fatigue and activities which interfere with an individual's scholastic pursuits.*

#### **Section 5: Abuse**

(5a: Physical Abuse): Physical abuse of any person on University owned or controlled property, or at University sponsored or supervised events, or conduct which threatens or endangers the health or safety of another.

*Possible Sanctions:* Counseling, Restitution, Community service, Disciplinary probation, Suspension from the residence halls, Suspension from the University, Indefinite suspension from the university, Suspension Held in Abeyance, Expulsion

(5b: Verbal Abuse): The use of verbally abusive language by any person on University owned or controlled property, or at University sponsored or supervised events. Language which insults or taunts and/or maybe considered challenging another person as to provoke a violent response is prohibited.

*Possible Sanctions:* Counseling, Restitution, Community service, Disciplinary probation, Suspension from the residence halls, Suspension from the University, Suspension Held in Abeyance, Indefinite suspension from the university, Expulsion

#### **Section 6: Misrepresentation:**

(6a): Misrepresentation, forgery, alteration, destruction or misuse of University documents, records (i.e. Admission applications, transcripts, etc.), technology and/or VUU ID cards (to include the use of someone else's student ID with or without permission).

**Possible Sanctions:** Disciplinary warning, Restitution, Conditional probation, Disciplinary probation, Suspension from the university, Suspension Held in Abeyance, Indefinite suspension

(6b): Knowingly furnishing false or incomplete information to the University or its officials representing the University or any recognized student organizations or chartered group without the specific prior consent of the officials of that group.

**Possible Sanctions:** Restitution, Conditional probation, Disciplinary probation, Suspension from the university, Suspension Held in Abeyance, Indefinite suspension

(6c): Representing the University or any recognized student organization or chartered group without the specific prior consent of the officials of that group.

**Possible Sanctions:** Disciplinary warning, Restitution, Conditional probation, Disciplinary probation, Suspension from the university, Suspension Held in Abeyance, Indefinite suspension

### **Section 7: Unauthorized use of University Facilities**

(7a): The use of University facilities (including buildings and grounds) for purposes other than that for which they were constructed or designated or by a person other than those designated for authorized use includes, but is not limited to the erection of tents, the use of grounds for sleeping facilities, the use of sorority/fraternity rooms as residence and the posting of or displaying of signs for the exterior of buildings and in non designated areas.

**Possible Sanctions:** Disciplinary warning, Conditional probation, Disciplinary probation, Restitution, Suspension from the residence hall, Suspension from the University

(7b): Unauthorized entry into University facilities and unauthorized possession, or transfer of keys to University facilities, including residence hall rooms, duplicating such keys and failure to promptly surrender such keys when requested.

**Possible Sanctions:** Disciplinary warning, Restitution, Conditional probation, Disciplinary probation, Suspension from the residence halls, Suspension from the University, Expulsion

*Note: Recreational activities, which include the use of fire (i.e. Homecoming bonfires, cookouts, etc.) must be in compliance with local and state fire codes and be approved by the Chief of Campus Police.*

## **Section 8: Safety Procedures**

(8a): Turning in a false fire or bomb alarm by any means of communication, or by warning device, tampering with fire safety equipment, or willfully starting a fire in trash cans or on other University property.

***Possible Sanctions:*** Restitution, Suspension from the residence halls, Suspension from the University, Expulsion

(8b): The unauthorized use or possession of lighted candles or incense on University owned property.

***Possible Sanctions:*** Disciplinary warning, Disciplinary probation, Suspension from the residence hall, Suspension from the University

(8c): The use of hot plates and other electrical cooking devices, such as toasters and microwave ovens, Foreman grills, etc., in the residence halls.

***Possible Sanctions:*** Disciplinary warning, Disciplinary probation, Suspension from the residence hall, Suspension from the University

## **Section 9: Solicitation**

(9a): Unauthorized selling or collection of monies and promotions on campus, or within University buildings (i.e. residential hall rooms). Acting as agents for business on University property is prohibited. Authorization can be granted in writing by the Vice President for Enrollment Management and Student Affairs.

***Possible Sanctions:***

1<sup>st</sup> Offense: Disciplinary warning, Community service, Restitution and Conditional probation

2<sup>nd</sup> Offense: Disciplinary probation, Suspension held in abeyance, Suspension from the residence halls, Suspension from the university

(b): Use of residence hall rooms (including fraternity and sorority rooms) for business enterprises.

***Possible Sanctions:*** Disciplinary warning, Community service, Disciplinary probation

## **Section 10: Firearms and Weapons**

(10a): The possession and/or use of any weapons while on University owned or controlled property or, at University sponsored activities such as, but not limited to knives, rifles, shotguns, ammunition, handguns, air guns, and other firearms and explosives such as firecrackers, dangerous chemicals, etc.

*Possible Sanctions:* All sanctions apply

(10b): Possession and/or use of any object used as a weapon and/ or to inflict bodily harm while on university property or at university sponsored activities.

*Possible Sanctions:* All sanctions apply

### **Section 11: Co-ed Violations**

(11a): Visitation in residence hall (to include the Honors/ Leadership House) rooms and other areas (hallways, study rooms, and other undesignated areas) except as designated by the Office of Residence Life.

*Possible Sanctions:* Disciplinary warning, Conditional probation, Suspension from the residence halls

(11b): Visitation in hallways, lobbies, basements, recreational rooms, study rooms, seminar rooms, on hallways, and other undesignated areas except during approved co-ed visitation hours as designated by the Office of Residence Life.

*Possible Sanctions:* Disciplinary warning, Conditional probation, Suspension from the residence halls

*Note: In co-ed residence halls, residents are expected to adhere to co-ed visitation guidelines.*

### **Section 12: Use of a Motor Vehicle**

(12a): Violation of properly constituted rules and regulations governing the use of motor vehicles (automobiles, motorcycles, etc.) on University owned or controlled property, or at University sponsored events or supervised activities.

*Possible Sanctions:* Disciplinary warning, Conditional probation, Disciplinary probation, Restitution

### **Section 13: Safety and Welfare**

(13a): Willfully and intentionally occupying any building, or other campus areas, which as a consequence, interrupts the activities or business of the University, and/or is deemed by the administration to compromise the safety and well being of students, faculty, and others who have legitimate reasons for being on campus? Individuals engaging in such behavior will be dismissed from the University with a hearing scheduled as expeditiously as possible.

*Possible Sanctions:* Restitution, Conditional probation, Disciplinary probation, Suspension from the university

## **Section 14: Improper Guest Behavior**

(14a): Student or Student Organizations whose guest behavior is in violation of the VUU Code of Conduct to include failure to monitor the behavior of guest(s).

*Possible Sanctions:* Disciplinary warning, Conditional probation, Disciplinary probation, Restitution, Suspension from the residence halls

## **Section 15: Trespassing**

(15a): Unauthorized presence on campus or within any building or property owned or operated by the University (including residence halls), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave.

*Possible Sanctions:* Disciplinary warning, Conditional probation, Disciplinary probation, Restitution, Suspension from the residence hall, Suspension from the University

## **Section 16: Sexual Misconduct**

(16a) Sexual Harassment: Sexual Harassment is unwelcome sexual attention that unreasonably interferes with an individual's working or learning environment. It may involve intimidation, threats, coercion, sexual advances, request for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature. Harassment may occur between individuals of the same or opposite gender and between students, faculty, staff, and administrators. It may occur when one individual holds a position of real or perceived authority over the other or between individuals of equal status. Harassment can occur anywhere on campus, including the classroom, workplace, residence hall or within any University sponsored program or activity.

*Possible Sanctions:* Counseling, Restitution, Community service, Disciplinary probation, Suspension from the residence halls, Suspension from the University, Indefinite suspension from the university, Expulsion

(16b): Sexual Assault: Sexual assault is defined as sexual contact against the will of the victim with or without consent. Sexual assault may include the following forms of contact: Intentional touching, being forced to touch directly or through clothing another person's genitals, breasts, groin, or buttocks; rape and/ or attempted rape, sodomy (oral sex or anal intercourse), sexual penetration with an object.

*Possible Sanctions:* Counseling, Restitution, Community service, Disciplinary probation, Suspension from the residence halls, Suspension from the University, Indefinite suspension from the university, Expulsion

***NOTE: The absence of the word “no” in any sexual misconduct situation does not excuse sexual misconduct. Retaliation against a person who brings a sexual misconduct complaint is also prohibited and constitutes a violation of University policy and the law.***

## **SEXUAL ASSAULT/HARASSMENT POLICY**

### **RATIONALE**

- (a) Sexual harassment will not be tolerated at Virginia Union University. Prohibited by both Federal and State law, sexual harassment destroys the positive work and educational environs of the University community and constrains the productivity and effectiveness of its trustees, faculty, academic staff, administrators, and students. Sexual harassment undermines the University’s ability to fulfill its educational mission. Because the University believes strongly in cultivating and maintaining a work environment where gender issues are not a source of unfair treatment, embarrassment, and/or intimidation, it has implemented an anti-sexual harassment policy in order to sensitize as well as inform those being educated and working within the University community.
- (b) Sexual harassment is especially serious when it threatens relationships between faculty and student or supervisor and subordinate. A faculty or supervisor can have a decisive influence on a student’s, staff members, or faculty member’s career at the University and beyond.
- (c) While sexual harassment usually occurs in situations where a power differential exists between the persons involved, the University also recognizes that sexual harassment may occur between persons of the same University status. The University will not tolerate behavior between or among members of the University community that creates an unacceptable working or educational environment.

### **PURPOSE**

Sexual assault is a crime punishable by both civil and criminal legal action and a serious violation of the Virginia Union University Standards of Conduct. The University offers procedural steps for the resolution of cases of alleged sexual assault. These steps provide an opportunity for both parties in the dispute to present their versions of the incident and to come to some understanding about the nature of the incident and its effect on the complainant, the accused, and the University community.

### **POLICY STATEMENT**

Virginia Union University will not tolerate abusive physical contact, domestic violence, or rape by any member of the University community. Upon receipt of a complaint as outlined above, the University will take immediate action, appropriate to the charge presented by the complainant. This action may take the form of an investigation, hearing, counseling and/or disciplinary action. Use of these procedures does not preclude the use of other dispute resolutions including civil and/or criminal charges.

### **PROCEDURES: What To Do If You Are Sexually Assaulted Or Raped**

- 1. GET TO A SAFE PLACE AS SOON AS YOU CAN.**

2. **TRY TO PRESERVE ALL PHYSICAL EVIDENCE.** If you can avoid doing so, do not wash, use the toilet, or change clothing. If you do change clothes, put all clothing (including under clothes) you were wearing at the time of the assault in a PAPER BAG, not plastic.
3. **CONTACT UNIVERSITY POLICE** by calling 257-5600 on any campus phone or the local police by calling 911.
4. **GET MEDICAL ATTENTION** as soon as possible. A medical examination will provide any necessary treatment and collect important evidence. Injuries may not be immediately apparent.
5. **TALK WITH A STAFF PERSON IN THE OFFICE OF STUDENT DEVELOPMENT, STUDENT HEALTH, OR REQUEST AN OFF CAMPUS SEXUAL ASSUALT AGAENCY.** The university student development officer will maintain confidentiality, help explain your options, give you information, and provide emotional support. You may call the Student Development Office at 257-5874.
6. **CONTACT SOMEONE YOU TRUST**, a close friend, a counselor, the Resident Assistant, Housing Coordinator, Director of Residence Life or other individuals who can be with you and support you.

### **PAST ABUSE**

Some individuals experience sexual assault and do not tell anyone about it at the time the incident occurred. If you were victimized weeks ago or even years ago, assistance is still available. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

### **MALE VICTIMS**

While most victims of sexual assault are women, some men are also victims. Male victims at the University will receive the same services as women.

### **MEDICAL TREATMENT**

It is important to seek both immediate and follow-up medical attention for several reasons: (1) to assess and treat any physical injuries you have sustained; (2) to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and (3) to gather evidence which would aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, however, the quality and quantity of evidence may be diminished.

### **IMMEDIATE EMERGENCY SERVICES**

At the hospital, an Emergency Department Physician or Gynecologist performs a special hospital examination. A nurse is present throughout the procedure and a support person of your choice also may be present. The hospital emergency department follows national standards for victim care, rape examinations and evidence collection procedures.

## **TRANSPORTATION**

The University will provide transportation to the hospital for a victim of sexual assault, if necessary. To arrange transportation, call University Police at 257-5600 and state your need for immediate assistance.

## **NON-EMERGENCY MEDICAL PROCEDURES**

Even if you do not choose to have a hospital examination, it is still important for you to get medical attention. An examination in this case will include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy. This non-emergency treatment can be arranged on campus by calling the Student Health Center at 804-257-5885 and making an appointment. The Student Health Center is open Monday through Friday from 8:30 a.m. to 4:30 p.m. If you say that you have been a victim of sexual assault, you will receive priority scheduling over routine patients. After hours contact, University Police at 804-257-5850.

## **REPORTING TO CAMPUS POLICE**

Immediately following an incident, call the University Police emergency number at 804-257-5600. Reporting to the University Police helps: (a) protect the victim and others from future victimization; (b) apprehend the alleged assailant; and (c) maintains future options regarding criminal prosecution, University disciplinary action, and/or civil action against the perpetrator.

When you report the incident, a member of the University Police will take a statement from you regarding what happened. The Richmond Bureau of Police also will be contacted and you will be asked to identify or describe the alleged assailant(s). You may be asked questions about the scene of the crime, witnesses, and what happened before and after the incident.

Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are not obligated to continue with legal proceedings or University disciplinary action.

The University Police will take a written report, which will be important to you, in case you decide to bring charges, immediately or at a later date. You also may request that your identity be kept confidential.

## **EMOTIONAL SUPPORT**

You can reach a counselor at 257-5874 during regular office hours. The Counselor also maintains an on-call schedule for emergencies and may be reached through the University Police. The Counselor is available to intervene in a crisis situation and to provide you with information about your options, including medical assistance, psychological counseling, University and disciplinary action.

The counselor can provide safe, confidential support for you during this difficult period. She/he can inform you of common reactions to crisis and discuss coping methods that may assist you immediately following the assault and later. Talking about your concerns with the Counselor may help you sort through your feelings and decide what to do.

You are not required to disclose your name if the Counseling Office is contacted. The Counselor will not reveal your identity to anyone without your permission.

### **UNIVERSITY DISCIPLINARY ACTION**

If a victim is considering University disciplinary action after a sexual assault, she/he is encouraged to discuss the matter with the Vice President for Enrollment Management and Student Affairs, the University Counselor, The Director of Student Integrity and Conduct or the University Police. This will allow a chance to review procedures followed by the University's disciplinary/judicial system.

If a non-student/University employee has sexually assaulted you, this is a violation of the law and University policy. Complaints should be filed with the Vice President for Enrollment Management and Student Affairs and University Police.

### **CRIMINAL INVESTIGATION AND CHARGES**

To bring criminal charges after a sexual assault, the University Police will assist you with notifying the appropriate authorities. The case itself will come under the jurisdiction of the Courts of the City of Richmond, or the jurisdiction in which the crime occurred. If apprehended, the suspect will be taken into custody by police and charged with the appropriate offenses at a preliminary arraignment. The assailant may be jailed or released on bail depending upon the circumstances of the crime. If you live on-campus and the assailant contacts you after charges have been filed, or you feel threatened in any way, you should call the University Police. If you are off-campus and are contacted by the assailant or feel threatened, you should call the investigating officer handling the case in the jurisdiction in which the crime occurred. You should also advise University Police of your concern. The appropriate authorities may revoke bail and you may file additional charges if necessary. If you reside off campus, but are on campus when you feel threatened, contact University Police and then the investigating officer.

**An attorney from the Commonwealth Attorney's Office will handle the criminal proceedings. You can also speak with your personal or family attorney for legal advice if you choose to.**

### **SEXUAL ASSAULT VICTIM RESOURCES**

#### **UNIVERSITY POLICE AND OTHER POLICE INFORMATION**

General Information: 804-257-5600

On-Campus Emergency: 804-257-5600

Off-Campus Emergency: 911 (City of Richmond Police)

#### **MEDICAL TREATMENT**

Student Health Services, Henderson Hall, Phone: 804-257-5885

Hours: 8:30 a.m. to 4:30 p m., Monday – Friday

Bon Secours Richmond Community Hospital, 1500 North 28<sup>th</sup> Street

General Information: 804-225-1740

Emergency: 804-225-1704

Columbia Retreat Hospital, 2621 Grove Avenue  
General Information: 807-254-5100  
Emergency: 804-254-5433

Medical College of Virginia, 401 N. 12<sup>th</sup> Street  
General Information: 804-828-9000  
Emergency: 804-828-9151

### **COUNSELING AND EMOTIONAL SUPPORT**

University Counselor, 804-257-5874

### **ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS OFFICE**

Vice President for Enrollment Management and Student Affairs, 804-257-5877

## **V. SANCTIONS FOR VIOLATION OF THE STUDENT CODE OF CONDUCT**

If the accused is found responsible for any violation as outlined in this Handbook, the findings will result in one or more of the following:

### **1. DISCIPLINARY WARNING OR REPRIMAND**

A disciplinary warning or reprimand is an official verbal and/or written statement of censure warning the student of unacceptable conduct. A violation of disciplinary warning or reprimand automatically constitutes disciplinary probation or a more severe sanction.

### **2. CONDITIONAL PROBATION**

Conditional probation constitutes revocation of one or more student privileges. Sanction notification will indicate the time period for which the student has lost certain privileges.

### **3. COMMUNITY SERVICE**

A student who receives this sanction will be required to perform a certain number of hours of work on campus for a designated individual or University department.

### **4. COUNSELING**

Any student who receives this sanction will be required to meet with the Director of Counseling Services until successful completion as noted by the Counselor in writing. Failure to report to your scheduled sessions could result in more severe disciplinary sanctions.

### **5. DRUG AND ALCOHOL EDUCATIONAL PROGRAMS**

The Drug and Alcohol Educational Programs are designed to educate students about the risks associated with the consumption of alcohol and the possession and use of drugs (being sanctioned to either of these programs does not insinuate or indicate the presence of alcoholism or drug addiction). Students sanctioned to the Drug and Alcohol Educational Programs will be required to pay (\$35.00) for and complete the on line educational program. The sanctioned students will also be required to process the self assessment portion of the program with the

University Counselor. Payment, program completion and assessment processing will need to be completed within the designated time frame. Please note that parental contact may be made for underage alcohol violations and drug violations.

## **6. RESTITUTION**

Restitution is reimbursement for damage to, or misappropriation of property. It may be in the form of service or other compensation.

## **7. DISCIPLINARY PROBATION**

A student placed on disciplinary probation shall be denied participation in intramural, intercollegiate and club sports for a specific period of time. Such a student may not represent the University in any public function or performance, hold office in student organizations, or be eligible to be initiated into a fraternity or sorority during their probationary status. Violation of disciplinary probation may constitute automatic suspension from the University.

## **8. SUSPENSION HELD IN ABEYANCE**

In some cases, a sanction of suspension and/ or a denial of privileges may be held in abeyance for a specified period. Failure to comply with the conditions of this sanction, he or she will be subject to the deferred sanction (suspension from the University/ Suspension from the Residence Hall) without further review. In addition, if you are found responsible for any other violations during this stated period, the deferred sanction of suspension will become active. Please note, you do not have the right to appeal the deferred sanction (Suspension from the University/ Suspension from the Residence Hall) once it becomes effective.

## **9. SUSPENSION FROM THE RESIDENCE HALL**

Suspension from the Residence Hall is used in cases where conduct violates policies and procedures of both the Student Handbook and Residence Life Handbook. Students suspended from the residence halls must complete the official check out process and are prohibited from visiting any of the residence halls for the length of time imposed. Students suspended from the residence halls will not be entitled to fees associated with room charges. Please also note that parental contact may be made when students are suspended from the residence halls.

## **10. SUSPENSION FROM THE UNIVERSITY**

Suspension is used in cases of serious misconduct generally lasts no longer than one academic year. Students suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with key administrative officers or faculty members, and then only with the permission of the Director of Student Integrity and Conduct. Students suspended from the University will not be entitled to refunds or any fees. Please also note that parental contact may be made when students are suspended from the University.

## **11. INDEFINITE SUSPENSION FROM THE UNIVERSITY**

Indefinite Suspension means that a specific date has not been recommended for the readmission of the suspended student. This sanction is used in cases of extremely serious misconduct wherein the appropriate hearing body desires that the student present evidence of rehabilitation before she or he is readmitted to the University. Persons suspended from the University may not return to the campus for the duration of the suspension, except to conduct official business with an

administrative officer or faculty member, and then only with the permission of the Director of Student Integrity and Conduct. Students suspended from the University will not be entitled to refunds or any fees. Please also note that parental contact may be made when students are suspended from the University.

## **12. EXPULSION FROM THE UNIVERSITY**

Expulsion is the most severe sanction, which can be imposed upon a student for violation of disciplinary procedures. Expulsion is permanent dismissal from the University, and the student is subject to the conditions cited under disciplinary suspension, except that the student is not eligible for readmission to the University. Students expelled from the University will get no refunds. Students expelled from the University will not be entitled to refunds or any fees. Please also note that parental contact may be made when students are expelled from the University.

## **OTHER CONDUCT RESOURCES**

### *STUDENT MEDIATION*

Student Mediation is a voluntary dispute resolution program designed to resolve undergraduate student conflicts. All students requesting and/or referred to mediation services will work with trained mediators. Please note that mediation services can be used independent of or in conjunction with the University's integrity process.

Most student conflicts referred for mediation can be resolved through student mediation services. However, there are times when mediation is not the most effective solution. If a case is terminated without reaching a resolution, because of a lack of participation or disruptive behavior, the matter will automatically be referred for disciplinary review.

Anyone can refer students for mediation services. Because an immediate resolution is sought, administrative decisions made as a result of the mediation can not be appealed.

#### Program Goals

1. To serve the University community as a resource to reconcile disputes.
2. To provide the opportunity for individuals to learn how to resolve their problems through the process of mediation.
3. To prevent the escalation of disputes into more serious, disciplinary, criminal, or civil matters.
4. To alleviate the University Judicial System of minor disruptions that would best be resolved via mediation.

#### Types of Conflict Handled by Mediation

The mediation program typically handle annoyances, minor roommate and interpersonal conflicts, breach of roommate contracts and/or inter-group conflicts.

#### Benefits of Mediation

1. The Mediation session is *voluntary*.
2. The session is scheduled quickly at a time and place convenient to both parties.
3. Both parties share opinions.

4. The content of the mediation session is kept confidential.
5. Any agreements must be mutual.
6. Students learn how to take responsibility and resolve their own disputes.
7. Escalation of minor matters into serious situations can be avoided.
8. Mediation allows the judicial system to address more complex matters.
9. Related problems can be identified and referrals made to appropriate agencies.

#### Using Mediation Services

The person who has a complaint comes or is referred to the Student Mediation Program. The other party is requested to come for a mediation conference. A trained mediator explains the mediation process to both individuals. Each person in the dispute presents his or her position. The mediator may talk separately with both persons. A written agreement is drawn up by both parties, and is a binding agreement. Problems are sometimes even resolved without a need for a formal mediation session. Students, faculty, staff, or administrators can make referrals.

#### **Mediation Participants**

Mediator(s) plus the disputants; each disputant is entitled to bring statements from witnesses.

#### **Mediation Training**

Mediators are professionally trained University staff and students who serve as neutral parties. Mediators complete a 9 hour training program and are required to complete continuing education workshops held throughout the academic year.

### *ALCOHOL AWARENESS AND EDUCATION PROGRAM*

The Alcohol Awareness and Education Program (AAEP) is a new and exciting initiative implemented by the Office of Student Integrity and Conduct (OSIC). AAEP is designed to creatively educate Virginia Union University students and others about the risks associated with alcohol through campus and community programming, on line education and tutorials and through fantastic leadership opportunities.

#### Community Programming

The Alcohol Awareness and Education Program taskforce members are charged with not only educating VUU students. They are also charged with educating various groups in the community through University partnerships.

#### On line Education

There are two on line educational initiatives: Under the Influence and Alcohol Wise

***Under the Influence:*** This is an on line educational tool for those student that choose to violate the VUU alcohol policies. This course was designed to educate students about the harmful effects of alcohol and serves as motivational tool to reduce/ modify alcohol consumption. This course includes a self-assessment and takes approximately three hours to complete. Because it is a sanctioned program, there is a \$35.00 charge and all students that are required to complete the course must do so within the specified time frame as directed by the Office of Student Integrity and Conduct.

***Alcohol Wise:*** This is an on line educational tool that emphasizes alcohol prevention amongst freshmen and is offered regularly through out the academic year. This course is free of charge for all freshmen students and is accompanied by course credit in the General Studies course.

*\*Statistics show that some students that consume alcohol sometimes participate in illegal drug use, therefore on line drug education is also available\**

#### Leadership Opportunities

As a means to create a comprehensive program, a student leadership component was developed. The AAEP Taskforce is a trained team of VUU students that have demonstrated an interest in educating students about the risks associated with alcohol. This group of students promotes alcohol awareness across the campus, trains other student leaders and attends an annual conference. All interested students should contact the Office of Student Integrity and Conduct.



# VIRGINIA UNION UNIVERSITY

Office of Student Integrity and Conduct

Student Affairs Office-Henderson Center



## NOTICE OF INFORMAL DISCIPLINARY ACTION

Dear \_\_\_\_\_:

Hearing Notice Mailing Date: \_\_\_\_\_

This correspondence is to formally inform you that you are scheduled to meet with the Director of Student Integrity and Conduct (DSIC) to answer to a charge(s) to an alleged violation(s) of the Student Code of Conduct as indicated in the **Student Handbook**. Your alleged violations are listed below:

**Violation(s):**

**Date of Violation:**

**Location of Violation:**

This meeting is scheduled to provide you an opportunity to present your testimony and evidence regarding the above charge(s) and to either accept or dispute them.

I take full responsibility for the charges listed above and would like to informally resolve this case. I understand that all informal hearings are handled solely with the Director of Student Integrity and Conduct and all outcomes are final with no option to appeal. **I agree to discuss this matter on \_\_\_\_\_ at \_\_\_\_\_ in the OSIC.**

I do not accept responsibility for all of the charges listed above and would like to have a formal hearing with the Student Integrity and Conduct Review Board.

### Hearing Process Options

<u>Informal Hearing Process</u>	<u>Formal Hearing Process</u>
COMPLAINT RECEIVED TO THE OFFICE OF STUDENT INTEGRITY AND CONDUCT I INVESTIGATION TAKES PLACE AND FINDINGS INDICATE STUDENT WILL NOT BE FACING SUSPENSION OF ANY TYPE I STUDENT GIVEN OPTION TO ACCEPT OR DISPUTE ALLEGATIONS I IF THE STUDENT DOES NOT DISPUTE THE ALLEGATIONS AN INFORMAL DISCUSSION TAKES PLACE I SANCTION IMMEDIATELY IMPOSED WITH NO OPTION TO APPEAL	COMPLAINT RECEIVED TO THE OFFICE OF STUDENT INTEGRITY AND CONDUCT I INVESTIGATION TAKES PLACE AND FINDINGS INDICATE THAT THE STUDENT COULD BE FACING SUSPENSION OF ANY TYPE I FORMAL HEARING IS SCHEDULED IF THE STUDENT DISPUTES INFORMAL ALLEGATIONS OR IS FACING SUSPENSION I SANCTIONED ACCORDINGLY IF FOUND RESPONSIBLE BY THE STUDENT INTEGRITY AND CONDUCT BOARD I RIGHT TO REQUEST AN APPEAL WITH THE STUDENT INTEGRITY APPEAL BOARD OR VP FOR ENROLLMENT MANAG./STUDENT AFFAIRS I IF GRANTED, APPEAL IS FORWARDED TO THE APPROPRIATE APPEAL BODY FOR FINAL OUTCOME
<i>*NOTE: All disputed allegations will automatically be processed through the formal hearing procedures outlined to the right which could result in more severe sanctioning.</i>	

**\*NOTE: This form must be returned to the Office of Student Integrity and Conduct within 48 business hours. If it is not received within the allotted time frame, your case will be forwarded for a formal review hearing.**



**VIRGINIA UNION UNIVERSITY**  
Office of Student Integrity and Conduct  
Student Affairs Office-Henderson Center



**HEARING OUTCOME FORM**

**Review Date:** \_\_\_\_\_

**Form B**

**Name:**

**ID #:**

**Address:**

**Phone #:**

**Summary of Alleged Violations:**

**Date of incident:**

**Time:**

**Place:**

**Findings:**

**Disciplinary Action:**

**Description of Sanction:**

**Sanction must be completed by:**

Acknowledgement of Administrative Disposition

**I, the above named student whose signature appears below, acknowledge that I have met with the Administrative Hearing Officer regarding my violation(s) and fully understand the outcome.**

- I accept the administrative sanction that was assigned to me. I understand my sanction(s) and will complete them by the designated completion date listed above. *\*All sanctions applied through the informal hearing process are final and without the option to appeal.***
- I do not accept the administrative sanction that was assigned to me. It is my desire to appeal this decision and I will complete the necessary paperwork to do so within 48 hours.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrative Hearing Officer

\_\_\_\_\_  
Date

**Sanction Completion Notes:**





## ALMA MATER

Union, we'll e'er revere the cause for which you stand,  
Union! Majestic light, send rays throughout the land;  
Thy hallowed grounds and dear old walls,  
May they forever be,  
Dear Union, we still love thee;  
Thy hallowed grounds and dear old walls,  
May they forever be,  
Dear Union, we still love thee.

O, for the happy hour we spend  
On that cherished and sacred hill;  
Our "Dream of Joy" to us attends,  
With truth and virtue to instill;  
Thoughts of by-gone days at thy shrine  
Fill my raptured soul with ecstasy,  
Alma Mater, my praises are thine!  
You are God's gift to humanity.

Union, we'll e'er revere the cause for which you stand,  
Union! Majestic light, send rays throughout the land;  
Thy hallowed grounds and dear old walls,  
May they forever be,  
Dear Union, we still love thee;  
Thy hallowed grounds and dear old walls,  
May they forever be,  
Dear Union, we still love thee.

*William H. Yancey*  
*Class of 1932*