Virginia Union University

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TABLE OF CONTENTS

Authority for the Student Handbook....3
Student Rights and Responsibilities....4
Directory....4
Campus Support Services....7
Presidents of the University....8
Vision....8
Mission....8
Institutional Characteristics....8
Academic Responsibility....9
1. Class Attendance Policy....9
2. Academic Dishonesty Policy....9
3. Grade Appeals....10
4. Satisfactory Academic Progress: Academic Warning, Probation, and Suspension....10
Campus Support Services....14
1. Dining Services....14
2. Post Office....15
3. Bookstore....15
4. University Police....15
5. Student Services....16
6. Career Services....16
Office of Counseling Services....17
Office of Health Services....18
7. University Pastor....19
8. Office of Student Activities and Leadership....20
Leadership Development Program....20
Student Organizations....20
9. Office of Student Integrity and Conduct....21
10. Residence Life and Housing....21
11. Student Government Association....22
Intercollegiate Athletics....22
Philosphy....22
Intercollegiate Sporting Opportunities....22
Sporting Locations....22
Recruitment....22
Student Publications....23
1. The Vuu Informer....23
2. the Yearbook (The Panther)....23
General Policies....23
1. Cellular Phones....23
2. Enrollment....23
3. Identification Card....24
4. Student Records....24
5. Pregnant Students....24
6. Dress Code....25
7. Fines....26
8. Account Holds....26
9. Water and Snow Recreation....26
10.Posting of Notices by Students and Student Organizations....26
11.Sorority and Fraternity Plots....26
12.Photographic Release....27
13.Filing Complaints with the University....27
14.Official Mode of Communication for the University....29
Disciplinary Process....30
I. Glossary of Terms....30
II. Student Integrity and Conduct Administration....31
Vice President for Enrollment Management and Student Affairs....31
Coordinator of Student Integrity and Conduct....32
Administrative Hearing Officer....32
Student Integrity and Conduct Review Board (Sicrb)....32
Student Integrity and Conduct Appeal Board (Sicab)....32
III. Nature of the Hearing Process....32
Pre-Hearing Procedures....33
Hearing Procedures....34
Integrity Appeal Procedures....36
IV. Student Code of Conduct....37
Prohibited Conduct....37
Drug Free Environment Policy Statement....38
Sexual Assault/Harassment Policy....44
Rationale....44
Purpose....44
Policy Statement....44
Procedures: What to Do If You Are Sexually Assaulted or Raped....44
Past Abuse....45
Male Victims....45
Medical Treatment....45
Immediate Emergency Services....45
Transportation....45
Non-Emergency Medical Procedures....45
Reporting to University Police....45
Emotional Support....46
University Disciplinary Action....46
Criminal Investigation and Charges....46
Sexual Assault Victim Resources....47
V. Sanctions for Violation of the Student Code of Conduct....47
1. Disciplinary Warning or Reprimand....47
2. Conditional Probation....47
3. Community Service....47
4. Counseling....47
5. Drug and Alcohol Educational Programs....47
6. Restitution....48
7. Disciplinary Probation....48
8. Suspension Held in Abeyance....48
9. Suspension From the Residence Hall....48
10.Suspension From the University....48
11.Indefinite Suspension From the University....48
12.Expulsion From the University....48
Other Conduct Resources....49
Student Mediation....49
Alcohol Awareness and Education Program....50
Virginia Union University....51
Virginia Union University....53
Hearing Outcome Form....53
Virginia Union University....55
Appeal Hearing Request Form....55
Alma Mater....57

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. 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 the rules and regulations set forth in this document, the University Catalog, and other published regulations and guidelines both on and off campus. Virginia Union University also reserves the right to revise, alter or eliminate the rules and regulations as needed. Students will be informed of such changes by way of VUU email, the official mode of communication for the University.

An electronic copy of the VUU handbook is sent to all students by VUU email. Bound copies of this document can be found on reserve in the L. Douglas Wilder Library and Learning Resource Center, but may not be removed. You can also find copies in various academic and student life departments on campus. This important document is also available on the VUU website.

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 also 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:

1. To be treated with dignity and respect by those within the University community.
2. To receive a copy of the Student Handbook upon admission to the University.
3. To receive a clear and concise statement of student rights and responsibilities.
4. To pursue academic and extracurricular activities that do not violate University policies.
5. To have 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 receive 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.

SERVICE	LOCATION	TELEPHONE
Academic Affairs	Pickford Hall First Floor	257-5606
Alumni Relations	C.D. King Building Second Floor	257-3938
Athletics	Belgium Building First Floor	342-1484
Audio Visual	L. Douglas Wilder Library Second 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	257-5616
Computer Laboratories	Ellison Hall Rooms 109 and 215	257-5630
Counseling	Henderson Student Center First Floor	342-3812
Email Accounts	Ellison Hall Room 117	257-5630
Employment Opportunities (students)	Career Services Henderson Student Center	257-5616
Enrollment Management (Undergraduate)	Henderson Student Center First Floor	342-3570
Events Approval (On Campus)	Student Activities Henderson Student Center	257-5869
Events Approval (Off Campus)	C.D. King Building First Floor	257-5840
Financial Aid	Ellison Hall Room 106	257-5882
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 Henderson Student Center Second Floor	257-5885
Identification Cards	University Police University Police Office Pickford Hall Ground Floor	257-5600
Illness/ Injury	Student Health Henderson Student Center Second Floor	257-5885
Institutional Advancement	C.D King Building Second Floor	257-3938
Library Services	L. Douglas Wilder Library and Learning Resource Center	257-5822
Lost and Found	University Police Pickford Hall Ground Floor	257-5600

Parking Permit	University Police Pickford Hall Ground Floor	257-5600
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	257-5846
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 Sciences	Martin E. Gray Hall Room 111	257-5742
School of Humanities and Social Studies	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	257-5711
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	257-5708
University Relations	C.D. King Building Second Floor	257-3938
Upward Bound	Baptist Memorial Building Second Floor	257-5899
Withdrawals	Registrar's Office First Floor	257-5846
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
Professional Clothing Closet	Office of Career Services Henderson Student Center	257-5616
Dining Services	Henderson Student Center 2nd Floor	257-5781
Disability Services	Center for Undergraduate Studies	342-3885
Freshmen Advising	Center for Undergraduate Studies Ellison Hall	342-3885
HIV/ AIDS Education Program	Counseling Services	342-3812
Information Technology Center	Ellison Hall (1st Floor)	257-5630
Student Government Association	Henderson Student Center 1st Floor	257-5895
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.

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) 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.

3. 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.

4. 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:

President's List: 3.8 – 4.0 GPA
Dean's List: 3.5 - 3.79 GPA
Honor Roll: 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.

5. SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID EFFECTIVE FALL 2010

The Higher Education Act and state governments requires that in order to receive any Title IV Aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Perkins Loan, Federal Direct Stafford Loan, Federal Parent Loan for Undergraduate Students (PLUS) and State Student Incentive Grant), a student must maintain satisfactory academic progress towards a degree. The satisfactory academic progress applies to all terms regardless of whether financial aid is received.

A student pursuing an undergraduate degree at Virginia Union University (which requires at least 120 credit hours for completion), may register for a maximum of 165 credit hours(excluding repeated courses) during his/her tenure at the University. Full time students are expected to enroll in twelve (12) hours or more each semester. A full time undergraduate student will be allowed five (5) years to complete a four (4) year program. Students who enroll in Spring (January) will be evaluated at one (1) year intervals (Spring/Fall).

Part-time students are expected to enroll in six (6) credit hours or more each semester to be eligible for consideration for federal aid. If a part-time student is enrolled in less than six (6) credit hours, he/she may not be eligible for consideration for federal aid. Students should contact the Financial Aid Office it they plan to enroll for less than six (6) hours.

At the end of each academic year [consisting of two (2) semesters], the student must meet the standard below:

FULL-TIME UNDERGRADUATES

Academic Years Completed	Number of Semesters	Cumulative Grade Point Average	Minimum Number of Credit Hours Earned
1	2	2.0	24
2	4	2.0	48
3	6	2.0	72
4	8	2.0	96
5	10	2.0	120

PART-TIME UNDERGRADUATES

Academic Years Completed	Number of Semesters	Cumulative Grade Point Average	Minimum Number of Credit Hours Earned
1	2	2.0	12
2	4	2.0	24
3	6	2.0	36
4	8	2.0	48
5	10	2.0	60
6	12	2.0	72
7	**14**	**2.0**	**84**
8	**16**	**2.0**	**96**
9	**18**	**2.0**	**108**
10	**20**	**2.0**	**120**

All students are required to meet both cumulative grade point average (CGPA) and cumulative hours earned to demonstrate satisfactory academic progress for financial aid. A review will be made at the end of each year [2 semesters (either fall to spring or spring to fall)] to determine if the student meets the above criteria.

Failure to meet one of the minimum standards outlined above will place the student on **financial aid probation.** A student on financial aid probation may receive financial aid for one academic year. However, if a student is suspended or expelled from the University for academic reasons, the student will not be eligible for federal aid until the minimum standards are met.

DECLARATION OF MAJOR

Virginia Union University requires that all students declare a major by the time they have earned a minimum of 36 credit hours or more toward a degree to be eligible for federal financial aid.

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS Any student whose financial aid has been terminated may reestablish satisfactory progress by any of the following methods:

- Taking courses during the Summer Session
- Repeating failed courses
- Removing incomplete grades

Cumulative grade point average can only be increased by attendance at Virginia Union University.

WITHDRAWALS (W GRADES), which are recorded on the student's transcript, will be included as credits attempted and will have an adverse effect on the student's ability to maintain satisfactory academic progress. Students who officially withdraw from the University must make up the deficit hours and are encouraged to attend Summer School to remove the deficient hours.^ The successful completion of a course is defined as receiving one of the following grades: A, B,C, or D. Courses with grades of F, I, and W will not qualify in meeting the minimum standard.

REPEATED COURSES will be counted as hours completed **only once**, provided the student meets all other criteria for satisfactory academic progress.

CHANGE OF MAJOR – A student may change from one major to another during attendance at the University. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the course work within the time frame or hours limitation stated unless an appeal is approved.

SUMMER SCHOOL^Satisfactory Academic Progress for Summer School will be based on the student's current eligibility status. Students who are ineligible for financial aid must attend Summer School at Virginia Union University to remove their academic deficiencies. Financial aid, for summer school, is not available to students that are not maintaining satisfactory academic progress. Evaluation of financial aid for Summer School is not an automatic process; therefore, students should contact the Financial Aid Office if they wish to apply for financial aid for Summer School.

CLASS LOAD

The number of hours in which a student is enrolled on the day following the published last day to add or drop a class or the University's census date whichever is later will be used as the official enrollment date for financial aid purposes. Full-time status is 12 hours or more.

TRANSFER STUDENTS will be evaluated on the number of semester hours earned and the grade point average while in attendance at Virginia Union University.^

In order to be considered for financial aid eligibility, **ACADEMICALLY SUSPENDED STUDENTS** who return to the University must attend two semesters and meet the Satisfactory Academic Progress outline based on the number of semesters enrolled.^

INCOMPLETE GRADES – FINANCIAL AID^

A student who has incomplete grades must remove them within sixty (60) days of enrollment (i.e., If classes start on August 15, grade must be in Registrar's Office by October 15.) to be considered for financial aid eligibility for the year.^

NON-MATRICULATING STUDENTS are not eligible for federal and state aid.^

FINANCIAL AID APPEAL PROCESS

Waivers for satisfactory academic progress will be considered if the student has suffered undue hardship such as death of an immediate family member, injury or illness of the student, or other special circumstances as determined by the financial aid administrator or designee. Students requesting an appeal must submit a letter, requesting reinstatement, to the Financial Aid Office explaining the circumstances which affected the student's academic performance. In some instances an interview may be scheduled to meet with the committee that is reviewing the appeal to answer any questions concerning the appeal letter. (Please note that any information mentioned in the appeal letter is subject to verification and all

information will be taken into consideration to include the grammatical structure in the appeal letter). All appeals should be addressed to the Director of Student Financial Aid and on file in that office thirty (30) days before the first day of classes for the semester. All appeals will be addressed on a case-by-case basis. The student will be notified in writing of the financial aid administrator or designee's decision within thirty (30) working days of the request**.**

The financial aid appeal letter should:

- Be properly addressed and grammatically correct
- Have the student's name, address, phone # and ID# on it
- Clearly state the reason why the student was not able to make SAP (Satisfactory Academic Progress)
- State what the student has learned from the experience of being here AND the choices that led them to not making SAP
- Detail why the student wants to attend VUU
- Detail what the student will do differently academically, if they are awarded aid to come back to school^

If the request is approved, the student will be encouraged to:^

1. Schedule an appointment with the Advisor in their major to discuss his/her academic situation.
2. Maintain the appropriate grades necessary to meet the requirements of the Satisfactory Academic Progress policy.^

   Students who disagree with the financial aid administrator's decision may request an appeal before the Student Financial Aid Appeals Committee. The Financial Aid Appeals committee will consist of a Financial Aid Representative, the Registrar (or designee), and an Academic Representative.

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 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.

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.
4. 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 and Learning 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. UNIVERSITY POLICE

The University 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. University 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 courtsystem.

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 University 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 University Police University 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 University Police University 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 University 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 University 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.

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 804-257-5616 or visit us in Henderson Student Center, Room 104. Check out our website at www.vuu.edu/careerservices.

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 1st 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, University Police should be contacted prior to contacting a university counselor. University 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 University Police. The University 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 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.

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, (**C**ivic Engagement, **A**cademic Achievement, **P**ersonal Growth, **S**piritual Development, and **L**eadership). 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 & Housing oversees all six 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

PHILOSPHY

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, 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.

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. If you 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 PANTHER)

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 PHONES

There are designated locations on campus where cell phones may not be used. The no cell phone zones include all university offices, Coburn Chapel, the L. Douglas Wilder Library 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 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 University Police. The University 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 University 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 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.

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, Founders 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 & Housing 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 judicial 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 event/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 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 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, Psychology and Interdisciplinary Studies
3. Vice President for Academic Affairs

Financial Affairs, Information Technology, and University 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

University Police

1. Chief of University 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. Coordinator of Student Integrity and Conduct/Administrative Hearing Officer
2. Vice President for Enrollment Management and Student Affairs

Residence Life & Housing

1. Director of Residence Life & Housing
2. Director of Residence Life
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

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

14. OFFICIAL MODE OF COMMUNICATION FOR THE UNIVERSITY

VUU email is the official mode of notification for all correspondence of the University. 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," which provides the framework for the adjudication of student or student organization misconduct and/or breech 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 Coordinator 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**– 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 Coordinator 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 Coordinator 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 Coordinator of Student Integrity and Conduct (CSIC) or by the Administrative Hearing Officer where all hearing notes are approved by both the CSIC 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 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.
16. **Quorum** – The minimum number of hearing officers required for an official Student Conduct Review Board hearing.
17. **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.
18. **Responsible** – A hearing outcome where a student is found to be in violation of the student code of conduct.
19. **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.
20. **Violation** –Behavior that is inconsistent with University policies and which necessitate the imposition of a sanction or consequence.
21. **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.

COORDINATOR OF STUDENT INTEGRITY AND CONDUCT

The Coordinator 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 CSIC 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 Coordinator of Student Integrity and Conduct is also responsible for the preparation and submission of statistical and evaluative reports to the campus community. The Coordinator 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, , and Mediators. The CSIC 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 Coordinator of Student Integrity and Conduct accordingly. The minimum quorum for this Board is: one Administrative Hearing Officer (non-voting), one Student Facilitator (voting), , one Faculty member (voting) and/or 1 Staff member (voting). If for any reason the minimum quorum cannot 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 "due process" 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 University 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 Coordinator of Student Integrity and Conduct (CSIC) are acceptable as long as they are emailed from your VUU email. All allegations of student misconduct are sent to the CSIC for review and action.

II. Investigation

The Coordinator of Student Integrity and Conduct (CSIC) and/or University 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 Coordinator of Student Integrity and Conduct (CSIC) will notify the accused student of the status of his or her case. If there is insufficient information presented, the CSIC will explain the status of the case or may close the case. If there is sufficient evidence, the CSIC 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.

IV. Joint Charges/University Charges

Grievances may be filed individually or jointly with another representative of the University (for example: University 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 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 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.

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 CSIC 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 CSIC at 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 CSIC in writing of the intent to bring a representative prior to the commencement of the hearing. A student may not have an attorney as her/his representative, as students are responsible for presenting their own information throughout the integrity process.

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 Coordinator of Student Integrity and shall determine if a hearing is appropriate. In consultation with the Coordinator of Student Integrity and, VUU University 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 24 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 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 Coordinator 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

a) The accused student is presumed not responsible until found responsible, however, the Vice President for Enrollment Management and Student Affairs or his designee, 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.

b) The accused student has the right to hear all evidence against him or her and to challenge the inadmissibility of any evidence.

c) 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.

d) 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.

e) Formal administrative hearings will be offered only during periods in which the SIC Board is not in operation at the discretion of the Coordinator of Student Integrity and Conduct.

f) 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

a) 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.

b) 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.

c) Information pertaining to sanction guidelines and expectations and will be forwarded by VUU email within 48 hours of the informal hearing procedures.

d) All sanctions imposed informally cannot be appealed.

V. Other Important Information

a) The accused student is presumed not responsible until sanctions are determined by CSIC or SIC.

b) The accused student has the right to hear all evidence against him or her and to challenge the inadmissibility of any evidence.

c) 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.

d) The Coordinator 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. 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 Coordinator 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 Coordinator 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.

II. Other Important Information

a) The decision of the appeal hearing body serves as the final decision.

b) 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 exist 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:***
- 1st Offense - Disciplinary warning, On-line alcohol education program, Community service, Restitution (if no immediate harm to self or the community is imminent).
- 2nd Offense – Conditional probation, Disciplinary probation, Counseling, Suspension held in abeyance (if no immediate harm to self or the community is imminent)

- 3rd 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, Expulsion

(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 (University Police, resident assistants, administrators) acting in the performance of his/ her duties. This includes identifying oneself of 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 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, Suspension from the University

(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 tan individual, produces mental or physical dress, 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, Community service, 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 University 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 Student Affairs.

Possible Sanctions:

1st Offense: Disciplinary warning, Community service, Restitution and Conditional probation

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

(9b): 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, Community service, 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: All sanctions apply

(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 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 UNIVERSITY POLICE

Immediately following an incident, call the University Police emergency number at 257- 5600. Reporting to the University Police helps: (a) protect the victim and others from future victimization; (b) apprehend the alleged assailant; and (c) maintain 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 342-3812 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 Coordinator 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: 257-5600

On-Campus Emergency: 257-5600

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

MEDICAL TREATMENT

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

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

Bon Secours Richmond Community Hospital, 1500 North 28th Street

General Information: 225-1740

Emergency: 225-1704

Columbia Retreat Hospital, 2621 Grove Avenue

General Information: 254-5100

Emergency: 254-5433

Medical College of Virginia, 401 N. 12th Street

General Information: 828-9000

Emergency: 828-9151

COUNSELING AND EMOTIONAL SUPPORT

University Counselor, 342-3812

ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS OFFICE

Vice President for Enrollment Management and Student Affairs, 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 Coordinator 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 Coordinator 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 handles 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, and on line education and tutorials.

On line Education

There are two on line educational initiatives: Under the Influence

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 Judicial Affairs.

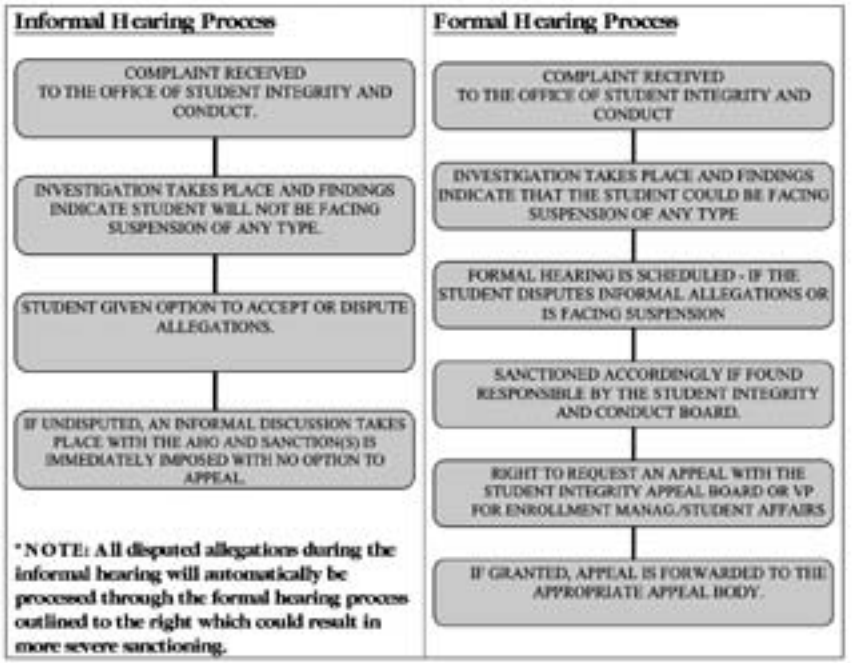
Statistics show that some students that consume alcohol sometimes participate in illegal drug use, therefore on line drug education is also available

VIRGINIA UNION UNIVERSITY

OFFICE OF STUDENT INTEGRITY AND CONDUCT

ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS
OFFICE-HENDERSON CENTER

Hearing Process Options Hearing Process Options



NOTES

VIRGINIA UNION UNIVERSITY

OFFICE OF STUDENT INTEGRITY AND CONDUCT

Enrollment Management and Student Affairs Office-Henderson Center

HEARING OUTCOME FORM

Form B **Review Date:**_____

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

Signature of Administrative Hearing Officer **Date**

Sanction Completion Notes:

VIRGINIA UNION UNIVERSITY

OFFICE OF STUDENT INTEGRITY AND CONDUCT AFFAIRS

ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS OFFICE - HENDERSON CENTER

APPEAL HEARING REQUEST FORM

FORM C

Name:_____ **Date**_____

A student may request an appeal hearing, with the appropriate hearing body on the grounds listed below. Please check all that apply to your request for an appeal hearing.

_____ Prejudicial error committed (fair trial not received).

_____ New or newly discovered evidence.

_____ Sanction imposed was excessive.

I would like my case heard by (please only check one):

_____ Student Integrity and Conduct Appeal Board

OR

_____ Vice-President for Enrollment Management and Student Affairs (only students facing suspension or expulsion can appeal to the Vice President for Enrollment Management and Student Affairs)

Please use the space below to support your grounds for an appeal hearing. This statement and all supporting documentation **must** be typed. If more room is needed, please either duplicate this form or attach a typed addendum.

_____

_____

_____

_____

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_____

_____

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_____

_____

_____

Signature _____ **Date** _____

For Office Use Only

Date Received Student Integrity and Conduct_____

Signature _____

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

AUGUST 2012

{MONDAY}	{TUESDAY}	{WEDNESDAY}	{THURSDAY}	{FRIDAY}	{SAT. & SUN.}
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SEPTEMBER 2012

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OCTOBER 2012

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NOVEMBER 2012

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DECEMBER 2012

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JANUARY 2013

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FEBRUARY 2013

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MARCH 2013

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APRIL 2013

{MONDAY}	{TUESDAY}	{WEDNESDAY}	{THURSDAY}	{FRIDAY}	{SAT. & SUN.}
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MAY 2013

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JUNE 2013

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JULY 2013

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Virginia Union University PANTHERS

"A #2 pencil and a dream can take you anywhere." – Joyce A. Myers

AUGUST

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SEPTEMBER

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July

MONDAY 30

July

TUESDAY 31

August

WEDNESDAY 1

lugubrious – *melancholy, sorrowful. She knew he was upset by his lugubrious attitude.*

August

THURSDAY 2

August

FRIDAY 3

August

SATURDAY 4

August

SUNDAY 5

-clam- *(to cry out) - clamorous, declamation, acclamation*

Virginia Union University

PANTHERS

"Imagination has a great deal to do with winning." – Mike Krzyzewski

AUGUST

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SEPTEMBER

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MONDAY — August 6

TUESDAY — August 7

WEDNESDAY — August 8

ameliorate – *improve. Foreign aid is badly needed to ameliorate the effects of the drought.*

THURSDAY — August 9

FRIDAY — August 10

SATURDAY — August 11

SUNDAY — August 12

-claud-, -claus- *(to close) - claustrophobia, enclose, conclude*

Virginia Union University
PANTHERS

"It is never too late to be what you might have been." – George Eliot

AUGUST						
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SEPTEMBER						
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August
MONDAY 13

Laylat al-Qadr begins at sundown

August
TUESDAY 14

August
WEDNESDAY 15

bovine – *cow-like, dull. The travelers wore bovine expressions while waiting in the airport.*

August
THURSDAY 16

August
FRIDAY 17

Eid al-Fitr begins at sundown

August
SATURDAY 18

August
SUNDAY 19

com- *(with, together) - combine, commerce, communicate*

Virginia Union University

PANTHERS

"Life shrinks or expands in proportion to one's courage." – Anais Nin

AUGUST

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SEPTEMBER

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MONDAY August **20**

TUESDAY August **21**

WEDNESDAY August **22**

effusive – *gushy. They gave us such an effusive welcome it was quite embarrassing.*

THURSDAY August **23**

Late Registration with Assesment
Classes Begin

FRIDAY August **24**

Late Registration with Assesment

SATURDAY August **25**

SUNDAY August **26**

comp- *(to fill) - complete, complement, comply*

Virginia Union University
PANTHERS

"Keep your face always toward the sunshine – and shadows will fall behind you." – Walt Whitman

AUGUST

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SEPTEMBER

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MONDAY — August 27

Late Registration with Assesment

TUESDAY — August 28

Late Registration with Assesment

WEDNESDAY — August 29

Late Registration with Assesment
Last Day to Register

facetious – *inappropriately flippant. He showed his disapproval with facetious remarks.*

THURSDAY — August 30

FRIDAY — August 31

SATURDAY — September 1

Football Faculty & Staff Appreciation Night Va. Union v. Benedict College 7:00 p.m. (Hovey Field)

SUNDAY — September 2

-pell-, -puls- *(to drive) - repel, expel, propellant, compulsion, pulsate*

Virginia Union University

PANTHERS

"Never let the fear of striking out get in your way." – George Herman "Babe" Ruth

SEPTEMBER						
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OCTOBER						
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MONDAY — September 3

Labor Day (University Holiday)

TUESDAY — September 4

Request to Remove "I" Grade

WEDNESDAY — September 5

Request to Remove "I" Grade

lachrymose – *tearful. The wedding guests became lachrymose when the couple shared their vows.*

THURSDAY — September 6

Request to Remove "I" Grade

FRIDAY — September 7

Request to Remove "I" Grade

SATURDAY — September 8

Football Va. Union at Brevard College 6:00 p.m. Brevard, NC (Away)

SUNDAY — September 9

-aster- *(star) - asterisk, asteroid, disaster*

Virginia Union University

PANTHERS

"My future starts when I wake up every morning…every day I find something creative to do with my life." – Miles Davis

SEPTEMBER

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OCTOBER

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MONDAY — September 10

Request to Remove "I" Grade

TUESDAY — September 11

Request to Remove "I" Grade

WEDNESDAY — September 12

Request to Remove "I" Grade

flagging – *weak, drooping. The team's spirit was flagging toward the end of the game.*

THURSDAY — September 13

Request to Remove "I" Grade

FRIDAY — September 14

Request to Remove "I" Grade

SATURDAY — September 15

Football Va. Union at
Fayetteville State University
6:00 p.m. Fayeteville, NC
(Away)

SUNDAY — September 16

Rosh Hashanah begins at sundown

-put-, -putat- *(to trim, to calculate) - computation, amputate, putative*

Virginia Union University

PANTHERS

"Whoever is happy will make others happy, too." – Anne Frank

SEPTEMBER

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OCTOBER

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MONDAY — September 17

Request to Remove "I" Grade

TUESDAY — September 18

Request to Remove "I" Grade

WEDNESDAY — September 19

Request to Remove "I" Grade

augury – *omen, prediction. Dan hoped his early victory was an augury of a winning season.*

THURSDAY — September 20

Request to Remove "I" Grade

FRIDAY — September 21

Request to Remove "I" Grade

SATURDAY — September 22

First Day of Autumn

Football Va. Union at Winston-Salem State University 6:00 p.m. Winston-Salem, NC

SUNDAY — September 23

-tempor- *(time) - contemporary, extemporaneous, temporize*

Virginia Union University PANTHERS

"People with goals succeed because they know where they're going." – Earl Nightingale

SEPTEMBER

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OCTOBER

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September

MONDAY **24**

Request to Remove "I" Grade

September

TUESDAY **25**

Yom Kippur begins at sundown
Request to Remove "I" Grade

September

WEDNESDAY **26**

Request to Remove "I" Grade

zephyr – *soft breeze. The zephyr helped to cool the farm laborers.*

September

THURSDAY **27**

Request to Remove "I" Grade

September

FRIDAY **28**

Request to Remove "I" Grade
Application deadline for May Graduation

September

SATURDAY **29**

(Football Lucille M. Brown Community Youth Bowl)Va. Union vs Livingstone College 1:00 p.m. (Hovey Field)

September

SUNDAY **30**

contra- *(against) - contradict, contrary, contrast, contraband, contravene*

Virginia Union University
PANTHERS

"All I can do is be the best me that I can. And live life with some gusto." – Michelle Obama

OCTOBER

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NOVEMBER

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MONDAY — October 1

Academic Advising for Spring Semester
Homecoming Week

TUESDAY — October 2

Academic Advising for Spring Semester
Homecoming Week

WEDNESDAY — October 3

Academic Advising for Spring Semester
Homecoming Week

clamor – *noise. It was difficult to hear over the clamor in the train station.*

THURSDAY — October 4

Academic Advising for Spring Semester
Homecoming Week

FRIDAY — October 5

Fall Convocation
Academic Advising for Spring Semester
Homecoming Week

SATURDAY — October 6

Homecoming Week
Football Homecoming Game Va. Union v. Lincoln University (PA) 1:00 p.m. (Hovey Field)

SUNDAY — October 7

Homecoming Week

-cura- *(to care) - curator, sinecure, secure*

Virginia Union University

PANTHERS

"Success is how high you bounce when you hit bottom." – General George Patton

OCTOBER

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NOVEMBER

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October

MONDAY **8**

Columbus Day (Observed)
Academic Advising for Spring Semester

October

TUESDAY **9**

Academic Advising for Spring Semester

October

WEDNESDAY **10**

Academic Advising for Spring Semester

ignoble – *of low character. Because Beth knew of the man's ignoble reputation, she didn't hire him as a security guard.*

October

THURSDAY **11**

Academic Advising for Spring Semester

October

FRIDAY **12**

Academic Advising for Spring Semester

October

SATURDAY **13**

Football Va. Union v. Chowan University 7:00 p.m. Murfreesboro, NC

October

SUNDAY **14**

-dat- *(to give) - data, mandate, date*

Virginia Union University

PANTHERS

"Don't live down to expectations. Go out there and do something remarkable." – Wendy Wasserstein

OCTOBER

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NOVEMBER

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MONDAY — October 15

Academic Advising for Spring Semester

TUESDAY — October 16

Academic Advising for Spring Semester

WEDNESDAY — October 17

Academic Advising for Spring Semester

sapient – *wise. Grandmother was often consulted because she was sapient in giving advice.*

THURSDAY — October 18

Mid Term Exams

FRIDAY — October 19

Academic Advising for Spring Semester
Mid Term Exams

SATURDAY — October 20

Mid Term Exams
Football VUU Student Day
Va. Union v. Bowie State University 6:00 p.m. Hovey Field

SUNDAY — October 21

de- *(down, away) - debase, decant, depart, default*

Virginia Union University

PANTHERS

"Life is what we make it, always has been, always will be." – Grandma Moses

OCTOBER

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NOVEMBER

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MONDAY — October 22

Academic Advising for Spring Semester
Mid Term Exams
Last Day to Remove an Incomplete Grade

TUESDAY — October 23

Academic Advising for Spring Semester
Mid Term Exams

WEDNESDAY — October 24

Academic Advising for Spring Semester
Mid Term Exams

quash – *crush. Her dreams of medical school were quashed when she failed her entrance exams.*

THURSDAY — October 25

Eid al-Adha begins at sundown
Academic Advising for Spring Semester
Fall Break (No School for Students)

FRIDAY — October 26

Academic Advising for Spring Semester
Fall Break (No School for Students)

SATURDAY — October 27

Football Va. Union v. Elizabeth City State University 1:30 p.m. Elizabeth City, NC

SUNDAY — October 28

deb-, -debit- *(to owe) - debt, indebtedness, debenture*

Virginia Union University PANTHERS

"Sometimes something worth doing is worth overdoing." – David Letterman

OCTOBER

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NOVEMBER

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MONDAY — October 29

Academic Advising for Spring Semester

TUESDAY — October 30

Academic Advising for Spring Semester

WEDNESDAY — October 31

Halloween
Academic Advising for Spring Semester

explicate – *explain in detail. The students explicated each step of their science project.*

THURSDAY — November 1

Pre-Registration for Spring Semester

FRIDAY — November 2

Pre-Registration for Spring Semester

SATURDAY — November 3

Pre-Registration for Spring Semester
Football Senior Day Va. Union v. Virginia State University 1:00 p.m. (Hovey Field)

SUNDAY — November 4

Standard Time returns
Pre-Registration for Spring Semester

dec- *(ten) - decade, deciliter, decimal, decagon, decathlon*

Virginia Union University
PANTHERS

"Dream as if you'll live forever. Live as if you'll die today." – James Dean

NOVEMBER

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DECEMBER

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November

MONDAY **5**

Pre-Registration for Spring Semester
Student Evaluation of Instruction

November

TUESDAY **6**

Election Day
Pre-Registration for Spring Semester
Student Evaluation of Instruction

November

WEDNESDAY **7**

Pre-Registration for Spring Semester
Student Evaluation of Instruction

umbrage – *offense. He took umbrage over not landing the lead role.*

November

THURSDAY **8**

Pre-Registration for Spring Semester
Student Evaluation of Instruction

November

FRIDAY **9**

Pre-Registration for Spring Semester
Student Evaluation of Instruction

November

SATURDAY **10**

Pre-Registration for Spring Semester

November

SUNDAY **11**

Veterans Day
Pre-Registration for Spring Semester

-cad-, -cas- *(to fall) - decadent, cadence, accident, cascade*

Virginia Union University

PANTHERS

"We must use time creatively, and forever realize that the time is always ripe to do right." – Nelson Mandela

NOVEMBER

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DECEMBER

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November

MONDAY **12**

Pre-Registration for Spring Semester

November

TUESDAY **13**

Pre-Registration for Spring Semester

November

WEDNESDAY **14**

Muharram begins at sundown
Pre-Registration for Spring Semester

hackneyed – *unoriginal, overused. The lyrics on the rapper's new album were so hackneyed, the critic couldn't listen any longer.*

November

THURSDAY **15**

Pre-Registration for Spring Semester

November

FRIDAY **16**

Pre-Registration for Spring Semester

November

SATURDAY **17**

Pre-Registration for Spring Semester

November

SUNDAY **18**

Pre-Registration for Spring Semester

-cap-, -cip- *(head) - decapitate, captain, capital*

Virginia Union University

PANTHERS

"Failure is a signpost to turn you in another direction." – Oprah Winfrey

NOVEMBER

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DECEMBER

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November

MONDAY **19**

Pre-Registration for Spring Semester
Deadline to Receive Withdrawl Grade of "WO" or "WF"

November

TUESDAY **20**

Pre-Registration for Spring Semester

November

WEDNESDAY **21**

Pre-Registration for Spring Semester

quiescent – *quiet, tranquility. The quiescent seaside setting helped her relax.*

November

THURSDAY **22**

Thanksgiving
Pre-Registration for Spring Semester
Thanksgiving - University Holiday

November

FRIDAY **23**

Pre-Registration for Spring Semester
Thanksgiving - University Holiday

November

SATURDAY **24**

Pre-Registration for Spring Semester

November

SUNDAY **25**

Pre-Registration for Spring Semester

-agog *(leader) - demagogue, pedagogue, synagogue*

Virginia Union University

PANTHERS

"No bird soars too high if he soars with his own wings." – William Blake

NOVEMBER						
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DECEMBER						
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November
MONDAY 26

Pre-Registration for Spring Semester

November
TUESDAY 27

Pre-Registration for Spring Semester

November
WEDNESDAY 28

Pre-Registration for Spring Semester

abeyance – *temporary suspension. Kara held her excitement in abeyance while waiting for the judge's score.*

November
THURSDAY 29

Pre-Registration for Spring Semester

November
FRIDAY 30

Pre-Registration for Spring Semester

December
SATURDAY 1

December
SUNDAY 2

-demos- *(people) - democracy, demagogue, epidemic*

Virginia Union University

PANTHERS

"Whether you believe you can do a thing or not, you are right." – Henry Ford

DECEMBER						
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JANUARY						
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December

MONDAY **3**

December

TUESDAY **4**

December

WEDNESDAY **5**

mollify – *soothe, soften in feeling. He tried to mollify his wife by giving her flowers.*

December

Last Day of Classes

THURSDAY **6**

December

Reading Day

FRIDAY **7**

December

Hanukkah begins at sundown

SATURDAY **8**

December

SUNDAY **9**

-cy *(state of being) - democracy, obstinacy, accuracy*

Virginia Union University

PANTHERS

"It is best to learn as we go, not go as we have learned." – Leslie Jeanne Sahler

DECEMBER

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JANUARY

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December

MONDAY 10

Final Exams Period

December

TUESDAY 11

Final Exams Period

December

WEDNESDAY 12

Final Exams Period

ribald – *unrestrained, profane. His ribald stories offended the wedding guests.*

December

Final Exams Period

THURSDAY 13

December

Final Exams Period

FRIDAY 14

December

SATURDAY 15

December

SUNDAY 16

-rid-, -ris- *(to laugh) - derision, risibility, ridiculous*

Virginia Union University

PANTHERS

"It is our choices…that show us what we truly are, far more than our abilities." – J.K. Rowling

DECEMBER						
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JANUARY						
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MONDAY — December 17

TUESDAY — December 18

WEDNESDAY — December 19

Faculty Holiday

bifurcate – *divide into two. Once another employee is hired, the company will bifurcate the woman's duties.*

THURSDAY — December 20

Faculty Holiday

FRIDAY — December 21

First Day of Winter
Faculty Holiday
University Operations Closed

SATURDAY — December 22

Faculty Holiday
University Operations Closed

SUNDAY — December 23

Faculty Holiday
University Operations Closed

-via- *(way) - deviation, viaduct, trivial*

Virginia Union University

PANTHERS

"As long as you're going to be thinking anyway, think big." – Donald Trump

DECEMBER						
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JANUARY						
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December
MONDAY 24

Faculty Holiday
University Operations Closed

December
TUESDAY 25

Christmas
Faculty Holiday
University Operations Closed

December
WEDNESDAY 26

Kwanzaa begins
Faculty Holiday
University Operations Closed

mutable – *changeable. A folding screen creates a mutable partition in a large room.*

December
THURSDAY 27

Faculty Holiday
University Operations Closed

December
FRIDAY 28

Faculty Holiday
University Operations Closed
Spring Registration Opens Online for Returning Students

December
SATURDAY 29

Faculty Holiday
University Operations Closed

December
SUNDAY 30

Faculty Holiday
University Operations Closed

-chron- *(time) - chronometer, chronological, synchronize, chronic*

Virginia Union University
PANTHERS

"Think it more satisfactory to live richly than die rich." – Sir Thomas Browne, Sr.

JANUARY

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FEBRUARY

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December
MONDAY
31

Faculty Holiday
University Operations Closed

January
TUESDAY
1

New Year's Day
Faculty Holiday
University Operations Closed

January
WEDNESDAY
2

Faculty Holiday
University Operations Resume

canard – *lie, falsehood. Her ridiculous excuse was clearly a canard.*

January
THURSDAY
3

Faculty Holiday

January
FRIDAY
4

January
SATURDAY
5

January
SUNDAY
6

dia- *(across) - diagonal, diameter, diagram*

Virginia Union University
PANTHERS

"There is nothing in life more liberating than to fight for something more than yourself." – John McCain

JANUARY						
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FEBRUARY						
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January
MONDAY
7

January
TUESDAY
8

January
WEDNESDAY
9

knell – *solemn sound of a bell. The funeral knell made the stormy day even more grim.*

January
THURSDAY
10

Late Registration with Assesment
Classes Begin

January
FRIDAY
11

Late Registration with Assesment

January
SATURDAY
12

January
SUNDAY
13

-diurn- *(day) - diary, diurnal, journey*

Virginia Union University

PANTHERS

"Be yourself. Who else is better qualified?" – Frank J. Giblin II

JANUARY						
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FEBRUARY						
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MONDAY January **14**

Late Registration with Assesment

TUESDAY January **15**

Late Registration with Assesment

WEDNESDAY January **16**

Late Registration with Assesment
Last Day to Register

halcyon – *peaceful, calm. Amidst the turmoil, she dreamily recalled her halcyon days on the beach.*

THURSDAY January **17**

FRIDAY January **18**

SATURDAY January **19**

SUNDAY January **20**

dis-, dif- *(not) - discord, differ, distrust*

Virginia Union University

PANTHERS

"Dreams come true; without that possibility, nature would not incite us to have them." – John Updike

JANUARY

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FEBRUARY

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MONDAY January **21**

Martin Luther King, Jr. Day (University Holiday)

TUESDAY January **22**

WEDNESDAY January **23**

Mawlid al-Nabi begins at sundown

choleric – *irritable, short-tempered. The choleric receptionist became enraged by several prank phone calls.*

THURSDAY January **24**

FRIDAY January **25**

SATURDAY January **26**

SUNDAY January **27**

-doc-, -doct- *(to teach) - docile, document, doctor*

Virginia Union University

PANTHERS

"I am not afraid of storms, for I am learning how to sail my ship." – Louisa May Alcott

JANUARY						
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FEBRUARY						
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MONDAY — January 28

TUESDAY — January 29

WEDNESDAY — January 30

acumen – *keenness of intellect. She has considerable financial acumen.*

THURSDAY — January 31

FRIDAY — February 1

Founder's Day Celebration, Coburn Hall, 11 a.m.
Request to Remove "I" Grade

SATURDAY — February 2

Groundhog Day

SUNDAY — February 3

-domin- *(to rule) - dominate, domain, dominant*

Virginia Union University
PANTHERS

"If it wasn't hard, everyone would do it. It's the hard that makes it great." – Tom Hanks

FEBRUARY

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MARCH

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February
MONDAY
4

Request to Remove "I" Grade

February
TUESDAY
5

Request to Remove "I" Grade

February
WEDNESDAY
6

Request to Remove "I" Grade

coterie – *group of persons with a similar purpose. The women's coterie liked to discuss their favorite books.*

February
THURSDAY
7

Request to Remove "I" Grade

February
FRIDAY
8

Request to Remove "I" Grade

February
SATURDAY
9

February
SUNDAY
10

Chinese New Year

-dynam- *(power, strength) - dynamic, dynamite, dynamo*

Virginia Union University
PANTHERS

"Learn to listen. Opportunity could be knocking at your door very softly." – Frank Tyger

FEBRUARY

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MARCH

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February
MONDAY 11

Request to Remove "I" Grade

February
TUESDAY 12

Lincoln's Birthday
Request to Remove "I" Grade

February
WEDNESDAY 13

Ash Wednesday
Request to Remove "I" Grade

diluvial – *pertaining to a flood. Saturday's rain brought yet another diluvial disaster to the region.*

February
THURSDAY 14

Valentine's Day
Request to Remove "I" Grade

February
FRIDAY 15

Request to Remove "I" Grade

February
SATURDAY 16

February
SUNDAY 17

-ess *(female) - goddess, lioness, actress, priestess*

Virginia Union University

PANTHERS

"Talk about a dream, – try to make it real." – Bruce Springsteen

FEBRUARY

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MARCH

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February

MONDAY **18**

Presidents' Day
Request to Remove "I" Grade

February

TUESDAY **19**

Request to Remove "I" Grade

February

WEDNESDAY **20**

Request to Remove "I" Grade

ebullient – *exhilarated, enthusiastic. The contestant was in an ebullient mood after winning the grand prize.*

February

THURSDAY **21**

Request to Remove "I" Grade

February

FRIDAY **22**

Washington's Birthday
Request to Remove "I" Grade

February

SATURDAY **23**

February

SUNDAY **24**

ego- *(I, self) - egoist, egotist, egocentric*

Virginia Union University
PANTHERS

"Don't cheat the world of your contribution. Give it what you've got." – Steven Pressfield

FEBRUARY

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MARCH

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February
MONDAY **25**

Request to Remove "I" Grade
The 101st CIAA Basketball Tournament (Charlotte, N.C.)

February
TUESDAY **26**

Request to Remove "I" Grade
The 101st CIAA Basketball Tournament (Charlotte, N.C.)

February
WEDNESDAY **27**

Request to Remove "I" Grade
The 101st CIAA Basketball Tournament (Charlotte, N.C.)

feckless – *ineffective, worthless. His girlfriend's father felt he was feckless, even though he tried to find a job.*

February
THURSDAY **28**

Request to Remove "I" Grade
The 101st CIAA Basketball Tournament (Charlotte, N.C.)

March
FRIDAY **1**

Academic Advising for Fall Semester
The 101st CIAA Basketball Tournament (Charlotte, N.C.)

March
SATURDAY **2**

The 101st CIAA Basketball Tournament (Charlotte, N.C.)

March
SUNDAY **3**

-counter- *(against) - counteract, counterspy, encounter*

Virginia Union University
PANTHERS

"The lips know only shallow tunes. The heart is where great symphonies are born." – Calvin Miller

MARCH

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APRIL

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March **4** MONDAY

Academic Advising for Fall Semester

March **5** TUESDAY

Academic Advising for Fall Semester

March **6** WEDNESDAY

Academic Advising for Fall Semester

apathy – *lack of interest. Student apathy forced the club to dissolve.*

March **7** THURSDAY

Academic Advising for Fall Semester

March **8** FRIDAY

Academic Advising for Fall Semester
Last Day to Remove an Incomplete Grade

March **9** SATURDAY

March **10** SUNDAY

Daylight-Saving Time begins

-leg-, -lect- *(to read, to choose) - legible, eligible, election, select*

Virginia Union University
PANTHERS

"Nobody gets to live life backward. Look ahead, that is where your future lies." – Ann Landers

MARCH

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APRIL

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March

MONDAY **11**

Academic Advising for Fall Semester
Mid Term Exams

March

TUESDAY **12**

Academic Advising for Fall Semester
Mid Term Exams

March

WEDNESDAY **13**

Academic Advising for Fall Semester
Mid Term Exams

foible – *minor weakness. While the employee's resume is outstanding, her late arrival is a foible.*

March

THURSDAY **14**

Academic Advising for Fall Semester
Mid Term Exams

March

FRIDAY **15**

Academic Advising for Fall Semester
Mid Term Exams

March

SATURDAY **16**

March

SUNDAY **17**

St. Patrick's Day

-luc- *(light) - elucidate, lucid, translucent*

Virginia Union University

PANTHERS

"The way to get ahead is to start now." – William Feather

MARCH						
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APRIL						
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MONDAY March 18

Academic Advising for Fall Semester
Spring Break

TUESDAY March 19

Academic Advising for Fall Semester
Spring Break

WEDNESDAY March 20

First Day of Spring
Academic Advising for Fall Semester
Spring Break

laudatory – *praiseworthy. The principal commended our laudatory work.*

THURSDAY March 21

Academic Advising for Fall Semester
Spring Break

FRIDAY March 22

Academic Advising for Fall Semester
Spring Break

SATURDAY March 23

SUNDAY March 24

Palm Sunday

-erg- *(work) - energy, ergonomic, ergometer, metallurgy*

Virginia Union University

PANTHERS

"You have to believe in yourself when no one else does – that makes you a winner right there." – Venus Williams

MARCH

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APRIL

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MONDAY

March **25**

Passover begins at sundown
Academic Advising for Fall Semester

TUESDAY

March **26**

Academic Advising for Fall Semester

WEDNESDAY

March **27**

Academic Advising for Fall Semester
Human Services Internship Fair
Last Day to Withdraw from a Course with a Grade "W"

penury – *poverty. The decrepit buildings gave the area a mark of penury.*

THURSDAY

March **28**

Academic Advising for Fall Semester
University Career Fair

FRIDAY

March **29**

Good Friday (University Holiday)
Academic Advising for Fall Semester

SATURDAY

March **30**

SUNDAY

March **31**

Easter

-fid-, -fide-, -feder- *(faith, trust) - confidante, fidelity, confident, infidel, federal, confederacy*

Virginia Union University
PANTHERS

"If you're walking down the right path and you're willing to keep walking, eventually you'll make progress." – Barack Obama

APRIL

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MAY

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April **1** MONDAY

April Fools' Day
Pre-Registration for Fall Semester

April **2** TUESDAY

Pre-Registration for Fall Semester
Major Area Assesment / Testing Day

April **3** WEDNESDAY

Pre-Registration for Fall Semester

anomalous – *deviating from the normal. Her anomalous teaching methods inspired students who had tired of lectures.*

April **4** THURSDAY

Pre-Registration for Fall Semester

April **5** FRIDAY

Pre-Registration for Fall Semester

April **6** SATURDAY

April **7** SUNDAY

-phon- *(sound) - symphony, telephone, phonetic, phonograph, euphony, cacophony, telephone*

Virginia Union University

PANTHERS

"The point is not to pay back kindness, but to pass it on." – Julia Alvarez

APRIL						
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MAY						
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April
MONDAY
8

Pre-Registration for Fall Semester

April
TUESDAY
9

Pre-Registration for Fall Semester

April
WEDNESDAY
10

Pre-Registration for Fall Semester

impious – *lacking reverence or respect. His callous attitude toward others reflects his impious character.*

April
THURSDAY
11

Pre-Registration for Fall Semester

April
FRIDAY
12

Pre-Registration for Fall Semester

April
SATURDAY
13

April
SUNDAY
14

-ine *(nature of) - masculine, genuine, medicine, opaline, Benedictine*

Virginia Union University
PANTHERS

"Hard work, sacrifice and focus will never show up in tests." – Lance Armstrong

APRIL

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MAY

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MONDAY – April 15

Pre-Registration for Fall Semester
Deadline to Recieve Withdrawl Grade of "WO" or "WF"

TUESDAY – April 16

Pre-Registration for Fall Semester

WEDNESDAY – April 17

Pre-Registration for Fall Semester

kitsch – *tacky decorative objects. Their home is full of 1950s kitsch.*

THURSDAY – April 18

Pre-Registration for Fall Semester

FRIDAY – April 19

Pre-Registration for Fall Semester

SATURDAY – April 20

SUNDAY – April 21

-plac-, -pac- *(please) - placid, placebo, placate, complacent, pacify*

Virginia Union University

PANTHERS

"Only those who will risk going too far can possibly find out how far one can go." – T. S. Eliot

APRIL						
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MAY						
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MONDAY April **22**

Earth Day
Graduate Student Survey Pre-Registration for Fall Semester

TUESDAY April **23**

Graduate Student Survey Pre-Registration for Fall Semester

WEDNESDAY April **24**

Graduate Student Survey Pre-Registration for Fall Semester

itinerant – *traveling from place to place. The itinerant circus will make its next stop in my town.*

THURSDAY April **25**

Graduate Student Survey Pre-Registration for Fall Semester

FRIDAY April **26**

Graduate Student Survey Pre-Registration for Fall Semester

SATURDAY April **27**

SUNDAY April **28**

-mono- *(one) - monopoly, monologue, monorail, monotonous, monomania, monocular, monogamous*

Virginia Union University

PANTHERS

"There is nothing like a dream to create the future." – Victor Hugo

MAY						
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JUNE						
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April

MONDAY **29**

Final Exams for Graduating Seniors
Graduate Student Survey
Pre-Registration for Fall Semester

April

TUESDAY **30**

Final Exams for Graduating Seniors
Graduate Student Survey
Pre-Registration for Fall Semester

May

WEDNESDAY **1**

Final Exams for Graduating Seniors

assuage – *make less severe. The government has tried to assuage the public's fears.*

May

THURSDAY **2**

Final Exams for Graduating Seniors

May

FRIDAY **3**

Final Exams for Underclassmen

May

SATURDAY **4**

Final Exams for Underclassmen

May

SUNDAY **5**

Cinco de Mayo

-sed-, -sess-, -sid- *(sit) - sediment, session, obsession, possess, preside, president, reside, subside*

Virginia Union University
PANTHERS

"You were born to win, but to be a winner, you must plan to win, prepare to win, and expect to win." – Zig Ziglar

MAY

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JUNE

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May **6** MONDAY

Final Exams for Underclassmen

May **7** TUESDAY

Final Exams for Underclassmen

May **8** WEDNESDAY

Final Exams for Underclassmen

enigmatic – *puzzling. The Mona Lisa has a famously enigmatic smile.*

May **9** THURSDAY

Final Exams for Underclassmen

May **10** FRIDAY

Baccalaureate Ceremony

May **11** SATURDAY

Commencement

May **12** SUNDAY

Mother's Day

-tort- *(twist) - torture, retort, extort, distort, contort*

Virginia Union University

PANTHERS

"The character of every act depends upon the circumstances in which it is done." – Oliver Wendell Holmes, Jr.

MAY

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JUNE

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May **13** MONDAY

May **14** TUESDAY

May **15** WEDNESDAY

jettison – *to cast overboard, discard. Before their move to Florida, the couple jettisoned their winter clothes.*

May **16** THURSDAY

May **17** FRIDAY

May **18** SATURDAY

May **19** SUNDAY

-vale-, -vali-, -valu- *(strength, value) - equivalent, valiant, validity, evaluate, value, valor*

Virginia Union University

PANTHERS

"You have to trust in something – your gut, destiny, life, karma, whatever. This approach has never let me down…." – Steve Jobs

MAY						
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JUNE						
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MONDAY May 20

TUESDAY May 21

WEDNESDAY May 22

evanescent – *vanishing, not lasting. Lovely yet evanescent, the sunrise lifted her spirits.*

THURSDAY May 23

FRIDAY May 24

SATURDAY May 25

SUNDAY May 26

ante- *(before) - antecedent, antediluvian, ante-nuptial*

Virginia Union University

PANTHERS

"No one is useless in this world who lightens the burdens of another." – Charles Dickens

MAY

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JUNE

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May **27** MONDAY

Memorial Day (Observed)

May **28** TUESDAY

May **29** WEDNESDAY

temerity – *reckless boldness. She had the temerity to call me a liar.*

May **30** THURSDAY

May **31** FRIDAY

June **1** SATURDAY

June **2** SUNDAY

-anthrop- *(man) - anthropology, misanthrope, philanthropy*

Virginia Union University

PANTHERS

"Leadership is action, not position." – Donald H. McGannon

JUNE						
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JULY						
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MONDAY June 3

TUESDAY June 4

WEDNESDAY June 5

maladroit – *awkward, tactless, inept. His maladroit response to criticism upset would-be voters.*

THURSDAY June 6

FRIDAY June 7

SATURDAY June 8

SUNDAY June 9

aqua- *(water) - aqueduct, aquatic, aquarium*

Virginia Union University

PANTHERS

"The only way to have a life is to commit to it like crazy." – Angelina Jolie

JUNE						
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JULY						
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MONDAY June 10

TUESDAY June 11

WEDNESDAY June 12

demagogue – *leader who appeals to people's prejudices. The demagogue blamed immigrants for the lack of jobs.*

THURSDAY June 13

FRIDAY June 14

Flag Day

SATURDAY June 15

SUNDAY June 16

Father's Day

-astr- *(star) - astronomy, astrology, astronaut, astrophysics, astrolabe*

Virginia Union University

PANTHERS

"A wise man will make more opportunities than he finds." – Francis Bacon

JUNE						
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JULY						
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MONDAY June 17

TUESDAY June 18

WEDNESDAY June 19

kismet – *destiny, fate. Jane likes movies depicting characters accepting their true kismet in life.*

THURSDAY June 20

FRIDAY June 21

First Day of Summer

SATURDAY June 22

SUNDAY June 23

-aud-, -audit- *(hear) - audible, auditorium, audience*

Virginia Union University

PANTHERS

"Even if you are on the right track, you'll get run over if you just sit there." – Will Rogers

JUNE						
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JULY						
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June
MONDAY 24

June
TUESDAY 25

June
WEDNESDAY 26

gustatory – *relating to sense of taste. Sara's cooking was full of gustatory delights.*

June
THURSDAY 27

June
FRIDAY 28

June
SATURDAY 29

June
SUNDAY 30

auto- *(self) - autocracy, automobile, autobiography*

Virginia Union University

PANTHERS

"If you can imagine it, you can create it. If you can create it, you can become it." – William Arthur Ward

JULY						
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AUGUST						
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MONDAY — July 1

TUESDAY — July 2

WEDNESDAY — July 3

retrogress – *go backward. The project's failure forced the team to retrogress.*

Independence Day

THURSDAY — July 4

FRIDAY — July 5

SATURDAY — July 6

SUNDAY — July 7

-belli- *(war) - bellicose, belligerent, rebellious*

Virginia Union University
PANTHERS

"We can do anything we want as long as we stick to it long enough." – Helen Keller

JULY						
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AUGUST						
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July
MONDAY 8

Ramadan begins at sundown

July
TUESDAY 9

July
WEDNESDAY 10

beatific – *bestowing bliss or the like. The woman had a beatific smile that made her look years younger.*

July
THURSDAY 11

July
FRIDAY 12

July
SATURDAY 13

July
SUNDAY 14

bene-, bon- *(well, good) - benefactor, benevolence, bonus*

Virginia Union University

PANTHERS

"I come from a long line of family whose belief was, you can do it, but you have to work really hard." – Condoleeza Rice

JULY

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AUGUST

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July

MONDAY 15

July

TUESDAY 16

July

WEDNESDAY 17

belfry – *bell tower. Several times a year, the church belfry needed to be cleaned of cobwebs.*

July

THURSDAY 18

July

FRIDAY 19

July

SATURDAY 20

July

SUNDAY 21

biblio- *(book) - bibliography, bibliophile, Bible*

Virginia Union University PANTHERS

"Life is a promise; fulfill it." – Mother Teresa

JULY

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AUGUST

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July 22 MONDAY

July 23 TUESDAY

July 24 WEDNESDAY

irascible – *easily angered. Her frequent outbursts show she's becoming more irascible as she ages.*

July 25 THURSDAY

July 26 FRIDAY

July 27 SATURDAY

July 28 SUNDAY

bi- *(two) - bicameral, biennial, bicycle*