

# Virginia Union University



Virginia Union University  
Proud Heritage. Bright Future.

## Student Handbook 2008-09

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## AUTHORITY FOR THE STUDENT HANDBOOK

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

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

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

An electronic copy of the VUU handbook is sent to all students by Virginia Union University email as VUU email is the official mode of communication. Also, five hardcopies of this document can be found on reserve in the L. Douglas Wilder Library. The hardcopies can be checked out but can not be removed from the library.

# ***VIRGINIA UNION UNIVERSITY***

Founded in 1865  
Richmond, Virginia

## **STUDENT HANDBOOK 2008-2009**

VUU reserves the right to change the information, regulations, requirements, and procedures announced in this Handbook. Students will be informed of such changes by way of VUU email, the official mode of communication for the University.

VUU does not discriminate on the basis of race, gender, color, religion, national origin, age, handicap, or veteran status in providing educational or employment opportunities or benefits.

VUU embraces and encourages student participation in governance and decision-making. To this end, students shall be invited to participate on committees as appropriate. Students are encouraged to contact the Office of Student Affairs to submit their names for participation on University committees.

# **STUDENT RIGHTS AND RESPONSIBILITIES**

## **STUDENT RIGHTS**

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

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

## **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 to her students. The information below is a listing of all offered services.

| <b>SERVICE</b>                         | <b>LOCATION</b>   | <b>TELEPHONE</b>     |
|--|---|----------------------|
| Academic Affairs                       | Pickford Hall<br>First Floor                                  | 257-5606             |
| Admissions (Undergraduate)             | Henderson Student Center<br>First Floor                       | 342-3570             |
| Alumni Relations                       | C.D. King Building<br>Second Floor                            | 257-5827             |
| Athletics                              | White Hall<br>First Floor                                     | 342-1484             |
| Audio Visual                           | Ellison Hall<br>First Floor                                   | 342-3895             |
| Book Store                             | L. Douglas Wilder Library<br>First Floor                      | 257-5725             |
| Campus Ministries                      | C.D. King Building<br>Second Floor                            | 257-5708             |
| Career Services                        | Henderson Student Center<br>First Floor                       | 257-5656             |
| Catalog Information                    | Registrar's Office<br>Ellison Hall Room 207                   | 257-5845             |
| Computer Laboratories                  | Ellison Hall<br>Rooms 109 and 215                             | 257-5630             |
| Counseling                             | Henderson Student Center<br>Second Floor                      | 257-5874             |
| Email Accounts                         | Ellison Hall<br>Room 117                                      | 257-5630             |
| Employment opportunities<br>(students) | Career Services<br>Henderson Student Center                   | 257-5888             |
| Events Approval(On Campus)             | Henderson Student Center<br>First Floor                       | 257-5869             |
| Events Approval (Off<br>Campus)        | C.D. King Building<br>First Floor                             | 257-5856<br>257-5814 |
| Family Emergency                       | General<br>Academic   | 257-5875<br>257-2606 |
| Financial Aid                          | Ellison Hall<br>Room 106                                      | 257-5882             |
| Graduation Information                 | Registrar's Office<br>Ellison Hall<br>First Floor             | 257-5845             |
| Greek Life                             | Student Activities<br>Henderson Student Center<br>First Floor | 257-5869             |

|  |  |                         |
|--|--|-------------------------|
| Handbook   | Office of Student Affairs<br>Henderson Student Center      | 257-5877<br>VUU Website |
| Health Insurance<br>(General Information)            | Student Health<br>Henderson Student Center<br>Second Floor | 257-5885                |
| Identification Cards                                 | Campus Police Office<br>Pickford Hall<br>Ground Floor      | 257-5808                |
| Illness/ Injury                                      | Student Health<br>Henderson Student Center<br>Second Floor | 257-5885                |
| Institutional Advancement                            | C.D King Building<br>Second Floor                          | 257-3938                |
| Judicial Affairs                                     | Henderson Student Center<br>First Floor                    | 257-5633                |
| Library Services                                     | L. Douglas Wilder Library                                  | 257-5822                |
| Lost and Found                                       | Campus Police<br>Pickford Hall<br>Ground Floor             | 257-5850                |
| Parking Permit                                       | University Police<br>Pickford Hall<br>Ground Floor         | 257-5850                |
| Personal Identification<br>Number                    | Registrar's Office<br>Ellison Hall<br>First Floor          | 257-5845                |
| Post Office  | Henderson Student Center<br>First Floor                    | 257-5825                |
| Readmission  | Registrar's Office<br>Ellison Hall<br>First Floor          | 257-5845                |
| Registration   | Registrar's Office<br>Ellison Hall<br>First Floor          | 257-5845                |
| Residence Life                                       | Henderson Student Center<br>First Floor                    | 257-5608                |
| Samuel DeWitt Proctor<br>School of Theology          | Kingsley Hall<br>Room 100                                  | 257-5715                |
| School of Education and<br>Interdisciplinary Studies | Martin E. Gray Hall<br>Room 111                            | 257-5742                |
| School of Humanities and<br>Social Sciences          | Martin E. Gray Hall<br>Room 215                            | 342-3886                |
| School of General Studies                            |  |                         |
| Sydney Lewis School of<br>Business                   | Pickford Hall<br>Room 301                                  | 257-5710                |
| Student Accounts                                     | C.D. King Building   | 257-5775                |
| Student Leadership/ Develop.                         | Henderson Student Center                                   | 257-5733                |

|                         |   |          |
|-------------------------|---|----------|
| Transcripts             | Registrar's Office<br>Ellison Hall<br>First Floor | 257-5845 |
| Technology Center       | Ellison Hall<br>First Floor                       | 257-5630 |
| University Pastor       | C.D King Building<br>Second Floor                 | 257-5698 |
| University Publications | C.D. King Building<br>Second Floor                | 257-3938 |
| University Services     | C. D. King Building<br>Second Floor               | 257-5627 |
| Upward Bound            | Baptist Memorial Building                         | 257-5718 |
| VUU Informer            | Ellison Hall<br>Room 214                          | 257-5649 |
| Withdrawals             | Registrar's Office<br>First Floor                 | 257-5874 |
| Yearbook                | Henderson Student Center<br>First Floor           | 257-5656 |

### **CAMPUS SUPPORT SERVICES**

|  |  |          |
|--|--|----------|
| Alcohol Awareness and Education Program (AAEP) | Office of Judicial Affairs<br>Henderson Student Center | 257-5633 |
| Clothes Closet                                 | Office of Career Services<br>Henderson Student Center  | 257-5656 |
| Dining Services                                | Henderson Student Center<br>2 <sup>nd</sup> Floor      | 257-5781 |
| Disability Services                            | Academic Empowerment<br>Center<br>Ellison Hall         | 342-3885 |
| Freshmen Advising                              | Academic Empowerment<br>Center<br>Ellison Hall         | 342-3885 |
| HIV/ AIDS Education Program                    | Student Development Center<br>Henderson Student Center | 257-5874 |
| Information Technology Center                  | Ellison Hall<br>1 <sup>st</sup> Floor                  | 257-5630 |
| Student Government Association                 | Henderson Student Center<br>1 <sup>st</sup> Floor      | 257-5895 |
| Smoking Education Program (Drop Squad)         | Office of Residence Life<br>Henderson Student Center   | 257-5608 |
| Tutoring Services                              | Academic Empowerment<br>Center                         | 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               | 1899-1904           |
| Dr. George Rice Hovey              | 1904-1918           |
| 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 W. Cowling (Interim)   | July - October 1979 |
| Dr. David Thomas Shannon, '54, '57 | 1979 -1985          |
| Mrs. Carolyn W. Daughtry (Provost) | January - July 1985 |
| Dr. S. Dallas Simmons              | 1985-1999           |
| Dr. Bernard W. Franklin            | 1999 - August 2003  |
| Dr. Belinda Anderson               | 2004 - Present      |

## ***VISION***

Virginia Union University is a premier historically Black institution of higher education, transforming the world one student at a time.

## ***MISSION***

Virginia Union University, nourished by the African American heritage and energized by a commitment to excellence, provides a nurturing, intellectually challenging and spiritually enriching environment. Virginia Union University develops scholars, leaders, and lifelong learners who attain their maximum potential to become contributing members of a global society.

Seeking to empower students, the University provides dynamic academic and support programs that help students develop strong moral values to build a foundation for success. The University offers a broad range of educational opportunities while advancing its focus on teaching, research, science, and technology, as well as adult continuing education, civic engagement, and distance education.

## ***Institutional Priorities and Goals***

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

#### Goals

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

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

#### Goals

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

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

#### Goals

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

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

#### Goals

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

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

#### Goals

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

### **Priority Six - Image Enhancement**

#### Goals

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

- To develop a University brand.
- To cultivate the constituents of the University.

### **Priority Seven - Technology**

#### Goals

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

### **Priority Eight - Civic Engagement**

#### Goals

- To standardize an approach to provide opportunities for Civic Engagement Activities/Programs such as Service Learning & Community Service.
- To explore the feasibility of establishing Faith-Based Community Focused Projects at all levels of the Institution (VUU).

## ***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 School of Basic, Applied Sciences and Technology
- 2) The School of Education and Interdisciplinary Studies
- 3) The School of General Studies
- 4) The School of Humanities and Social Sciences
- 5) 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.**

The University is accredited by the **Southern Association of Colleges and Schools**. 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 herself or himself 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 her or himself 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, the instructor will send the appropriate form to the General. A copy of the form will be sent to the student's advisor and to the chair of the department for further 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.

**Judicial referral** – On the third offense, a student charged with any violation of academic dishonesty will be referred to the Office of Judicial Affairs for a formal hearing by the Student Conduct Review Board.

### **B. PROCEDURE**

When an incident of academic dishonesty occurs, the exhibit(s) shall be collected, witness statements shall be taken, and an incident report form shall be completed and filed with the Department Chairperson by the faculty member. This procedure is the same as that for the resolution of problems described in the University Faculty Handbook.

### **C. PROVISION FOR VINDICATION**

The Deans have the authority to recommend to the Vice President for Academic Affairs a change of grade of students found not guilty, and then the allegations of cheating will be purged from the student's record if the recommendation is approved.

### **4. GRADE APPEALS**

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

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

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

#### **A. DEFINITIONS:**

##### **Academic Warning**

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

##### **Academic Probation:**

Students on Academic Probation are required to improve their academic performance or face suspension from the University. Students on Academic Probation are usually not eligible for certain forms of financial aid. Students on probation are limited to thirteen (13) credit hours. A student on probation has the option of:

- Attending VUU in the summer in order to raise the GPA prior to the Fall semester of the next academic year.
- Is required to consult with his/ her departmental advisor prior to the beginning of the probationary semester and must sign a contract acknowledging that he/she is not meeting 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 2.00 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 2.00 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 (G. P. A.) of 2.0 or below will be placed on Academic Warning. **This will take place whether or not the student is on probation.** The student 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 G. P. A. is below 2.00 will be placed on Academic Warning, Academic Probation, or Academic Suspension.

Students who have been enrolled for two semesters and have a cumulative G. P. A. below 1.80 will be placed on Academic Probation. Students who have been enrolled for two semesters and have a cumulative G. P. A. between 1.81 and 1.99 will be placed on Academic Warning.

Students who have been enrolled for four semesters and have a cumulative G. P. A. below 1.90 will be placed on Academic Suspension for at least one semester. Students who have been enrolled for four semesters and have a cumulative G. P. A. between 1.90 and 1.99 will be placed on Academic Probation.

Students who have been enrolled for six semesters and have a cumulative G. P. A. below 2.00 will be suspended for at least one semester, unless they have been suspended before.

A student who has been suspended and readmitted will have a pre-suspension G. P. A., a post suspension G. P. A. and a cumulative G. P. A. A student who has been suspended and readmitted must maintain a post suspension G. P. A. of 2.00. A student who has been suspended and readmitted and who fails to maintain a 2.00 average overall for the semesters following readmission will be suspended indefinitely.

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

|                               |               |
|-------------------------------|---------------|
| <b>Presidential Scholars:</b> | 4.0 - 3.8 GPA |
| <b>Honors:</b>                | 3.7 - 3.5 GPA |
| <b>Honorable Mention:</b>     | 3.4 - 3.0 GPA |

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

# ***CAMPUS SUPPORT SERVICES***

## **1. DINING SERVICES**

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

Students wishing to gain entrance into the Student Dining Hall must present his/ her valid VUU student Identification card and a meal plan/ dining card OR must present his/ her valid VUU student Identification card along with payment (cash only) for the meal being served at the time of entry. All students found in violation of this policy will be subject to the Virginia Union University judicial 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 Student Affairs at least 72 hours prior to the date the boxed meals should begin. 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. All students who would like to obtain packages 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 requires a \$5.00 key deposit when issued.
5. If a student misplaces his/her blue package slip, their items (packages) will be sent back to the original sender.

### **3. BOOKSTORE**

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

### **4. CAMPUS POLICE**

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

#### **Minors**

Students under the age of 18 are not permitted on public streets, alleys, parks, playgrounds, public buildings or grounds, places of amusement, entertainment, refreshment or vacant lots between the hours of 11 p.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.

### **5. SILENT WITNESS**

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

### **6. PARKING**

Each student who parks a vehicle on campus must purchase and properly display a parking decal on her/his motor vehicle. This decal confirms the privilege for the operator to park and operate the vehicle on any University property. This rule is strictly enforced by Campus Police.

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

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

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

## **7. STUDENT DEVELOPMENT AND COUNSELING CENTER**

The role and function of the Student Development and Counseling Center is to assist VUU students with confronting obstacles that may interfere with academic, personal, and social growth during and after matriculation. Primary emphasis is on enhancing the student's academic, social, and emotional development through individual and group sessions, educational support services, psychological assessments, consultation and crisis intervention.

In a safe, professional and confidential atmosphere, the University counselor assists students in exploring self appraisal of their educational plans, enhancement of interpersonal skills, coping with personal and adjustment problems, and acquiring personal skills for successful performance in the educational environment.

### **LOCATION**

The Student Development and Counseling Center is located in the Student Health Center Office on the 2<sup>nd</sup> Floor of the Henderson Center.

### **HOURS/ ACCESS TO SERVICES**

The Student Development and Counseling Center is open from 9:00 AM to 4:30 PM, Monday through Friday. To access services, students may stop by the office or they may 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 full-time and part-time VUU students are eligible for services at the Student Development and Counseling Center.

### **CONFIDENTIALITY**

Counseling sessions are confidential. The Counseling and Student Development Center will not release information (this includes verification of attendance or content of sessions) outside of the Counseling Center without written permission from the student, except (1) upon a court-ordered subpoena, (2) counselor believes that student present a clear and imminent risk of harm or danger to self or others, or (3) during the course of counseling, the student discloses information pertaining to the physical, emotional or sexual abuse or neglect of a minor or an elderly or disabled person.

## **COST OF SERVICE**

There is NO Charge for services provided by the Student Development and Counseling Center. However, in the event the Counseling and Student Development Center 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 Student Development and Counseling Center. 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. The Campus Police should be contacted and alerted of the situation immediately. The Campus police should be informed if outside emergency medical assistance (a rescue squad or ambulance service) has been requested or is being requested.

When emergency transport is required, it is not the practice of the University to provide a staff member to accompany students. 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;

In response to the emergency, the Campus Police will contact the University Counselor, Vice President of Student Affairs and/or an appropriate outside resource(s) (i.e. Richmond Behavioral Health Authority or Richmond Police Department) to provide assistance and intervene in the crisis/emergency situation.

## **8. STUDENT HEALTH SERVICES**

Student Health Services is located on the 2<sup>nd</sup> floor of the Henderson Student Center and is open to all Virginia Union University students. It is the policy of the University to establish procedures for the treatment of minor illnesses, injuries and medical emergencies. This section describes the manner in which routine and/or emergency medical problems are handled.

### **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.

#### Hours of Operation

The Health Center is open from 8:30a.m. to 4:30p.m. Monday through Friday. The physician is available on a regular schedule during the week.

### Injections

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

### **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:

- A. The school physician is unavailable for a general medical problem.
- B. The problem requires the services of a specialist such as a surgeon, gynecologist, urologist, 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**

Student Health Insurance may vary from year to year depending upon the contract with the provider. The current insurance brochure should be checked for specific coverage. Please stop by Student Health Services for a copy of 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.

### **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. Please stop by Student 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.

If there are frequent requests by any student for the same symptoms, the student is advised to make an appointment to see the school physician.

### **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. A claim form should be obtained from Health Services and submitted to insurance for payment.

The school physician may request additional lab work based on findings.

### **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.

## **9. 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.

## **10. CAREER SERVICES**

The Office of Career Services offers programs and services to assist students and alumni in the areas of career development, job placement and graduate school preparation. Through the maintenance of a career library, this office also provides students with information regarding other services and includes information of vocational/professional occupations, job listings (part-time, summer, career employment, and internships) and campus recruitment and interview sessions with representatives from business, industry, school systems, government, non-profit and educational organizations. Students are also provided information and opportunities regarding interview techniques, job-seeking techniques, resume development, career exploration and graduate school field trips, business/dinning etiquette seminars, a graduate school resource center and career assessments.

The Office of Career Services hosts the Fall Graduate School Fair and Spring Career Fair. Professional business attire and resumes are required when students attend Career Fairs and/or on-site campus interviews.

The Office of Career services also attends to students who do not have interview attire and/ or evening wear can fill out an application along with a consent form in the Office of Career Services. Items must be returned within 10 days of check- out, dry cleaned at the local cleaners that Career Services has a partnership with and receive a 15% discount; if the items are not returned within the 10 days a hold will be placed on the students account.

## **11. OFFICE OF STUDENT ACTIVITIES**

The Office of Student Activities provides quality and diversity in programs that support the academic, social, cultural and spiritual development of students at Virginia Union University. The Office works with student organizations and on and off campus constituents to ensure that our students have quality programs and activities to participate in each year.

The Office of Student Activities 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/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.

The Office of Student Activities provides the University community with various recreational sports opportunities. The goal of our intramural program is to establish fun and inviting contests for all skill levels. Leagues and tournaments are offered for men, women, and co-recreational teams.

The Intramurals Coordinator is always willing to help you out. Please contact the Intramurals Coordinator at 804-257-5869.

### Student Organizations

#### A. POLICIES AND REGULATIONS

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 for additional information about the Student Organization Handbook. Please note that the Student Organizational Handbook can be found on the Student Activities webpage under “student resources” link.

#### B. 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.

#### C. GREEK LIFE

All students interested in joining a Greek letter 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 Director of Student Activities.

## **12. LEADERSHIP DEVELOPMENT PROGRAM**

### **I. 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 21<sup>st</sup> 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.

### **II. Program Components**

The Leadership Development Program is divided into two tracks. The general leadership track 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 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.

### **III. Application Procedures**

Students who participate in the leadership program may be involved in numerous leadership positions 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.

### **IV. Selection Criteria**

Students are notified of upcoming training dates via email. Once students have submitted the Leadership Program application and essay, they will be notified of their acceptance into the Leadership 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 Student Affairs.

## **13. 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***

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.

Presently, the intercollegiate sports at VUU are: 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).

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. Most home basketball games are played at Barco Stevens Hall. The remaining home basketball games are played at the Siegel Center. The location of all other sport activities are generally listed on the Athletic Website and posted on campus bulletin boards. Students are encouraged to attend all of the games and competitions sponsored by the athletic program to support the teams and student athletes.

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, state, and national levels. The VUU Informer office is located in Henderson Student Center.

### **2. THE YEARBOOK**

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

# ***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 **Catalog**, the **Student Handbook**, the Tuition and Fees Reference Guide, regulations governing residence halls, amendments to policies in Virginia Union University publications, and all policies and procedures published as official University documents.

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

## **3. IDENTIFICATION CARD**

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

Some of the functions of the student identification card include: checking out books from the library, gaining admission to certain events sponsored by the University or student organizations, gaining admission to the Dining Hall, confirming the student's right to access University facilities, obtaining packages from the University Post Office, and identification of the student when requested by University authorities. The card remains the property of the University and may be reclaimed by a university official if found in the possession of, and/or if used by an individual other than the student whose name appears on the card. The student identification card may also be confiscated if used in other inappropriate manners.

The Identification Card also provides entry into the residence halls for students that reside in one of the University's residence halls. If the identification card is lost, it can impact the health and safety of all students living in the residence halls. It is therefore imperative that students immediately report lost identification cards to VUU Campus Police. The Campus Police Office is located in Pickford Hall. **The fee to replace a lost identification card is \$50.00 the first time and increases by 100% for each subsequent replacement. If an identification card may be unreadable due to day-to-day use, it can be returned to the Campus Police department for replacement at no additional cost.**

A student **must** show a valid VUU identification card when requested by a University official, including resident assistants. The student ID card must be surrendered 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**. Students are accorded 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.

## 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** 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,
- Due 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 Judicial Affairs 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 Residence Life guidelines. 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 RECREATION 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 notices that are posted must bear an appropriate stamp from the Office of Student Activities. Notices posted by Student Organizations must meet guidelines as set forth by the Student Organization Handbook. Notices may not be posted on glass surfaces, stair rails or doors that block one's view. Each individual or organization is responsible for the removal of its own outdated notices.

## **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.

## **12. 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.

For non-personnel matters, the student must submit a detailed written complaint to the appropriate university official as outlined below:

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| Academic Affairs                     | Vice President for Academic Affairs   |
| Athletics                            | Director of Athletics                 |
| Campus Ministry                      | University Pastor                     |
| Campus Police                        | Chief of Police                       |
| Financial Affairs                    | Vice President for Financial Affairs  |
| Human Resources                      | Director of Human Resources           |
| Institutional Advancement            | Director of Institutional Advancement |
| Judicial Affairs                     | Director of Judicial Affairs          |
| Office of Student Affairs            | Vice-President for Student Affairs    |
| Residence Life                       | Director of Residence Life            |
| Student Activities                   | Director of Student Activities        |
| Student Development                  | University Counselor                  |
| Student Health                       | University Nurse                      |
| Student Leadership                   | Director of Leadership Development    |
| Student Government Association (SGA) | President of SGA                      |

For personnel matters regarding para-professional staff (resident assistants, work study students, student activities assistants, etc.) in the aforementioned areas, the complainant must submit a detailed written complaint to the Director of the designated area, with the exception of the Student Government Association. For personnel matters regarding the Student Government Association, complaints should be addressed to the president of SGA or the Director of Leadership Development.

Upon receipt of a complaint, the Vice President or the Director of the designated area will:

- Contact the complainant by VUU email within ten working days to acknowledge receipt of the complaint and provide information on how the investigation will proceed;

For personnel matters regarding Directors and Administrative staff in the aforementioned areas, the complainant must submit a detailed written complaint to the Vice President of the respective area. Upon receipt of the complaint, the Vice President will:

- Contact the complainant to arrange a time to meet to discuss the complaint if discussion is warranted; and

- Review all information related to the complaint and provide a written response by VUU email to the complainant.

All questions regarding the complaint procedure should be directed to the Vice President of Student Affairs.

### **13. VUU EMAIL AS THE OFFICIAL MODE OF COMMUNICATION**

All students are responsible for securing an operable VUU email account through the University's Technology Center located on the first floor of Ellison Hall. Students are also responsible for checking his/her VUU email account on a daily basis as VUU email, is considered to be the official mode of communication.

If you should experience difficulty with your VUU email account, please contact the Technology Center at 804-257-5630. It is the responsibility of each student to report and attempt to rectify an inoperable VUU email account.

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

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

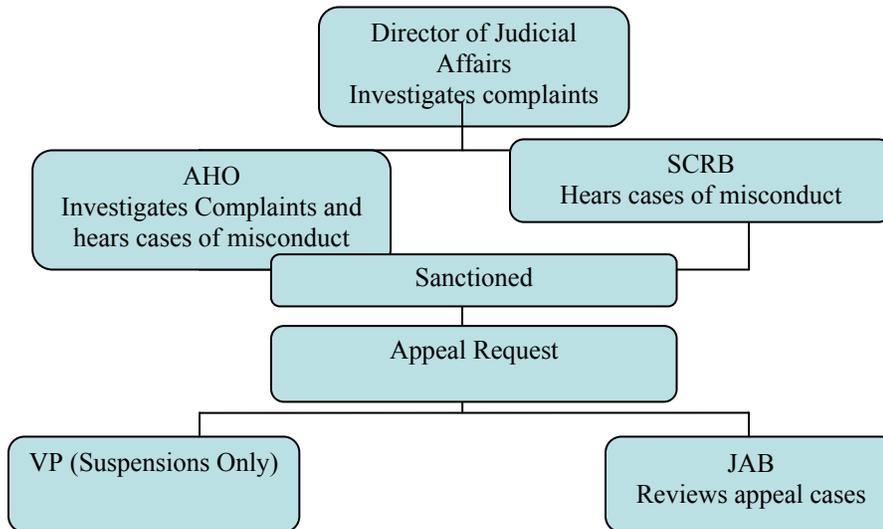
## I. Glossary of Terms

1. **Administrative Hearing** – An official student hearing that is heard solely by the Director of Judicial Affairs. An administrative hearing is in response to allegations of student misconduct and is scheduled at the discretion of the Director of Judicial Affairs.
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 Judicial Affairs.
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 Judicial Affairs.
5. **Formal hearing** – An official student hearing that is heard by the Student Conduct Review Board. A formal hearing is in response to allegations of student misconduct and is scheduled at the discretion of the Director of Judicial Affairs.
6. **Investigation** – A process of gathering and reviewing information following the receipt of a disciplinary complaint.
7. **Interim Suspension** – Temporary separation from the University while awaiting a judicial hearing outcome. This suspension is in response to a written report submitted to the Office of Judicial Affairs that highlights an imminent safety risk to the campus community and is issued by the Vice President of Student Affairs and/or her designee.

8. **Due Process/ Fundamental Fairness** – Basic rights afforded to all VUU students accused of violating University policies. Basic rights that constitute a fair hearing include the receipt of a hearing notice that outlines alleged violations of University policy and a right to be heard by a judicial hearing body.
9. **Hearing (Judicial)** – A formal conference that examines facts related to alleged violations of the student code of conduct. VUU student judicial hearings are held 1-2 times weekly during the Fall and Spring semesters.
10. **Not Responsible** – A hearing outcome where a student is found not to be in violation of the student code of conduct.
11. **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.
12. **Responsible** – A hearing outcome where a student is found to be in violation of the student code of conduct.
13. **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.
14. **Violation** – Behavior that is inconsistent with University policies and which necessitate the imposition of a sanction or consequence.
15. **Complaint/ Charges** – A written statement submitted to the Office of Judicial Affairs regarding violation(s) of University policy.
16. **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.
17. **Quorum** – The minimum number of hearing Officers required for an official Student Conduct Review Board hearing.

## II. Judicial Affairs Administration

The VUU judicial system is organized to adhere to acceptable standards of due process/ fundamental fairness in reviewing student conduct and the imposition of sanctions. The organizational chart below highlights the Judicial Affairs administration and the flow of the adjudication process.



### Abbreviation Key for the Diagram Above

**AHO** – Administrative Hearing Officer  
**SCRB** – Student Conduct Review Board  
**VP** – Vice President of Student Affairs  
**JAB** – Judicial Appeals Board

### **VICE PRESIDENT FOR STUDENT AFFAIRS**

The Vice President for 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 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 judicial boards and administrative functionaries to operate in a way, which safeguards the campus community. In such situations, the Vice President for Student Affairs may substitute for those arrangements for handling disciplinary matters, to ensure the orderly functioning of the University and to safeguard the basic rights of students.

### **DIRECTOR OF JUDICIAL AFFAIRS**

The Director of Judicial Affairs 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 Judicial System. This includes reviewing alleged violations, conducting investigations when appropriate, notifying the student of the time and place of the hearing or conference, informing students of the decisions rendered and notifying other members of the University community as appropriate regarding the action taken. The Director of Judicial Affairs is also responsible for the preparation and submission of statistical and

evaluative reports to the campus community. The Director of Judicial Affairs may also serve as the Administrative Hearing Officer as appropriate.

### **ADMINISTRATIVE HEARING OFFICER**

The Administrative Hearing Officer (AHO) provides administrative support during judicial hearings. This individual is a non-voting member of the appropriate hearing bodies and can also serve as the hearing officer for all informal hearings. The AHO is responsible for maintaining all of the necessary forms and records during a judicial hearing, training of all hearing boards and mediators, and providing administrative oversight to the Student Conduct Review Board, the Judicial Appeals Board, and Mediators.

### **STUDENT CONDUCT REVIEW BOARD**

The Student Conduct Review Board adjudicates cases of alleged violations of the Standards of Conduct involving both individual students and student organizations. The minimum quorum for this Board is one Administrative Hearing Officer (non-voting), one Student Facilitator (voting), one Student Recorder (voting), one Student Clerk (voting), one Faculty member (voting), and one Staff member (voting).

### **JUDICIAL APPEAL BOARD**

The Judicial Appeal Board adjudicates cases previously heard by the Student Conduct Review Board. All cases heard by the Judicial 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 Judicial Appeal Board is one Faculty member (voting), one Staff member (voting) and one Student member (voting).

If for any reason the minimum quorum can not be met for either a Student Conduct Review or Judicial Appeals Board hearing, 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.

## **III. 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 (Table of Violations), 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 Student Affairs may immediately suspend any student exhibiting behavior(s) such as, but not limited to physical abuse, and possession of, or use of drugs, and weapons pending a judicial hearing. Students who instigate such behaviors including verbal assaults, damage to property, hitting, pushing, slapping or other behaviors that instigate 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 judicial system.

The Vice President for Student Affairs has “emergency powers” which may be exercised to suspend judicial procedures when in that officer’s judgment, conditions are such that an emergency situation exist which makes it impossible for the system, or judicial 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.

Sanctions cited after each violation note the minimum that can and will be imposed if evidence substantiates that a violation has occurred. However, any sanction may be imposed as deemed necessary. The Table of Violations and Possible Sanctions, of the Code of Conduct, for non-compliance is included in a separate attachment.

## **PROHIBITED CONDUCT**

### **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.

### **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.

**\*Parents/ guardians may be contacted if a VUU student is found responsible for either of these sanctions\*.**

## ***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 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.

(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.

(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.

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

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

(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.

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

(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.

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

(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.

(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.

(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 violated the Standards of Conduct as outlined in the VUU Student Handbook.

(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.

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

#### **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.

*Note: Hazing in any form is prohibited in accordance with the law as established by the Commonwealth of Virginia. Hazing is defined as any planned action or created situation on or off campus that is demeaning to an individual, produces mental or physical distress, harassment or ridicule. Or 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.

(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.

### **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).

(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.

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

### **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.

(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.

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

### **Section 8: Safety Procedures**

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

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

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

### **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.

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

### **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.

(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.

### **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.

(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.

*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.

### **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.

### **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).

### **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.

### **Section 16: Sexual Misconduct**

(16a) 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.

(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.

*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 member's, 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 ASSAULT AGENCY.** 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 CAMPUS 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 Student Development Officer or counselor at 257-5874 during regular office hours. The Counselor also maintains an on-call schedule for emergencies and may be reached through the University Police. The Counselor is available to intervene in a crisis situation and to provide you with information about your options, including medical assistance, psychological counseling, University and disciplinary action.

The Student Development Officer or 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 Student Affairs, the University Counselor, The Director of Judicial Affairs 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 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 also may wish to speak with your personal or family attorney for legal advice.**

## **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 28<sup>th</sup> 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. 12<sup>th</sup> Street

General Information: 828-9000

Emergency: 828-9151

### **COUNSELING AND EMOTIONAL SUPPORT**

University Counselor, 257-5874

### **STUDENT AFFAIRS OFFICE**

Vice President for Student Affairs, 257-5877

## IV. Nature of the Process

The implementation of disciplinary procedures is held to be a function of the educational and developmental processes. Student discipline, therefore, may not be construed as a form of criminal proceedings. A student's disciplinary hearing is not the same as a trial or court proceeding.

The VUU disciplinary process does not require that the violation be proven beyond a reasonable doubt. However, a student's violation of the Standards of Conduct should be established by 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 accorded "fundamental fairness" and given a fair hearing and the right to an appeal.

### PRE-HEARING PROCEDURES

#### I. Report of Violation

Any member of the University, local community or agency can report an alleged violation of the Standards of Conduct to Campus Police, the Vice President of Student Affairs, the Office of Judicial Affairs, the Office of Residence Life, or other University offices. All reports must be submitted in writing. Emailed reports submitted to the Director of Judicial Affairs are acceptable. All allegations of student misconduct are sent to the Director of Judicial Affairs for review and action.

#### II. Investigation

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

#### III. Pre-Hearing Procedure

After completing the investigation, the Director of Judicial Affairs will notify the accused student of the status of his or her case. If there is not sufficient information presented, the Director of Judicial Affairs will explain the status of the case or may close the case. If there is sufficient evidence, the Director of Judicial Affairs will present the accused student with a written statement of charges, and a statement of student rights, and will provide information pertaining to the hearing procedures. Hearings are scheduled no less than 48 hours from the date the hearing notice is emailed.

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

#### IV. Joint Charges/University Charges

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

## **V. Residence Life Violations**

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

## **VI. Notice of a Judicial 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 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 Judicial Affairs 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 Director of Judicial Affairs will make a decision as to whether or not the request is justifiable.

## **VIII. Witnesses**

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

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

The accused student is entitled to be accompanied by a representative of their choice for silent support only. The role of the representative is to support the accused student or witness throughout the hearing but they may not represent or speak on behalf of the accused student or witness, directly question witnesses, or address the hearing body for any reason. The accused student must notify the Director of Judicial Affairs in writing of the intent to bring a representative, or advisor at least 24 hours prior to the commencement of the hearing. If the student chooses to have an attorney as her/ his representative, the University's attorney must also be present.

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

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

## **JUDICIAL HEARING**

The Student Conduct Review Board shall adjudicate alleged violations of the University's Standards of Conduct. Based on the information indicated in the incident report, the Director of Judicial Affairs shall determine if a hearing is appropriate.

If a hearing is required, the student will be notified in writing of the (a) violation, (b) hearing date, and (c) time and place of the hearing. Students showing just cause may be granted additional time to prepare a response. It is the student's responsibility to request additional time in writing. This request should be typed and submitted to the Office of Student Affairs 48 hours before the assigned hearing date. After the judicial hearing, the student will be provided written disposition of the case of the hearing.

In consultation with the Director of Judicial Affairs, the VUU Campus Police 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.

## **HEARING PROCEDURES**

The following procedures will govern **all** hearings conducted by a judicial or administrative body:

- a) In cases referred for adjudication, a student is informed in writing of the charges, the time, date and location of the hearing with at least 48 hours notice. Students showing just cause may be granted additional time to prepare a response.
- b) 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.
- c) The Administrative Hearing Officer, the Student Conduct Review Board member, and/or the Judicial Appeal Board member is expected to disqualify her/himself when a case involves a friend or someone toward whom the member does not feel he or she can be objective, or when there is a conflict of interest.
- d) The accused student is presumed not responsible until found responsible, however, the Vice President for Student Affairs may impose an interim suspension if the alleged offense is such that the student's presence on the campus, while awaiting a hearing, is unwise or presents a clear and present danger to the members of the University community. In such cases, a hearing before the Student Conduct Review Board will be arranged at the earliest possible time.
- e) The accused student has an opportunity to testify on his or her behalf, or refuse to testify or answer questions, on the grounds of self-incrimination.
- f) The accused student has the right to hear all evidence against him or her and to challenge the inadmissibility of any evidence.
- g) All matters upon which the decision is based must be introduced and discussed during the hearing process. The decision is based solely on the evidence presented.
- h) After the Student Conduct Review Board reviews all evidence and deliberates, the accused student may be requested to come back into the hearing room to hear the decision/right to appeal, or the student may be notified of the decision in writing within 48 hours after the hearing via VUU email and via postal mail.

- i) The sanction imposed by the Student Conduct Review Board will become effective before all appeals have been exhausted or rejected by the student within the specific time allowed for appeals.

*NOTE: all Student Conduct Review Board, Administrative and Judicial Appeals Board hearings are closed to the public.*

### **JUDICIAL APPEAL PROCEDURES**

Any student found responsible for a violation by the judicial body shall have the right to an appeal. **Only** students facing suspension or expulsion may appeal to the Vice President of Student Affairs. All appeal requests must be submitted, in writing, to the Office of Judicial Affairs within 48 hours of notification of the hearing disposition. The appeal process does not afford a face to face meeting. It is imperative that written documents submitted be concise and factual.

- a) All appeals must be typed and presented in the format of the Disciplinary Appeal Form (see form C). Upon submission of the 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 Judicial Appeals Board or the Vice President for Student Affairs has the option to make recommendations that extend the full range of the judicial system, from finding the student responsible or not responsible for the violation to recommending any sanction it deems appropriate to the offense, including maintaining, decreasing, or increasing the sanction.
- c) During appeal, the student will be required to adhere to the sanction(s) set forth in the initial hearing until a decision regarding the appeal is made. The decision of the Judicial Appeal Board serves as the final decision.
- d) Copies of all written materials used in the original hearing shall be made available to all members of the Judicial Appeals Board or the Vice President for Student Affairs. These materials shall include the charge letter, documentation reports, witness statements, disposition letter, and any other documents pertinent to the case.
- e) If the original hearing was taped, the Judicial Appeal Board or the Vice President of Student Affairs may also choose to listen to the tape(s).
- f) Copies of the request for an appeal and any additional documentation will be presented at the appeal review. All documents shall be held in confidence.
- g) The Director of Judicial Affairs will send a written outcome notice to the student within 48 hours of hearing the case via VUU email and via the postal service and/or via campus mailbox.

## **STUDENT MEDIATION**

Student Mediation is a dispute resolution program designed to resolve problems, which develop between students. All students requesting and/or referred to mediation services will work with trained mediators and will develop a mutually agreeable solution. Please note that mediation services can be used independent of or in conjunction with the Student Judicial Affairs process.

### **Mediation Services**

Students may resolve disputes by opting to participate in mediation. This service is voluntary and requires that all parties agree to actively participate in the mediation process. 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. **Cases resolved through mediation cannot be appealed.**

### **Who does the program service?**

The program serves all undergraduate members of the University community who are either referred by University faculty, staff and/ or campus administrator or via a personal request for mediation services. A referral to or request for mediation services does not automatically remove the student from the Student Judicial Affairs process.

### **What are the goals of the Campus Mediation Program?**

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.

### **What types of conflicts can be handled by the campus mediation program?**

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

### **Why use 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.

### **How does the Student Mediation Program Work?**

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.

**Who attends the Mediation?**

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

**Who are the mediators?**

Mediators are professionally trained University staff and students who serve as neutral parties. Mediators complete a 6 hour training program and are required to complete continuing education workshops held throughout the academic year.

**Who can refer people to campus mediation?**

Students, faculty, staff, or administrators can make referrals.

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

If the accused is found responsible for any violation as outlined on the Table of Violations may result in 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 during the specified time frame. Failure to report will result in more severe disciplinary sanctions.

**5. DRUG AND ALCOHOL PROGRAM**

Students sanctioned to the Drug and Alcohol program will be required to pay for (\$35.00) 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.

**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. Such students are prohibited from visiting any of the residence halls for the length of time imposed. Students suspended from the residence halls will get no refunds on room charges.

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

Suspension is used in cases of serious misconduct generally lasts no longer than one academic year. Students suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with key administrative officers or faculty members, and then only with the permission of the Director of Judicial Affairs. Students suspended from the University will get no refunds.

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

Indefinite Suspension means that a specific date has not been recommended for the readmission of the suspended student. This sanction is used in cases of extremely serious misconduct wherein the appropriate hearing body desires that the student present evidence of rehabilitation before she or he is readmitted to the University. Persons suspended from the University may not return to the campus for the duration of the suspension, except to conduct official business with an administrative officer or faculty member, and then only with the permission of the Director of Judicial Affairs. Students indefinitely suspended from the University will get no refunds.

## **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 to apply for readmission to the University. Students expelled from the University will get no refunds.



# VIRGINIA UNION UNIVERSITY

Office of Judicial Affairs  
Student Affairs Office-Henderson Center

## NOTICE OF JUDICIAL HEARING



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

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

This correspondence is to formally inform you that you are scheduled to appear before the Student Conduct Review Board to answer to a charge(s) to an alleged violation(s) of the Student Code of Conduct as indicated in the **Student Handbook**. Your alleged violations are listed below:

**Violation(s):**

**Date of Violation:**

**Location of Violation:**

Your hearing has been scheduled to provide you an opportunity to present your testimony and evidence regarding the above charge(s).

**Date of Hearing:** (Please note that hearing times are assigned and mandatory)

**Time of Hearing:**

**Place of Hearing:**

Your failure to appear at the scheduled hearing will be viewed adversely and will result in the Student Conduct Review Board rendering a decision based upon the available evidence and without the opportunity to hear your testimony.

### **PLEASE NOTE:**

1. As the accused student, you must notify the Office of Judicial Affairs in writing, at least **48 hours** prior to the hearing, of the following:
  - Name(s) of your representative (if any): The role of the representative is to silently support the accused student or witness throughout the hearing. The representative may not directly question the accused student(s), witness(s), or address the hearing body for any reason.
  - Name(s) of witness(es): The role of the witness is to provide a written and oral testimony to the Student Conduct Review Board. 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.
2. The Office of Judicial Affairs must be notified in writing within **24 hours** of the receipt of hearing notification, if you have a personal conflict with the scheduled hearing date/ time.
3. If the University closes due to the inclement weather or any other unforeseen events, it is your responsibility to reschedule. If you choose not to reschedule your hearing, a decision will be rendered based upon the available evidence and without the opportunity to hear your testimony.

# VIRGINIA UNION UNIVERSITY

Office of Judicial Affairs  
Student Affairs Office-Henderson Center

## JUDICIAL REVIEW FORM

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

### Form B

Name:

ID #:

Address:

Phone #:

Summary of Alleged Violations:

Date of hearing:

Time:

Place:

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Findings:

Disciplinary Action:

Description of Sanction:

Sanction must be completed by:

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### 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). The administrative sanction assigned to me in accordance with the Student Handbook was explained to me during my hearing.

- 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.
- I *do not accept* the administrative sanction that was assigned to me. It is my desire to appeal this decision and I will complete the necessary paperwork to do so within 48 hours.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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### Acknowledgement of Sanction Completion

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

\_\_\_\_\_  
Date



**VIRGINIA UNION UNIVERSITY**

Office of Judicial Affairs  
Student Affairs Office-Henderson Center

**FORM C**

**DISCIPLINARY APPEAL FORM**

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):

- \_\_\_\_\_ Judicial Appeal Board
- OR
- \_\_\_\_\_ Vice-President for Student Affairs (only students facing suspension or expulsion can appeal to the Vice President of 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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## 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*