



DEAR STUDENTS:

Welcome to Virginia Union University (VUU) Community! Whether you are entering for your first semester or returning to continue your studies, we are glad you are here. As a new student, we searched all over the nation to find our top students and you have been identified as one of the best. We hope you will find new friends and opportunities for personal and intellectual growth. If you are a returning student, we are happy to welcome you back to VUU.

The VUU Student Handbook provides valuable and important information for your engagement and rights and responsibilities as members of our community, both on and off campus. The first part of the handbook is resources and the second presents the policies, regulations, and guidelines developed to provide an atmosphere that furthers opportunities for intellectual and personal development while protecting individual freedoms. As a student you are encouraged to exercise your rights and you are expected to meet your responsibility to adhere to the established standards. The third, and final section includes the Student Code of Conduct, the University Conduct Review Process, and Honor Code. The most up-to-date version of this handbook can be viewed online at <https://www.vuu.edu/vuu-student-handbook> at any time.

You will be held accountable for adhering to the policies and procedures outlined in this Handbook. The Handbook is validate until the next edition is published. Often the publishing date will not align with the start of an academic term because the institution is moving to an annual enrollment cycle. It is important that you to become familiar with the Student Code of Conduct, the University Conduct Review Process, and Honor Code that will enhance your experience at VUU. As you pursue your studies in the classroom, you will have many opportunities to learn from people of different cultural background, to examine new philosophies, to develop new interests and skills, and to prepare for active participation in an ever-changing society.

Again, I am excited to meet you and for you success here at VUU. Do not hesitate to reach out to my office and come see me. We encourage you to get involved, finish in the classroom, stay positive, and make good decisions.

Panther Pride.....MAGNIFIED!!

Tierney J. Bates, Ed.D
Vice President of Enrollment Management and Student Affairs

VIRGINIA UNION UNIVERSITY

Founded in 1865
Richmond, Virginia

AUTHORITY FOR THE STUDENT HANDBOOK

The Virginia Union University Student Handbook describes the general rules, regulations, and procedures for student life at the University, and the means by which students may achieve the fullest realization of the University's resources and facilities. The Student Handbook must be used as a companion document to the **University Catalog** and other published regulations and guidelines issued by various offices and programs of the University.

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

A copy of the VUU Student Handbook is distributed to students via QR code, Orientation, and sent to all students by VUU email. This important document is available on the VUU website. <https://www.vuu.edu/vuu-student-handbook>

VUU does not discriminate on the basis of race, gender, color, religion, national origin, age, handicap, or veteran status in providing educational or employment opportunities or benefits. VUU also embraces and encourages student participation in policy development. To this end, students shall be invited to participate on committees as appropriate. Students are encouraged to contact the Division of Enrollment Management and Student Affairs to submit their names for participation on University committees as interested.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

- The right to be treated with dignity and respect by those within the University community.
- The rights of freedom of expression and belief, freedom of association and peaceful assembly, and freedom from personal force and violence, threats of violence and personal abuse.
- The right to a clear statement of student rights and responsibilities.
- The right to privacy of confidential institutional records.
- The right to pursue academic and extracurricular activities that support intellectual, spiritual, emotional, and personal growth.
- The right to competent instruction, campus support services, and University facilities.
- The right to have fair notice of all institutional rules and regulations, including the range of sanctions for misconduct.
- The right to a fundamentally fair hearing process, if charged with a violation of University policies and regulations.
- The right to learn in a safe campus community.
- The right to participate in the governance of the University through engagement in the Student Government Association.
- The right to prompt and courteous responses from University administration.
- The right to expect academic and administrative policies that support intellectual inquiry, learning, and growth.
- The right to exercise his/her right of free inquiry, expression and advocacy in a manner that does not interfere with the orderly functioning of the University.
- The right to be free from discrimination on the basis of race, color, ethnicity, national origin, gender, gender identity, gender expression, genetic information, religion, political views, sexual orientation, age, sex, military or other uniformed service, disability or any other characteristic protected under applicable local, state or federal law.
- The right to request reasonable accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

STUDENT RESPONSIBILITIES

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

- The responsibility to uphold all Virginia Union University policies and regulations.
- The responsibility to exhibit classroom behavior that is conducive to the learning process.
- The responsibility to learn the content of a course of study, according to the standards of performance established by the faculty.
- The responsibility to treat all members of the University community with dignity and respect.

- The responsibility to carry and present University identification to University officials upon request.
- The responsibility to act as a good citizen.
- The responsibility to ensure that guests on campus behave in a manner consistent with University values.

DIRECTORY

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

SERVICE	LOCATION	TELEPHONE
Academic Affairs	Pickford Hall First Floor	257-5606
Philanthropy and Strategic Development, Alumni Relations, Corporate & External Affairs	C.D. King Building Second Floor	342-3938
Athletics	Belgium Building First Floor	342-1484
Academic Technology and University Media	Ellison Hall, First Floor	342-3891
Book Store	Adjacent to L. Douglas Wilder Library and Learning Resource Center Left Side	257-5725
University Chaplain	C.D. King Building Second Floor	257-5708
SERVICE	LOCATION	TELEPHONE
Workforce Development Student Employment Opportunities	Henderson Student Center First Floor	257-5616
ITC Helpdesk Technology Center, Computer Laboratories and Email Accounts	Ellison Hall Rooms 109 and 215	257-5630
Counseling Services	Henderson Student Center	342-3812

Admissions	Henderson Student Center First Floor	342-3570
Events Booking (On Campus)	Living and Learning Center	257-5869
Financial Aid	Ellison Hall Room 106	257-5882
Greek Life	Student Engagement Henderson Student Center First Floor	257-5926
Student Integrity and Conduct Dean of Students	Henderson Student Center	257-5633 VUU Website
Health Insurance (General Information)	Residence Life & Housing Henderson Student Center First Floor	257-5608
Identification Cards Parking Permit Lost and Found	Campus Police Office Pickford Hall Ground Floor	257-5850
Illness/ Injury CAHN Health Clinic	Student Health Henderson Student Center Second Floor	257-5885
Library Services	L. Douglas Wilder Library and Learning Resource Center	257-5822
SERVICE	LOCATION	TELEPHONE
Post Office	Henderson Student Center First Floor	257-5825
Readmission Registration Withdrawals	Registrar's Office Ellison Hall First Floor	257-5846
Residence Life and Housing	Henderson Student Center First Floor	257-5608

Samuel DeWitt Proctor School of Theology	Kingsley Hall Room 100	257-5715
Evelyn Reid Syphax School of Education, Psychology and Interdisciplinary Sciences	Martin E. Gray Hall Room 111	257-5742
School of Arts & Sciences (Humanities, Social Studies, Science & Technology)	Ellison Hall 2 nd Floor	257-5734
Student Engagement & Leadership	Henderson Student Center First Floor	257-5869
Student Accounts	Ellison Hall First Floor	257-5711
Sydney Lewis School of Business	Pickford Hall Third Floor	257-5710
Upward Bound	Baptist Memorial Building Second Floor	257-5899

CAMPUS SUPPORT SERVICES

Drug and Alcohol Program Dean of Students	Office of Student Integrity and Conduct Henderson Student Center	257-5633
Professional Clothing Closet	Workforce Development Henderson Student Center	257-5616
Dining Services	Henderson Student Center 2nd Floor	414-2584
Disability Services Freshmen Advising Tutoring Services	University College Pickford Hall 1 st Floor	342-3885
HIV/ AIDS Education Program	Counseling Services	342-3812
Information Technology Center	Ellison Hall (1st Floor)	257-5630

Student Government Association	Henderson Student Center 1st Floor	257-5895
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PRESIDENTS OF THE UNIVERSITY

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

Dr. Malcolm MacVicar	1899-1905
Dr. George Rice Hovey	1905-1919
Dr. William John Clarke	1919-1941
Dr. John Malcus Ellison, '17	1941-1955
Dr. Samuel DeWitt Proctor, '42	1955-1960
Dr. Thomas Howard Henderson, '29	1960-1970
Dr. Allix Bledsoe James, '44, '46	1970-1979
Dr. Dorothy N. Cowling (Acting)	July - October 1979
Dr. David Thomas Shannon, '54, '57	1979 -1985
Dr. S. Dallas Simmons	1985-1999
Dr. Bernard W. Franklin	1999 - 2003
Dr. Belinda Anderson	2003 – 2009
Dr. Claude Grandford Perkins	2009 – 2017
Dr. Hakim J. Lucas	2017 - present

VISION

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

MISSION

Virginia Union University is nourished by its African American and Christian heritage and energized by a commitment to excellence and diversity. Its mission is to: 1) provide a nurturing, intellectually challenging and spiritually enriching environment for learning; 2) empower students to develop strong moral values for success; and 3) develop scholars, leaders, and lifelong learners of a global society. To accomplish this mission, Virginia Union University offers a broad range of educational opportunities that advance liberal arts education, teaching, research, science, technology, continuing education, civic engagement, and international experiences.

INSTITUTIONAL CHARACTERISTICS

Virginia Union University is comprised of five Schools: four Undergraduate Schools and

one Graduate School. Each school is listed below:

The Undergraduate Schools:

- 1) The Sydney Lewis School of Business
- 2) The Evelyn Reid Syphax School of Education, Psychology and Interdisciplinary Studies
- 3) The School of Arts and Sciences

The Graduate School:

- 1) The Samuel DeWitt Proctor School of Theology

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

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

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

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

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

- 2) The Syphax School of Education, Psychology, and Interdisciplinary Studies offers a Master of Arts (M.A) in Curriculum and Instruction. The degree program is 36 hours and is designed for teachers and other educators who aspire to serve in leadership and support roles in schools and other agencies that serve school clientele.

ACADEMIC RESPONSIBILITY

The student enrolled at Virginia Union University obligates himself/herself to submit to guidelines, policies, requirements, and regulations set forth in the Virginia Union

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

1. CLASS ATTENDANCE POLICY

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

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

2. 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.

3. SATISFACTORY ACADEMIC PROGRESS: ACADEMIC WARNING, PROBATION, AND SUSPENSION

All students receiving Title IV Federal Financial Aid are required to meet the guidelines for Satisfactory Academic Progress. As federal rules and guidelines change, the institution is required to follow the most current guideline that is mandated by the federal government. The minimum standard for satisfactory academic progress is a cumulative GPA of 2.00. Academic probation is imposed when the cumulative GPA is less than 2.00. The student on academic probation has two academic semesters to raise the GPA to 2.00. Academic probation is lifted when the cumulative GPA is 2.00 or above. Academic performance will be reviewed at the end of each academic year.

A. DEFINITIONS:

Academic Warning

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

Academic Probation:

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

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

Academic Suspension:

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

B. PROCEDURE:

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

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

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

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

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

- President's List:** 3.8 – 4.0 GPA
Dean's List: 3.5 - 3.79 GPA
Honor Roll: 3.0 - 3.49 GPA

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

SATISFACTORY ACADEMIC PROGRESS (SAP) GUIDELINES FOR FEDERAL FINANCIAL AID

EFFECTIVE JULY 1, 2014

Updated July 2019

The Higher Education Act requires recipients of Title IV funds which include the Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Direct Stafford Loan(s), and Federal Direct Parent PLUS Loan for Undergraduate Students, **to maintain Satisfactory Academic Progress** as they move forward in earning a degree. Satisfactory academic progress applies to all payment periods (Fall, Spring, and Summer) regardless of whether the student received financial aid. All students are required to meet both Quantitative (PACE) and Qualitative (cumulative grade point average (Cum GPA) standards). A review will be made at the end of each payment period to determine if the student meets the criteria.

Undergraduate

A. Quantitative (PACE)

In order to maintain financial aid eligibility, an undergraduate student must complete at least **67%** of the total credit hours attempted **cumulatively**. Courses that are accepted as transfer credit are added into the cumulative total of successfully completed credits when calculating PACE.

Cumulative number of credits a student successfully completed

Cumulative number of credit hours a student attempted

A. Qualitative (GPA)

In order to maintain financial aid eligibility, an undergraduate student is required to maintain a cumulative 2.0 GPA.

Undergraduate hours completed = 2.0 Cumulative GPA

Maximum Allowable Time

A student pursuing an undergraduate degree at Virginia Union University (which requires at least 120 credit hours for completion) may register for a maximum of 180 credit hours or 150% of the length of the program during his /her tenure at the University. Full-time students are required to enroll in twelve (12) hours or more each semester. A full-time undergraduate student will be allowed six (6) years or 12 semesters to complete a four (4) year program.

Part-time students are required to enroll in at least six (6) credit hours each semester to be eligible for consideration of federal aid. Students should contact the financial aid office if they plan to enroll for less than six (6) hours. Students who have Pell Grant eligibility may be eligible for the Pell Grant if enrolled in at least 3 credit hours.

Failure to meet either Quantitative (PACE) and/or Qualitative (Cumulative GPA) will result in the student being non-compliant with the SAP Policy.

If a student is suspended or expelled from the University, for any reason, the student will not be eligible for Federal aid until the minimum SAP standards are met.

FINANCIAL AID WARNING

Students failing to meet the requirements of the Satisfactory Academic Progress guidelines will be placed on financial aid warning for one semester/term. Students on warning are allowed to receive financial aid for the next enrolled payment period. While on warning, if the student does not make SAP, they **will lose** their aid eligibility for the following enrolled payment period. **If the student becomes ineligible for Federal Financial Aid, the student can appeal the decision by following the guidelines as set forth in the Financial Aid Appeal Process.**

FINANCIAL AID APPEAL PROCESS

Students who have their federal financial aid canceled for failure to make SAP while in a warning status may submit a formal appeal. The appeal request will be considered if the student has suffered undue hardship such as death of an immediate family member, injury or illness, or other special circumstances as determined by the financial aid administrator or designee. Students requesting an appeal must submit the *Financial Aid Satisfactory Academic Progress Appeal Form* with appropriate documentation to the Financial Aid Office explaining the circumstances which affected the student's academic performance.

All appeals should be submitted in writing with supporting documentation to the attention of the Director of Financial Aid, Virginia Union University, 1500 N Lombardy St., Ellison Hall Richmond, VA 23220. Appeal letters must be received by the Office of Financial Aid no later than **July 15th for the Fall semester and January 3rd for the Spring semester. For Students attending Summer school, appeal letters must be submitted by May 15th.** In some instances, an interview may be scheduled for the student to address any questions concerning the appeal request. The appeal request will be addressed by the Financial Aid Office and/or its designee and all decisions are final.

The financial aid appeal letter should:

- ✓ Be properly addressed and grammatically correct
- ✓ Include the student's name, address, phone number, student ID

- number and Major
- ✓ Include the appropriate documentation relating to the situation that caused the student not to meet the SAP guidelines (injury or illness, death of family member, or other special circumstances)
- ✓ Clearly state why the student was not able to make SAP
- ✓ State what has changed in the student's situation that will allow the student to demonstrate his/her ability to meet SAP in the next payment period
- ✓ Detail what the student will do differently academically *if* they are granted an appeal to continue matriculation at VUU.

If the appeal is **approved**, the student will be placed on **Financial Aid Probation for one semester**. During the student's matriculation, the student will not be allowed to successfully appeal more than two (2) times. Once a decision has been rendered, no further information will be considered.

As part of the appeal approval process, the student may be required to develop an **Academic Success Plan** (ASP) that is completed between the student and his/her academic advisor. If the appeal is granted and an ASP is developed, the original signed copy must be submitted to the Financial Aid Office prior to any aid being disbursed.

FINANCIAL AID PROBATION

Only students whose appeals have been granted will be placed on Financial Aid Probation. Financial Aid Probation *is for the next enrolled payment period only unless it is determined by the academic plan that the student may need a longer probation period*. At the end of the next payment period, all enrolled students on probation will have their academic record reviewed to determine if they have met the requirements for SAP and/ or the requirements of their academic plan.

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

Students must meet the guidelines established for SAP as stated above in order to regain eligibility to receive Federal Financial Aid. Cumulative grade point average can only be increased by completing courses at Virginia Union University. Sitting out for a semester is *not* sufficient to re-establish aid eligibility. Eligibility is only re-established when the student becomes compliant with the quantitative and qualitative measures required for Federal SAP guidelines.

WITHDRAWALS (W, WO, WF) and NA Grades which are recorded on the student's transcript, will be included as credits attempted and will have an adverse effect on the student's ability to maintain satisfactory academic progress. Students who officially withdraw from the University must make up the hours and are encouraged to attend Summer School.

INCOMPLETE (I GRADES), which are recorded on the student's

transcript until removed, are processed in the SAP calculation as attempted courses and may affect eligibility. If the Incomplete grade causes a student to lose financial aid eligibility, the student will not be awarded aid until the Incomplete grade is removed. A student who has incomplete grades must remove them within sixty (60) days of enrollment (i.e., if classes start on August 15, grades must be in Registrar's Office by October 15) to be considered for financial aid eligibility for the year. Work for the incomplete grade must be completed 60 days into the next term of residency or it will be converted to a grade of "F".

The successful completion of a course is defined as receiving one of the following grades: A, B, C, or D. Courses with grades of F, FA, I, and W will not qualify in meeting the minimum standard.

REPEATED COURSES will be counted as attempted hours each time the course is taken and the student is receiving financial aid for that course. Financial aid recipients may repeat a failed course as many times as necessary to pass the course, but each course repeat will count as an attempted course in the quantitative calculation for SAP. A financial aid recipient may repeat a passed course only once and receive financial aid for that repeated course.

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

SUMMER SCHOOL

Satisfactory Academic Progress for Summer School will be based on the student's current eligibility status. Students who are suspended from financial aid must attend Summer School at Virginia Union University to remove their academic deficiencies. Financial aid for summer school is not available to students who failed to maintain satisfactory academic progress. Evaluation of financial aid for Summer School is not an automatic process; therefore, students should contact the Financial Aid Office.

CLASS LOAD

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

TRANSFER STUDENTS will be evaluated on the number of semester hours transferred in **plus** the hours and the GPA earned while in

attendance at Virginia Union University.

These guidelines are subject to change and the newest version will be posted on the VUU website.

CAMPUS SUPPORT SERVICES

1. DINING SERVICES

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

Students wishing to gain entrance into the Student Dining Hall must present their valid VUU student identification card and a meal plan/dining card OR must present their valid VUU student identification card along with payment (cash only) for the meal being served. This is required at the time of entry. All students found in violation of this policy will be subject to the Virginia Union University integrity process. Students who do not adhere to the Dress Code will be denied admission to the Dining Hall. Students on the meal plan engaged in University sponsored activities (academic or other) that preclude them being on campus during dining hall hours may request boxed meals. This request should be submitted in writing to the Director of Dining Services with a copy to the Vice President for Enrollment Management and Student Affairs at least 72 hours prior to the date the boxed meals will be needed. The request should include the number of meals and length of time for which the boxed meals are requested. Students who have special dietary needs due to medical conditions must coordinate such requests through Dean of Students Office. The Dean of Students office on campus will issue authorization to the Director of Dining Services to address such needs. The Dean of Students 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. - 2:00 p.m.
Dinner	4:00 p.m. - 8:00 p.m.

Saturday

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

Sunday

Brunch	10:30 a.m. - 1:30 p.m.
Dinner	4:00 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 or via campus alert.

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

2. POST OFFICE

The University Post Office is located on the lower level of Henderson Hall and provides a wide range of postal services for the University community. Mailboxes are only available for students that reside in one of the University residence halls. The Post Office window is open Monday through Friday from 11:30 a.m. - 4:30 p.m. Hours of operation for Saturday are by appointment only and must be made at least 24 hours in advance with the postal worker.

Additional Information:

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

3. BOOKSTORE

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

4. UNIVERSITY POLICE

The Virginia Union University Police Department is responsible for the safety and well-being of students, staff, faculty, visitors and property on the Virginia Union University campus. Members of the VUU Police Department are certified by the State of Virginia to enforce the laws of the Commonwealth of Virginia and have full arrest powers. Virginia Union University Police Department 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 Commonwealth of Virginia. Any violation of the aforementioned could result in sanctions by the Student Integrity System and/or the court system. The Virginia Union University Police Department phone number is: **(804)257-5777**.

Minors

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

Graffiti

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

Lost and Found

A lost and found service is provided at the University Police Office. Items turned in

will be logged and retained for 60 days. After the required 60-day period, the people who found them can reclaim the items. All unclaimed items will be disposed of by donation to charity and/or destroyed. Every means available will be used by the University Police Office to return all property to the original owner.

Silent Witness

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

http://www.vuu.edu/campus_police/silent_witness_form.aspx or

<https://www.vuu.edu/about-vuu/campus-police/vuu-anonymvous-tip-line> another opportunity to report is via the mobile Panther Safe App that must be downloaded via your provider.

Timely Warning

It is the responsibility of the University Police to notify the University community in a timely manner when a reported crime occurs on or near the University campus which represents an ongoing threat to the University community. In notifying the VUU community, one or more of the following communication channels may be employed as appropriate:

- An *e-mail* message sent with more detailed information to everyone with a VUU e-mail account.
- Mobile Panther Safe App alert system (must be downloaded via provider)
- Posting on the *VUU Website* which will be updated regularly with information and instructions about how to respond in an emergency situation.
- *Text messaging and local media outlets* which are the primary communication channel for any closings and delays for inclement weather.

Parking

Any student wishing to operate a vehicle on campus must register their vehicles and properly display a decal in the vehicle. **First time freshman** cannot park/or bring a car on campus or buy a decal. This decal confirms the privilege for the operator to park and operate the vehicle on any University property. Please note that this rule is strictly enforced by University Police.

Parking decals must be obtained 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 register for a parking decal eliminates the right to have a vehicle on campus.

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

Operating and parking privileges are only awarded to students who have properly registered their vehicles as set forth in the University policy regarding student

vehicles. Failure to comply with this policy will result in the aforementioned penalties. In addition, any student who operates his or her vehicle in a reckless manner on University property will be subject to arrest and the privilege to drive and park the vehicle on University property may be revoked.

5. STUDENT SERVICES

The primary responsibility of the Office of Student Services is to provide guidance and support towards the successful recruitment, retention, persistence and graduation of university students. More specifically, the office is responsible for assisting students in transcripts, questions, financial aid, and scholarship identification processes. The Office of Student Services also assists the division's student activities & leadership function by supporting the new admitted student process and other student related programs/activities designed to promote student success.

6. WORKFORCE DEVELOPMENT

The Office of Workforce Development (OWD) mission is to empower Virginia Union University Students and Alumni to achieve their professional and educational goals. We will accomplish this goal through our commitment to work with students beginning their Freshman Year and beyond; by assessing their interests, passion and abilities, and giving them the tools necessary to create and achieve employment opportunities and graduate school admission. The Office of Workforce Development is located in Room 1014, on the first floor of the Henderson Student Center and offers services between the hours of 8:30am and 4:30pm. Resources available include but are not limited to:

- Career Assessments
- Career Counseling Appointments
- Career Readiness Workshops
- Career Services Website
- Classroom & Club/Organization Career Readiness Presentations
- Computer Lab for Job Search and Graduate School Admissions
- Employer Led Career Development Workshops & Information Sessions
- Fall and Spring Career Fairs
- Graduate School Resources & Assistance
- Job Listings (Part-Time, Full-Time, Seasonal, Summer and Internships)
- Professional Dress Career Closet
- On-line Career/Job Listing Service (PantherTrak)
- Employer Led On-Campus Interviewing and Mock Interviewing
- Professional Development Training
- Resume/Cover Letter Creation and Critique

For additional information, contact the Office of Workforce Development at 804-257-5616 or visit us in Room 1014 of the Henderson Student Center.

7. OFFICE OF COUNSELING SERVICES

The role and function of The Office of Counseling Services is to assist VUU students with confronting obstacles that may interfere with their academic, personal, and social growth during matriculation. Primary emphasis is on enhancing the student's social, emotional, and mental development through individual and group sessions, educational support services, mental health awareness programs, consultations, crisis intervention and referrals.

Location

The Office of Counseling Services is located in the Henderson Center.

Hours/ Access to Services

Counseling Services are available from 8:30am to 4:30pm, Monday through Friday. To access services, students may stop by the office, call 804 – 342 – 3812, or email

counseling@vuu.edu 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.

Eligibility

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

Cost of Service

All services provided by The Office of Counseling Services are FREE of charge. However, in the event that The Office of Counseling Services refers a student to a mental health professional in the community, all costs associated with the referred service is the responsibility of the student, his or her insurance, or his or her parent or guardian.

Confidentiality

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

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

Referrals

At times, a specialist may be needed to provide psychological and or psychiatric

treatment that is beyond the scope of services provided directly by The Office of Counseling Services. In such cases, the University Counselor will refer students to recommended specialists.

Mental Health Emergencies

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

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

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

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

Protocol to Access The University Counselor in Non-Emergency and Emergency Event

University Counselor is on-call 24-hours a day throughout the academic year to respond to psychological emergencies at (804) 342 – 3812/ (804) 257 – 5874. To access a University Counselor after-hours for an emergency or crisis situation please call The Residence Life Hall Director On – Duty at (804) 971 – 3493 and/or Campus Police at (804) 257-5777

8. HENDERSON HEALTH SERVICES

The Henderson Health Services provides health care service for treatment of minor illnesses, accidents, and injuries. Health supervision and medical care are provided through a staff of a part-time Nurse Practitioner and a full time Registered Nurse. Henderson Health Services is located on the 2nd floor of the Henderson Student Center and is open to all Virginia Union University students Monday-Friday. Students should seek medical attention at the onset of an illness. Our services are confidential, and we encourage each student to take an active role in determining their treatment options. Our goal is to assist in the development and maintenance of a healthy lifestyle so student can participate fully in academic and extracurricular endeavors. The information below provides a general overview of services. For detailed information about Health Services please consult the VUU Student Handbook or contact Henderson Health Services at 804-313-6045.

Health Evaluation form and Immunizations: The state of Virginia law requires that all students enrolling in a four year institution provide to the University a health history and an official immunization record. Virginia Union University further requires that each student provide documentation of a physical examination performed within twelve months of initial enrollment. Students who do not provide all required

information may not be allowed to occupy housing, permitted to register for a second semester and may be dismissed from the University.

Appointments

Healthcare is available to students, faculty and staff Monday-Friday. Appointments will be seen before walk-ins. Services include acute nursing care, routine women's health exams, university sports physicals and health education, Student Health Services does not provide x-rays, dental, obstetrics or optometry services. However, referrals are available to local facilities.

Walk-Ins

Students are seen on a walk in basis for minor illnesses such as colds, sore throats, headaches, conjunctivitis, minor skin issues(cuts ,burns, abscesses) and urinary tract infections

Injections

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

Lab Work

Cultures—throat, urine, etc —are done at the discretion of the Clinician and sent to a local laboratory to be read and interpreted. Charges for these services are the sole responsibility of the student.

Prescriptions

Prescriptions may be obtained from the school physician for antibiotics, decongestants, etc. if deemed necessary and filled at a local pharmacy (Kroger, Walgreens, Rite Aid, Walmart etc).

Medications

There are limited over the counter medications available in Student Health Services: mild decongestants, Tylenol and/or aspirin, and cough medicine. Medications are dispensed based upon established medical procedures by a nurse.

Referrals

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

- The school physician is unavailable for a general medical problem.
- The problem requires the services of a specialist.
 - All scheduled appointments and bills are the responsibility of the student
 - Insurance payment for referrals will depend on the individuals current insurance policy. The referral must be made through Student Health Services. A completed health evaluation form and immunization record must be on file in Student Health Services

Student Health Insurance

The terms of Student Health Insurance may vary from year to year depending upon the contract with the provider. The university offers students accidental insurance for a nominal fee which may be waived by going to Student Accounts and signing the waiver.

Guidelines for Medical Excuses

Medical excuses will be given to students who are determined by the clinician to be too ill to attend class. If the student has not been seen by Student Health Services, a medical excuse will not be issued. All medical excuses must be requested from Student Health Services no later than one (1) class day after the student returns to class. Requests for medical excuses will not be considered after this period. If a student is seen off campus 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. Medical excuses for extended periods of illness for students who are not evaluated by Student 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 Student Health Services must be submitted as the official excuse from class. Medical excuses will NOT be issued during mid-terms or finals. For more information, please contact Student Affairs.

After Hours, Weekends and Holidays, students may go to the following for medical assistance:

Patient First Neighborhood Medical Centers
(Open from 8 AM-10 PM -365 days of the year)

CARYTOWN
12 North Thompson Street
Richmond, VA 23221
(804) 359-1337

PARHAM
2205 North Parham Road
Richmond, VA 23229
804 270-2150

EMERGENCY ROOMS
OPEN 24 HOURS A DAY

RETREAT HOSPITAL
2621 Grove Avenue
Richmond, VA 23220
(804)254-5100

MCV Hospitals at Virginia Commonwealth University
401 N. 12th Street
Richmond, VA 23298
(804) 828-9000

St. Mary's Hospital

5801 Bremono Road
Richmond, VA 23226
(804) 285-2011

Any expenses incurred and ambulance transports are the responsibility of the student

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. OFFICE OF STUDENT ENGAGEMENT

The Office of Student Engagement provides a holistic collection of high quality extra-curricular programs and activities that promote student development that complement Virginia Union University students' academic experience, through our phenomenal 8 dimensional wellness framework (Spiritual, social, emotional, occupational, intellectual, environmental, financial & physical).

STUDENT ORGANIZATIONS

Policies and Regulations

The Office of Student Engagement 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 Engagement and/or an existing organization's president and/or advisor. Students are encouraged to study carefully an organization's mission and guidelines for membership. Membership requirements are not the same for all organizations. Membership and leadership in student organizations support the academic mission of the University. Such activities enrich the academic, cultural, emotional, physical, and spiritual experiences of students. Specific information about governance and student organizations can be found in the **Student Organization Handbook**. Contact the Office of Student Activities and Leadership for additional information about the Student Organization Handbook.

Registered Student Organizations

The University expects student organizations to educate, develop, serve, collaborate with and program for the Virginia Union University community of students, faculty and staff. It is the responsibility of the student organizations to coordinate well-rounded activities and programs that meet these expectations.

Student organization members are also expected to participate in leadership initiatives sponsored by the Office of Student Activities and Leadership that purpose to develop leadership skills, encourage collaboration building and resource utilization.

All registered student organizations 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 organization seeking registration must complete the required process outlined within the Student Organization Handbook.

- Organizations committed to deepening the religious faith of students within the context of denominational or inter-denominational groupings, or of promoting national cultural traditions, must write a written proposal for review by the office of Spiritual Relations.

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

Greek Life

The Greek Life at Virginia Union University is dedicated to the intellectual and personal development of students through membership in Greek Lettered Organizations. We encourage all members of the university community to avail themselves of the scholarship, leadership, brotherhood/sisterhood, and philanthropic opportunities of fraternity and sorority membership. In doing so, we strive to compliment the mission of the University and produce men and women of competence and maturity who will contribute to the world in which they live. For more information regarding individual chapter, contact the Office of Student Activities and Leadership. All students interested in joining a Greek Lettered Organization must attend a mandatory session prior to engaging in the Membership Intake Process. Students with questions pertaining to requirements for membership should contact the Greek Life Coordinator.

11. RESIDENCE LIFE AND HOUSING

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

MISSION OF RESIDENCE LIFE AND HOUSING

The Office of Residence Life and Housing seeks to foster an inclusive residential environment that complements the Virginia Union University academic mission. To that end, the mission of the Office of Residence Life is to maintain a safe and comfortable living and learning environment while promoting a culture of mutual and self-respect, nurturing an active and inclusive community of learning and fostering holistic student development.

Your major contact with Residence Life will be through your Resident Assistant (RA). He or she will assist your floor in planning programs and activities for your hall, help with roommate issues, and serve as your link with the University. Your RA is also responsible for enforcing the residence hall policies and the Student Code of Conduct.

Residential Living - Additional Things You Need to Know

The items outlined below are a summary of other things you need to know as a resident:

Opening and Closing of Residence Halls

Students must vacate their rooms on the day the halls close according to the University calendar. At the end of final exams for each semester, students must vacate their rooms within 24 hours after their final exams and/ or by the designated time for all residence halls to close, whichever comes first. Failure to possess written permission to occupy a residence hall room from the appropriate university official will result in immediate removal from the residence hall, serious disciplinary action, and/or a fine. Students who arrive before or stay after the official opening and closing periods will be charged \$100.00 per day. Housing is not guaranteed prior to opening or after closing. 12 month housing is available by application.

Room Assignments

The University reserves the right to make Residence Hall Room Assignments, which are considered to be in the best interest of the institution and the University community. Each student must occupy his or her room in person and may not sublet it to another person. The University reserves the right to require single occupants living in double rooms to move together in order to open double rooms for others.

Room Changes

Students are permitted to change rooms during the room change period provided such changes are approved by the Director Residence Life in advance. Unless the administration initiates the room change, a fee of \$25.00 is charged. Any changes made without prior approval will result in a \$100.00 fine per person involved, in addition to the \$25.00 room change fee.

Room Furnishings

Each residence hall room is furnished with a twin size bed, drawer space, closet, desk, and chair. The University does not provide linens or pillows. Each residence hall has available air conditioning and is cable ready. Removing or disassembling University equipment, furniture, or furnishings will result in disciplinary action against those persons involved. Furnishings are not to be used for any purpose other than that which they were intended.

Room Key

Each resident is required to have a room key. Keys are the property of the University and must be returned when the resident checks out of the room. Failure to return keys at the time of check-out will result in a \$75.00 fee to rekey the lock on the door. If a student loses a key, Residence Life will contact the Facilities Management to have the lock on the door rekeyed. The student will be charged a \$75.00 fee. The student will be issued a new key. No University key may be duplicated! If a student is found in possession of a duplicated room key or in possession of more than one University key without authorization, he/she will be assessed a \$100.00 fine and further disciplinary action.

Utilities

Residents are expected to use utilities in a conservative, economical, and efficient manner. In the event of mechanical difficulty (air conditioning, heat, hot water, or other equipment) or interruptions of electrical power or water service, the University will make reasonable efforts to restore service. However, in no event shall there be any abatement in residence hall rates because of the University's inability to restore service after making a reasonable effort, nor shall the University be liable for such failure.

Unauthorized Occupancy

University policy prohibits any person from occupying a residence hall room except their duly assigned one. Any person occupying a residence hall room without written permission from the Director of Residence Life shall be in violation of University Policy. No student should occupy a room during breaks/closures without prior permission from the Director of Residence Life. Those in violation may be subject to suspension and considered trespassing on private property.

Penalty: not less than disciplinary probation and not more than suspension; may include removal from University housing

Exterior doors - All residence halls are locked 24 hours a day. Please do not prop open exterior doors; it creates a safety hazard for all residents of the hall.

Mid- and end-of-year closing - of residence halls requires that all but graduating seniors vacate their room within 24 hours of their last exam. Seniors must vacate their rooms by 3:00 pm on the day of graduation. Failure to vacate may result in fines of up to \$100 per day.

Vacation period - Special arrangements are made for those with University commitment to stay on campus. To stay during Fall Break, Thanksgiving, and Spring Break, students must register with Residence Life.

Room Entry/Searches and Seizures

It is the desire of the University to respect the student's right to privacy without arbitrary and capricious invasion; however, the University reserves the right to enter a student's residence hall room under the following conditions:

1. To verify occupancy
2. For health and safety inspections
3. To check for cleanliness
4. To make necessary repairs and/or inventories
5. When there is reasonable cause to believe that activities are taking place which are detrimental to the University community or where the health, safety or welfare of a Virginia Union student is in jeopardy.
6. When there is reasonable cause to believe that a violation of law or University guideline, policy, or rule is taking place.

12. STUDENT GOVERNMENT ASSOCIATION

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

Students enrolled in the University are automatically members of the Student Government Association (SGA). Each student interested in becoming a SGA officer will be required to participate in the Leadership Development Program. The business of the SGA is carried out by the Student Senate, which is composed of officers elected by the student body and representatives from each class. SGA general body meetings are held monthly from September to April (except in December). Student

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

INTERCOLLEGIATE ATHLETICS

PHILOSOPHY

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

INTERCOLLEGIATE SPORTING OPPORTUNITIES

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

SPORTING LOCATIONS

Football

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

Basketball

Most home basketball games are played at Barco Stevens Hall.

Other Sports

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

RECRUITMENT

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

GENERAL POLICIES

1. CELLULAR PHONES

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

2. ENROLLMENT

Enrollment at Virginia Union University is based on an agreement with the University, not an inherent right. Each student is obligated to observe the guidelines,

policies, requirements, rules and regulations of the University as found in the **University Catalog**, the Student Handbook, the Tuition and Fees Reference Guide, **The Residence Life Handbook**, amendments to policies in Virginia Union University publications, and all policies and procedures published as official University documents.

Services:

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

Policies:

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

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

3. IDENTIFICATION CARD

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

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

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

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

4. STUDENT RECORDS

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

Virginia Union University protects student records by maintaining physical, electronic and procedural safeguards in accordance with applicable policies and standards. All VUU personnel (to include student workers) that have authorized access to student records are trained in the proper handling of such records and must sign appropriate confidentiality forms as it relates to the area in which the records are maintained.

Information pertaining to the security of student records can be found in the Academic Catalog and at

www.vuu.edu/ja.FERPA.pdf.

According to FERPA, students are afforded the following rights:

- A. To inspect and review the education records relating to the student maintained by the colleges the student attends or has attended;
- B. To challenge and require the college to amend any portion of the education records concerning the student that is inaccurate, misleading, or otherwise in violation of the student's privacy rights
- C. To require the college to obtain written consent prior to the disclosure of personally identifiable information, except in those instances specifically noted in the statute.
- D. To be informed by the college, of the rights accorded to the students under FERPA
- E. The right to file a complaint with the Family Policy Compliance Office (FPCO), the division within the federal Department of Education charged with enforcement of FERPA, alleging denial of rights. The address for the Family Compliance Office is 400 Maryland Avenue, SW, Washington, D.C 20202-5901.

5. PREGNANT STUDENTS

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

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

6. DRESS CODE

Virginia Union University has a prescribed dress code and some attire is considered inappropriate in specific settings on/off campus. Furthermore, dressing appropriately is considered a part of the learning process. 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, the cafeteria 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. To report an incident: <https://www.vuu.edu/incident-reporting-form>

The items below provide an overview of items prohibited by the VUU dress code (but not limited to) except in the residence halls 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 (except in the residence halls),
- Pants worn in a “baggy” fashion (mid-hip with undergarments revealed),
- Undershirts (wife beaters) without a top shirt (except in the residence halls),
- Appearing in public spaces without a shirt, top or blouse (except in the residence halls),
- Du-rags, head rags/scarves, and bonnets for men and women (except in the residence halls),
- Caps and hats for men and women worn inside of buildings (except for the residence halls or with permission from an administrator),
- Curlers, rollers, and other items used to groom hair (except in the residence halls),
- Shirts worn as head wraps (except in the residence halls),
- Hoodies with hoods over the head while inside a building,
- Micro-mini skirts, midriff shirts, see-through blouses, low cut blouses, and/or other such attire that reveal excessive cleavage in classroom buildings,
- Clothing, jewelry, hats and/or other garments/or other accessories with obscene or offensive language, gestures, and/or profanity, or the display/elude to drugs, drug paraphernalia, and other illegal substances

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

- Dress pants (no jeans), business suit, dress shirt, tie and dress shoes
- Professional skirt, blouse, dress, or two-piece suit (skirt or pants), and dress shoes.

Students requesting special permission for head attire due to religious affiliation should give notice to the Dean of Students Office.

7. FINES

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

account.

8. ACCOUNT HOLDS

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

9. WATER AND SNOW RECREATION

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

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

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

10. POSTING OF NOTICES BY STUDENTS AND STUDENT ORGANIZATIONS

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

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

11. SORORITY AND FRATERNITY PLOTS

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

12. PHOTOGRAPHIC RELEASE

Upon matriculation at Virginia Union University, students give the University, its designees, agents, independent contractors, legal representatives, successors and assigns, the absolute right and unrestricted permission to use and/or publish, reproduce, edit, exhibit, project, display and/or copyright testimonial and biographical, data photographic images or pictures of themselves, or in which they may be included in whole or in part, in color or otherwise, through any form of media (print, digital, electronic, broadcast or otherwise) on the campus or elsewhere, for art, advertising, recruitment, marketing, fund raising, publicity, archival or any other lawful purpose.

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

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

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

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

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

13. FILING COMPLAINTS WITH THE UNIVERSITY

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

Procedures for Submitting Input and Complaints

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

If however, an issue or problem still exists, you may initiate the formal complaint process at VUU. All formal complaints must be put in writing using the official VUU Student Complaint Form. <https://www.vuu.edu/student-complaint-form---how-do-i-make-a-complaint>

Grievance & Complaint Procedure

Step 1: Informal Resolution

- Any student with a concern about an event or condition is encouraged to first discuss the matter with the appropriate faculty, staff member or department personnel in which the issue originated.
 - If the issue is not resolved, the next contact would be the department supervisor, chair or dean to investigate the issue.

Step 2: Formal Complaint

- If a resolution is not reached, the student is encouraged to submit a written complaint using the online complaint form <https://www.vuu.edu/student-complaint-form---how-do-i-make-a-complaint>, or by email to grievance@vuu.edu.
- This written letter of grievance or complaint must include the name and contact information of the student filing the complaint, a detailed description of the circumstances, including who is involved and the current status. It is necessary to demonstrate how the student has already attempted to resolve the concern following the procedure as defined in Step 1.

Step 3: Formal Resolution

- The Dean of Students will investigate the complaint and refer findings to the Grievance Committee. Complaints may be referred to appropriate college/division for additional investigation and proposed resolution. Complaint will be investigated and resolved within seven (7) work days. The Dean of Students will advise the complainant if additional time is needed for resolution. Once resolved, the student may appeal the resolution to the VP of Enrollment Management and Student Affairs.

Step 4: Appeal

- If resolution does not occur to the student's satisfaction at Step 3, the student may appeal to the VP of EMSA within five (5) business days following the date the proposed resolution was presented. The VP of EMSA may request additional information from involved parties. VP EMSA will issue a written response to the appeal within 14 days which will be distributed to the complainant and the affected department or individual. The appeal response by the Vice President of Enrollment Management and Student Affairs is final.

Certain complaints are not covered by this process. For information regarding grade appeals and student-to-student complaints, please refer to other sections of this Student Handbook, the VUU Catalog, or contact the Office of Academic Affairs, Financial Affairs or Enrollment Management and Student Affairs. For information regarding Sexual Misconduct, please see the Sexual Misconduct Policy and Procedures www.vuu.edu/titleix.

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

Hierarchy for Expressing Complaints at Virginia Union University

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

Academic Matters

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

using the hierarchy provided below.

1. Provost, VP
2. University College Dean
School of Basic, Applied Science, and Technology
School of Humanities and Social Sciences
Sydney Lewis School of Business
Evelyn Reid Syphax School of Education, Psychology and Interdisciplinary Studies

3. Vice President for Academic Affairs

Financial Affairs, Information Technology, and University Police Matters

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

Financial Aid

1. Director of Financial Aid
2. Assistant Vice President for Enrollment Management

Student Accounts

1. Director of Student Accounts
2. Supervisor for Student Accounts
3. Assistant Vice President for Enrollment Management

University Police

1. Chief of University Police
2. Vice President for Enrollment Management and Student Affairs

Information Technology

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

Enrollment Management and Student Affairs Matters

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

Enrollment Management

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

Workforce Development

1. Director of Workforce Development
2. Vice President for Academic Affairs

Counseling and Student Development

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

Student Integrity and Conduct

1. Dean of Students

2. Vice President for Enrollment Management and Student Affairs

Residence Life & Housing

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

Student Engagement

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

Student Health

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

14. OFFICIAL MODE OF COMMUNICATION FOR THE UNIVERSITY

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

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

15. GENDER EXPRESSION

Virginia Union University prohibits discrimination on the basis of race, color, ethnicity, national origin, gender, gender identity, gender expression, genetic information, religion, political views, sexual orientation, age, sex, military or other uniformed service, disability or any other characteristic protected under applicable local, state or federal law. At Virginia Union University we want all students to enjoy a supportive and nondiscriminatory school environment. We honor the name and pronouns a student uses in all settings and the University will continue to take affirmative steps to support student's gender expression.

STUDENT DISCIPLINARY PROCESS

Virginia Union University ("VUU" or the "University") is an educational community of scholars in which 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, herself or itself in a manner compatible with the University's rules, codes, policies and procedures ("Standards of Conduct").

The VUU Student Disciplinary Process exists to respond to alleged violations of such Standards of Conduct. The aim of the Student Disciplinary Process is to encourage responsible behavior, to maintain social order, and to protect the rights of all. VUU may sanction students for failure to abide but its Standards of Conduct, and sanctions may be imposed singularly or in combination, both for individuals and for student organizations.

Students are advised that a disciplinary sanction imposed by VUU pursuant to this Student Disciplinary Process does not preclude the possibility of separate criminal or civil prosecution by law enforcement authorities, and that conversely, improper conduct external to the campus may be grounds for VUU disciplinary action as well.

***Exclusions** – Please note that this Student Disciplinary Process does not apply to grade appeals. Please refer to other sections of the Student Handbook for procedures regarding these complaints. In addition, outcomes of appeal processes are not subject to further consideration through this Student Disciplinary Process. This Student Disciplinary Process only applies to complaints of Academic Dishonesty to the extent set forth in the Academic Integrity Policy (available at and appended to this Student Handbook). Finally, this Student Disciplinary Process does not apply to complaints regarding Sexual Misconduct. For information regarding Sexual Misconduct, please see the Sexual Misconduct Policy and Procedures (available at and appended to this Student Handbook).*

I. GLOSSARY OF TERMS

- 1. Administrative Hearing** – A formal student hearing that is heard solely by the Dean of Students (or the Administrative Hearing Officer). This hearing is available only when the Student Conduct Review Board is unavailable, and it follows all formal hearing processes.
- 2. Formal Hearing** – An official student hearing that is heard by the Student Conduct Review Board, the DOS or by the AHO. A formal hearing is in response to allegations of student misconduct and is scheduled at the discretion of the DOS. The two types of formal hearings offered are Administrative Hearings and Student Conduct Review Board Hearings.
- 3. Informal Hearing** – An official student hearing that is offered to those students that do not dispute allegations and are not facing suspension from the University. An informal hearing is solely conducted by the DOS or by the AHO. All hearing notes are approved by both the DOS and the student prior to the imposition of a sanction.
- 4. Student Conduct Review Board Hearing** – A formal student hearing that is heard by the Student Integrity and Conduct Review Board.

II. STUDENT INTEGRITY AND CONDUCT ADMINISTRATION

Vice President for Enrollment Management and Student Affairs (“VPEMSA”)

The Vice President for Enrollment Management and Student Affairs has primary oversight for the operations of enrollment management and student affairs. The VPEMSA, or his/her designee, has “emergency powers,” which may be exercised to suspend or amend procedural regulations, when, in his or her judgment, is necessary to safeguard the campus community. The VPEMSA, or his/her designee, may also immediately suspend any student exhibiting dangerous behavior(s) (including but not limited to physical abuse and possession of or use of drugs and/or weapons) pending a hearing.

Dean of Students (“DOS”)

The Dean of Students has oversight of student conduct and is responsible for determining the appropriate mechanism for adjudicating alleged violations of University regulation. DOS is charged with providing oversight and coordination of the judicial process. Any member of the VUU community shall bring complaints against a student or a group of students to the attention of the DOS, the Police Department, Office of Residence Life and Housing, or the Title IX Coordinator.

To report an incident, send an email to conduct@vuu.edu or use the reporting form <https://www.vuu.edu/incident-reporting-form>.

Student Conduct Review Board (“SCRB”)

The SCRB adjudicates cases of alleged violations of the Code of Conduct involving individual students and/or student organizations, and it makes recommendations to the DOS accordingly. The SCRB is comprised of faculty, staff and student representatives.

Student Chief Justice (“CJ”)

The Chief Justice is an appointed position that serves on the Student Government Association (SGA). This student assists with presiding over hearings and conduct meetings and is the liaison between the student body and the student conduct administration.

III. NATURE OF THE HEARING PROCESS

The Student Disciplinary Process is designed to adjudicate complaints of student misconduct and, where applicable, to impose sanctions for such misconduct.

GENERAL POLICIES AND PROCEDURES

I. Report of Violation

Any member of the University community (students, staff, and faculty) parents, and/or community members, may report an alleged violation of the Standards of Conduct to Dean of Students, University Police, the Vice President of Enrollment Management and Student Affairs, or any other University officer. All reports should be submitted in writing.

Reports may be filed individually or jointly with another representative of the University (for example: Pan-Hellenic Council, another student, a faculty or staff member). In addition, the University reserves the right to pursue violations on its own.

To report an incident, send an email to conduct@vuu.edu or use the reporting form <https://www.vuu.edu/incident-reporting-form>.

II. Investigation

The DOS and/or University Police will conduct an investigation to gather information about the alleged violation(s). Following the investigation, the DOS and/or University Police, as appropriate, will make recommendations as to whether or not there is enough evidence to proceed with a hearing. The DOS and/or University Police may question and/or request written statements of the accused student, the complainant (if applicable) and/or witnesses or other individuals involved.

III. Notification.

If DOS determines a report of misconduct merits judicial action, the accused student will receive a written statement of charges and information pertaining to the hearing (and mediation, if applicable) procedures. The accused student (and complainant, if necessary) will receive notice, via VUU email, and/or a hard copy delivered to the on-campus residence of the student at least 48 hours before proposed hearing date. Certain violations require an emergency hearing and notice time may be amended. VUU emails are the official mode of communication for the University.

- a. Students are expected to notify parents or guardians of the charges and these persons may request a conference with the college officials, pending FERPA consent.
- b. The decision reached at the hearing will be communicated in writing to the student. If the student is a minor, or is found responsible for an alcohol or drug violation, or if the student so requests; his/her parents or guardian will be also notified.
- c. The student will be notified in writing of the right to appeal the decision of the hearing body. A copy of the final decision will be mailed to the student and, if the student is a minor or if the student so requests, his/her parents or guardian will also be notified.

IV. Notice of a Hearing or Mediation

The accused student (and complainant, if necessary) will receive, via VUU email, and a hard copy delivered to the on-campus residence of the student; written notification specifying the date, time and place of the hearing or mediation. Notification is complete when e-mailed to the student's official VUU e-mail address. All parties are expected to arrive as scheduled for the hearing or mediation.

V. Privacy and Disclosure.

In order to comply with FERPA and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing and mediation processes are not open to the general public. Accordingly, documents prepared in anticipation of a hearing or mediation and other information introduced at a hearing or mediation may not be disclosed outside of the hearing or mediation, except as may be required or authorized by law.

PRE-HEARING PROCEDURES

I. 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 DOS office within 24 hours of the hearing date and time. Upon receipt of the written request, the DOS will inform the accused student as to whether his or her request has been granted.

II. Witnesses

The accused student must provide a list of his/her proposed witnesses, and any written statements, to the DOS at least 24 hours prior to the hearing in order for them to be allowed to testify at the hearing. The DOS will notify the accused student which of the proposed witnesses will be allowed to participate in the hearing. Students requesting witnesses are responsible for notifying their witnesses about the date, time, and place of the hearing. 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 Student Code of Conduct. Students, who have been charged with a violation in the same case, may not serve as a witness. Only witnesses present at the time of the alleged incident are allowed to testify during the hearing. Character witnesses are not allowed during the hearing.

III. Presence of a Representative

The accused student is entitled to be accompanied to a hearing by one representative of his or her choice for silent support only. The role of the representative is to support the accused student throughout the hearing, but he or she may not represent or speak on behalf of the accused student, directly question witnesses, or address the hearing body for any reason. The accused student must notify the DOS prior to the hearing and in writing of the intent to bring a representative. A student may not have an attorney as her/his representative.

IV. Standard of Proof

The University will use preponderance of the evidence standard in determining whether there has been a violation of the Student Code of Conduct. This standard requires a finding that based on the facts presented, it is more likely than not that the student is responsible for violating University policy.

V. 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 the University’s Standards of Conduct, disciplinary action may be taken by the University irrespective of, and separate from, action taken by law enforcement authorities. The University may proceed with disciplinary action before a trial or postpone action until after a trial, depending on the individual circumstances of a case.

HEARING PROCEDURES AND MEDIATION

Formal Hearing Process

I. Hearing Process in Action

- a) The accused student will report to the assigned hearing as required.
- b) The hearing will be recorded and will begin with an introduction of all parties in the hearing room.
- c) Evidence upon which the hearing is based will then be introduced and will be discussed during the hearing process.
- d) All students assigned to a hearing will have the opportunity to discuss the incident at hand in front of the SCRБ (or the DOS or AHO, if applicable). Accused students can refuse to testify or answer questions.
- e) Unless he or she refuses to testify, the accused student will then be questioned by the SCRБ (or the CSIC or AHO, if applicable) as appropriate and will be given the opportunity to obtain clarification as well.
- f) If applicable, the complainant and witnesses will then be questioned by the SCRБ (or the DOS or AHO, if applicable) as appropriate.
- g) After questioning occurs, the accused student will leave the hearing room.
- h) The SCRБ (or the DOS or AHO, if applicable) will then review all evidence and determine by a majority vote (if applicable) whether the evidence establishes that

it is more likely that the student committed the offense in question.

- i) Every attempt will be made to notify the accused student in writing of the hearing outcome within 48 business hours after the close of the hearing.
- j) In extenuating circumstances, accused students may be requested to come back into the hearing room immediately following the hearing to receive the case outcome.
- k) A student conference will then take place with the DOS regarding the case outcome. The appeals process will be discussed and extended as appropriate.
- l) All sanctions imposed by the SCRB will become effective immediately (i.e., before appeal hearings are requested and exhausted).

II. Other Important Information

The accused student is presumed not responsible until found responsible; however the VPMSA, AVP or DOS may impose an interim suspension, while awaiting a hearing; if the alleged offense is such that the student's presence on the campus is impeding on the health and safety of others, or is unwise or presents a clear and present danger to the members of the University community. If an interim suspension is put in place, the student shall be administratively withdrawn from classes and will subsequently be responsible for fees incurred up to and including the date of the administrative withdrawal.

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

A hearing may proceed without the accused student 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.

Attorneys are not allowed to participate in or observe student conduct hearings.

VUU reserves the right to suspend for an interim period any student, without a hearing, whose presence on the campus is, in the sole judgment of the University, is detrimental to the best interests of the University. Circumstances where this rule may apply include but is limited to: assault and or battery with a weapon, gross sexual misconduct, rape, hazing, possession of weapons, distribution of illegal substances, threats against University members, armed robbery, arson, possession or manufacturing of explosive devices; or other acts that might endanger themselves, others, or property. Please note that this list is not exhaustive or conclusive.

Informal Hearing Process

Informal hearings are best suited for cases involving little need for fact finding and where the potential sanction is less severe. During initial contact with the DOS, an accused student can either accept responsibility or choose to have a formal judicial hearing. If the student chooses to accept responsibility, the case may be resolved informally and the DOS will determine the appropriate sanction. Sanctions imposed pursuant to an informal hearing cannot be appealed. If additional information becomes available after an informal resolution is reached, DOS reserves the right to refer case for formal hearing.

Chief Justice or AHO may also preside over Informal Hearings.

Formal Hearing Process

If DOS determines a report of violation merits judicial action, the accused student will receive notice of the charges for a formal hearing in writing and will include the date, time, and place that a student must attend the hearing within 48 hours of proposed hearing date.

If an accused student, with notice, does not appear for a formal conduct hearing, the hearing may proceed as scheduled and the information in support of the charges may be presented and considered even if the respondent is not present.

The accused student (s) will appear before the hearing body to discuss the case and answer questions. If several students are involved in a situation, each student will provide their own account of what occurred before the hearing body.

In addition to the evidence presented, the hearing body will take into account the student's prior conduct history and current academic record after deliberating, in order to best determine an appropriate sanction.

The hearing body will make a determination of "responsible" or "not responsible" for each alleged violation. If a decision of responsible is reached, the hearing body will craft a set of educational sanctions/outcomes for the student to complete in order to fulfill the conduct process. These outcomes will be detailed in the decision letter along with a deadline for completion. If the deadline is not met, a student conduct hold may be placed on the student's University record.

Within 72 hours of the conclusion of the hearing, the DOS will notify the respondent(s), and the complainant(s) as permitted, of the outcome of the case. In cases that require additional review, the time period for notification of outcome may be extended.

Formal Administrative Hearing Process

An Administrative Hearing will be conducted by an administrative officer of the University for matters involving offenses that may result in possible separation from the University and/or a transcript notation. Formal Administrative Hearings are convened when the use of Formal CSHB is unavailable.

Student Mediation

A student complainant or the DOS may propose mediation as a means to resolve some disciplinary cases. Mediation is possible; with the approval of the DOS when all parties involved voluntarily agree to engage in the mediation process and when students involved, have not previously engaged in mediation. If mediation fails, the case may be remanded to an informal or formal hearing.

APPEAL PROCEDURES

I. Generally.

Only students who are rendered a sanction of suspension or greater will have the right to the Vice President of Enrollment Management and Student Affairs or his or her designee.

Any student subjected to sanctions pursuant to the informal hearing process may also appeal such sanctions to the Vice President of Enrollment Management and Student Affairs or his or her designee.

Appeals may only be made on the following grounds: prejudicial error (i.e., a fair trial

was not received), new or newly discovered evidence, or excessive sanction (suspension).

All appeal requests must be submitted, in writing, to the Office of Student Integrity and Conduct within 48 hours of notification of the hearing disposition. The appeal is not a “rehearing,” but rather a review of documents already generated in connection with the hearing of the matter and of any additional documentation the accused student wishes to submit, which additional documentation must be concise and may be limited or excluded by the Vice President of Enrollment Management and Student Affairs or his or her designee in his or her discretion. The decision of the Vice President of Enrollment Management and Student Affairs or his or her designee is final.

II. Student Appeals

Only students who are rendered a sanction of suspension will have the right to appeal within 48 hours of receiving a hearing outcome. The appeal is not a “rehearing,” but rather a review of documents already generated in connection with the hearing of the matter and of any additional documentation the accused student wishes to submit. The decision of the AVP or his or her designee is final.

Appeals may only be made on the following grounds: prejudicial error (i.e., a fair hearing was not received), new or newly discovered evidence, or excessive sanction (suspension).

Appeal submissions must include:

Either an introduction of any new evidence that could have potentially changed the initial decision, any ways in which you were treated differently from other individuals disciplined for similar incidents or why you think the outcome was overly punitive or unnecessarily harsh;

State what you hope will happen as the result of your appeal. Clarify why the decision should be modified or completely overturned. If there are many possible solutions to the problem you are experiencing, indicate which resolution is most acceptable to you. Express gratitude for consideration of your appeal letter;

How you will make an impact on VUU and yourself as a member of the community. Please share engagement in leadership, education, community-service and how your involvement makes/made a difference in your life. Conclude with sharing your support systems and who will help you be accountable for your behavior.

IV. STUDENT CODE OF CONDUCT

Behavior that violates the Student of Conduct listed here and elsewhere will be subject to disciplinary action through the appropriate judicial process. If it is determined that a group is responsible for a violation, either by direct involvement or by condoning, encouraging or covering up the violation, appropriate action will be taken with respect to the group as well as to the individuals involved.

Student Conduct Violations Point System

revised July 2019

The points system was developed to make the student conduct sanctioning process clearer, more consistent, and more foreseeable for students. Under the points system, a student found responsible for violating University policy is assigned points according to the table of violations provided. Points and/or other sanctions are assigned at the conclusion of the Student Conduct hearing process. The points are cumulative over the course of the academic year (fall- spring, spring-fall). Previous violations are always considered before points and/or sanctions are assigned for violations. Each new academic year, students may have the opportunity to participate in service activities or other restorative justice practices, to reduce the number of student conduct points attached to their disciplinary record.

Conduct Violations	Point Range
Alcohol	1-5 points
Disorderly Conduct	1-10 points
Dress Code	1 points
Drugs	3-10 points
Endangering Safety/Welfare	5-10 points
Failure to Comply	1-10 points
Fire/Fire Safety	8-10 points
Hazing (Zero Tolerance)	10 points
Housing Policy Violations	1-5 points
Improper Conduct	1-10 points
Improper Guest Behavior	1-5 points

Involvement in any conduct code violation (listed or unlisted)	1-10 points
Misuse of Technology	1-10 points
Misrepresentation	5-10 points
Pet Violations	1-5 points
Physical Abuse/Fighting	5-10 points
Sexual Assault (Zero Tolerance)	10 points
Theft	8-10 points
Tobacco/Smoke Violation	1-5 points
Vandalism	8-10 points
Verbal Abuse/Threats	3-5 points
Weapon - Non firearm	5-10 points
Weapon: Firearms (Zero Tolerance)	10 points

Student Conduct Violations

Alcohol

This policy reflects local and state laws governing the use and distribution of alcohol, recognizing the rights of individuals who are 21-years-old or older to consume alcohol in a legal manner. The University expects community members to abide by the laws of Virginia and the policies of the University. Students who are of the legal drinking age may consume alcohol if they wish, but they may not do so inside of University controlled residential units. Students who are of the legal drinking age may not serve alcohol to minors. Improper behavior and/or illegal conduct that is the result of consumption or possession of alcohol on or off campus is a violation of the code of conduct. Alcohol is not allowed on University property unless there is an authorized program. *Parents/guardians may be contacted if a VUU student is found responsible for alcohol and/or drug violation.*

Disorderly Conduct

Behavior that disturbs and disrupts the orderly functioning of the University to include, but not limited to: obstruction, disrespect or disruption of University activities, classroom instruction or any other University sponsored event, profanity, lewd or obscene conduct or behavior, gambling, distributing printed material that is libelous or that encourages violation of public laws or University policies, damage to University property or University community member's property, and or excessive or disruptive noise.

Drugs

The unlawful possession, use, manufacture, distribution or dispensing of a controlled drug on the properties of Virginia Union University, is prohibited. Students found in violation may be referred for criminal prosecution. The use, possession, cultivation, or distribution of drugs including marijuana in VUU housing, on VUU property, or at VUU events and activities is prohibited. *Parents/ guardians may be contacted if a VUU student is found responsible for alcohol and/or drug violation.*

Note: Students will **not** be subjected to disciplinary sanctions for voluntarily seeking assistance for a substance abuse problem.

Endangering Safety and Welfare

Reckless or willful conduct, displaying conduct or behavior that is deemed by administration to threaten or endanger the health and or safety of oneself or others. Tampering with, misusing, abusing, or altering any safety equipment or devices, including but not limited to, fire extinguishers, elevators, emergency telephones, elevators, etc is prohibited.

Failure to Comply

Failure to comply with directives of University official acting in the performance of his or her duties. Students are required to identify themselves by furnishing a VUU identification card when requested by a University official. Violation of a sanction(s) by failing to comply with disciplinary conditions as imposed by OSIC.

Fire/Fire Safety

Behavior including, but not limited to: actions that result in a fire, a false fire alarm, falsely reporting the presence of an unlawful explosive, or unnecessarily discharging a fire extinguisher.

Hazing

Hazing is defined as any planned action or created situation on or off campus that is demeaning to an individual, produces mental or physical duress, harassment or ridicule which recklessly endangers the health or safety or scholastic pursuits of an individual. Prohibited acts committed for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization or student group. Examples of hazing include, but are not limited to, beating, sleep deprivation or causing excessive fatigue; threats of harm, forcing or coercing consumption of food, water, alcohol or other drugs or substances; verbal abuse, humiliation, the compromising of moral or religious values, or degrading acts. Lastly, placing an individual in physical danger (at risk) which includes abandonment, and

impairment of physical liberties which include curfews or other interference with academic endeavors.

Hazing in any form is prohibited in accordance with the law as established by the Commonwealth of Virginia.

The University will take disciplinary action against any individual(s) or organization(s) where sufficient evidence of hazing is found. Sanctions may include probation, suspension, or expulsion.

Housing Policy Violations

Violation of policies and regulations as stipulated in the Residence Life & Housing Handbook.

Improper Conduct

Behavior that is a misrepresentation of University values to include inappropriate and offensive comments and behavior, furnishing or intentionally providing false information to a University official, representing the University without specific prior consent, initiating or participating in unauthorized gatherings, unauthorized collection of monies or promotions on campus, misuse of a motor vehicle, unauthorized use of university facilities (buildings and grounds), unauthorized entry into University facilities and unauthorized possession or transfer of keys to University facilities, including residence hall rooms, failure to surrender keys, violation of any federal, state or local law that has a negative impact on the University or members of the University community is strictly prohibited.

Improper Guest Behavior

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).

Misrepresentation

Lying or furnishing false information to University officials, including RAs, knowingly misrepresenting facts pertaining to University procedures, falsifying academic products, possessing or displaying any form of false identification or any identification not one's own, assuming or attempting to assume the identity of another person, forgery.

Misuse of Technology

Using technology to include any form of social media and or electronic devices in a threatening, harassing or bullying manner, using technology in a way that is inappropriate or offensive to students, faculty or staff or in ways that interfere with the University's technological infrastructure, using University owned devices to access pornographic content, use of someone else's University email account, gaining or attempting to gain unauthorized access to a computer facility or software, illegally using copyrighted software and materials on University information systems, knowingly engaging in any activity harmful to the information system.

The University strictly prohibits the misuse of social media and other technology platforms to harm and disrespect others, also known as **cyberbullying**. This behavior includes, but is not limited to: sending mean, threatening or harassing messages to another person through texts, emails, instant messaging, telephone communications, private social media messaging, or social media postings, spreading lies and rumors through the internet or text messages, posting pictures without the consent of the individual, creating websites, polls, blogs or other internet postings that are meant to embarrass or harass others, recording conversations or videos without consent and posting the content online.

Pet Violations

Having pets in buildings or on campus including residence halls, classrooms, offices, etc. except when required in connection to a service animal, classroom assignment, and/or without the written permission of the VPMSA. Please see Support Animal Policy below.

Physical Abuse/Fighting

The intent, attempt, or assistance with, the infliction of physical injury upon a person, which includes, but not limited to: engaging in acts of physical assault or violence, the infliction of bodily harm upon another person in any form, instigating, participating or otherwise encouraging others to engage in fighting both on or off campus. While self-defense will not excuse a student's actions, the University will take these actions into account when addressing a proper outcome.

Smoke

Virginia Union University is a Tobacco and Smoke-Free Campus, committed to providing a healthy environment on campus. In October of 2017, the University received a grant to be designated as a tobacco and smoke-free campus. "Tobacco Products" are defined as cigarettes, cigars, pipes, vaporizers "Vapes", all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes. VUU prohibits the use of Marijuana and Black & Milds under its smoke and drug-free policies.

Marijuana (aka weed, pot, grass, and herb) is the dried flowers, leaves and stems of the Cannabis sativa plant. Marijuana is considered illegal in Virginia, and its possession, use, and sale, carry prison fines and disciplinary consequences.

Theft

Theft /attempted theft or unauthorized possession of, or misuse of property belonging to other persons, groups, or organizations. This includes possessing, receiving, storing, using, moving, giving away, or selling of property known to have been wrongfully taken from the University or from any person or group. Also to include, but not limited to: larceny, shoplifting, or embezzlement.

Vandalism

Damaging property of the University and/or members of the University community or other personal or public property, on or off campus.

Verbal Abuse/Threats/Cyberbullying

Actions that place a person in actual and reasonable fear of harm to his/her self or damage to his/her property, or actions that create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a University student employee's ability to perform the essential functions of his/her job. Examples include, but are not limited to, spreading rumors, insulting, teasing, taunting, verbal intimidation or threats, and intentionally embarrassing another individual.

The University strictly prohibits the misuse of social media and other technology platforms to harm and disrespect others, also known as cyberbullying. This behavior includes, but is not limited to: sending mean, threatening or harassing messages to another person through texts, emails, instant messaging, telephone communications, private social media messaging, or social media postings, spreading lies and rumors through the internet or text messages, posting pictures without the consent of the individual, creating websites, polls, blogs or other internet postings that are meant to embarrass or harass others, recording conversations or videos without consent and posting the content online.

Weapons

Possessing a concealed or unconcealed firearm, weapon, or other hazardous material is specifically forbidden. Items include, but are not limited, to: guns and firearms of all types, stun guns, air guns, and spear guns, machetes, swords, and knives, except for pocket knives with blades less than three inches and knives normally used for cooking or dining, billy clubs, metallic knuckles, and martial arts weapons, bows and arrows, slingshots, fireworks and incendiary devices, and explosives of any types.

This policy does not apply to lawfully obtained self-defense chemical spray. An individual may carry a chemical spray sold commercially solely for purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical.

DRUG FREE ENVIRONMENT POLICY STATEMENT

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

The unlawful possession, use, manufacture, distribution or dispensing of a

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

Virginia State Law prohibits the purchase, possession or consumption of beer, wine, or distilled spirits by persons less than twenty-one years of age. Virginia State Law also prohibits purchasing, the purchase for, or the serving of alcohol to individuals who are not of legal age for possession or consumption of alcoholic beverages, whether in primary or secondary containers, in licensed public areas.

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

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

SEXUAL MISCONDUCT

VUU defines sexual misconduct as any a form of sex discrimination that may deny or limit an individual's ability to participate in or benefit from University programs or activities. Sexual Misconduct is inconsistent with the values and standards of the University community, is incompatible with the safe, healthy environment that the University community expects and deserves, and will not be tolerated. Sexual Misconduct includes but is not limited to sexual harassment, sexual assault, domestic violence, dating violence, sexual exploitation, and stalking .For more information on reporting incidents of sexual misconduct, please contact Dean of Students, University Police and the Office of Title IX. Please consult the University website for current Sexual Misconduct Policies and Procedures as well as available resources here: www.vuu.edu/titleix.

Forms of sexual misconduct may include:

- Coercion.** "Coercion" involves unreasonable and unwanted pressure to engage in sexual activity. Engaging in sexual activity should be the result of a freely given choice. An individual should engage in sexual activity because he or she wants to, and not as the result of being pressured by someone else. Threatening, cajoling, and pressuring someone until they finally say "Okay, just get it over with" is not consent.
- Dating Violence.** "Dating Violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- Domestic Violence.** "Domestic Violence" is an offense committed by a current or former spouse or intimate partner of the Complainant; or by a person who has a child in common with the Complainant; cohabitating with or has cohabitated with the Complainant as a spouse or is "similarly situated to a spouse" of the Complainant; or violence against an adult or youth who would otherwise be protected by domestic or family violence laws in that jurisdiction.
- Sexual Assault.** "Sexual Assault" means any actual, attempted or threatened sexual act with another person without that person's consent, to include non-consensual sexual contact (touching sexual body parts) and non-consensual sexual intercourse (unwilling or non-nonsexual penetration of any bodily opening with any objects or body parts).
- Sexual Exploitation.** "Sexual Exploitation" means any act of taking non-Consensual, unjust or abusive sexual advantage of another person for one's own advantage or benefit or to benefit or advantage anyone other than the person being exploited.
- Sexual Harassment.** "Sexual Harassment" is any unwelcome verbal, nonverbal, written, electronic or physical conduct of a sexual nature or based on gender or gender stereotyping.
- Sexual Intimidation.** "Sexual Intimidation" includes acts of intimidation, bullying, aggression or hostility based on a sexual nature.
- Stalking.** "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

V. SANCTIONS FOR VIOLATION OF THE STUDENT CODE OF CONDUCT

If the accused student is found responsible for any violation of the student code of conduct or other University policy, he or she may be subjected to one or more of the following sanctions which may, under certain circumstances, be communicated to the student's parents or guardians.

Disciplinary Sanctions

The Office of Student Integrity and Conduct may assign any of the following sanctions in addition to disciplinary conduct points:

Campus Resource Referral

A student or group may be required to contact an individual or department on campus.

Counseling

A student may be referred to undergo counseling with the University Office of Counseling Services or designee for a specified time period or until he or she has successfully completed a course of counseling (and such completion is documented by the Counselor in writing).

Deferred Suspension

Individual or group suspension may be deferred. Deferred terms, i.e., conditions of the deferred suspension and its duration, will be set by the Conduct Officer or Hearing Panel which imposed the sanction. If a succeeding Conduct Officer or Hearing Panel finds the student responsible for violating the terms of deferred suspension during the period set up by the preceding Conduct Officer or Hearing Panel, the student may be suspended.

Disqualification from holding official student position or participating in university activities

An individual or group sanctioned will be restricted from either representing the University in an intercollegiate activity or from participation/representation in any University activity or organization.

Drug Test

A student may be subject to random on-going drug testing. The number of tests/dates will be determined by the Office of Integrity and Conduct. The fee for drug testing will be included in the fine assessed at the time of adjudication. Any missed test, diluted test, or positive test may result in immediate suspension from the University.

Educational Sanction

The objective of an educational sanction is to provide opportunities for education, reflection, and rehabilitation and is selected to be commensurate with the offense.

Expulsion

An individual or group will be separated from the University on a permanent basis. An individual's expulsion will be permanently recorded on his/her academic transcript. A student expelled from the University may not enter campus grounds for any reason without the express written permission from the Dean of Students or VPEMSA. A student expelled from the University will not receive a refund of any monies paid and is not relieved of any financial obligations to the University, including tuition, fees, and room and board.

Fine

An individual or group may be fined any amount determined to be appropriate and commensurate with the severity of the offense.

Loss of privilege

A student or organization may forfeit the privilege of participating in certain co-curricular activities or representing the University in an official capacity.

No contact order

For complaints involving allegations between students, the DOS will issue a no contact order. If it is deemed appropriate by the DOS that a no contact order should be issued, the complainant and respondent will each receive the order. Each party will be informed by the DOS once a no contact order has been issued to the other party.

If living on campus, students involved in a conduct matter who live near or with each other may also request to have living arrangements modified pending the outcome of the hearing.

Probation

A student or group is given a warning that further violations will result in consideration of suspension. The student or a group representative may be required to report to a Conduct Officer on a regular basis during the period of the probation. Terms of the probation shall be specified and may include denial of specified social privileges, exclusion from extracurricular activities and other measures deemed appropriate. Violation of this Code of Conduct during the period of probation will normally result in suspension or expulsion from the University.

Reassignment of Housing Location/Cancellation of Housing Contract

A student removed from the residence halls for an assigned period of time or expelled from the residence halls on a permanent basis may not enter any residence hall without the express written permission from the Office of Residence Life and Student Housing.

A student who is reassigned to a residence hall due to disciplinary action may only enter the newly assigned residence hall. The reassigned student may not enter any other residence hall without the express written permission from the Office of Residence Life and Housing. If the student's housing contract is still in force at the time of the suspension or expulsion, no refund of the housing deposit or fee will be made.

Residence Hall Probation

A student is advised that additional violations on or off campus could result in the reassignment of their housing location or the cancellation of their housing contract.

Residence Hall Restriction

A student may be restricted from entering a specific residence hall or all residence halls, as specified, without the ex-press written permission of the Office of Residence Life and Housing.

Restitution

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

Social Probation

A student placed on disciplinary probation may not, for a specified period of time, (a) participate in intramural, intercollegiate, or club sports, (b) represent the University in any public function or performance, (c) hold office in student organizations, or (d) be eligible to be initiated into a fraternity or sorority. A student who engages in prohibited conduct prior to the expiration of his or her disciplinary probation may be subject to suspension from the University.

Suspension

An individual or group will be dismissed from the University for an assigned time period, and under the conditions deemed necessary by the conduct review process. A student suspended from the University may not enter campus grounds for any reason during the period of her/his suspension without the express written permission from the Office of the Dean of Students. A student suspended from the University before an academic semester ends will not receive a refund of any monies paid and is not relieved of any financial obligations to the University, including tuition, fees, and room and board. No academic credit earned during the period of suspension at any other institution may be transferred to VUU. A conduct suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in the University and is re-moved three (3) years after graduation. If the student leaves the University before graduation, the notation is removed three (3) years after the anticipated date of commencement from the University.

Suspension from the residence halls

A student may be suspended from the residence halls when his or her conduct violates the Code of Conduct or the Residence Life Handbook. Students suspended from the residence halls must complete the official check-out process and are prohibited from visiting any of the residence halls for the length of time imposed. Students suspended from the residence halls will not be entitled to reimbursement of fees associated with room charges.

Title IX referral

Any complaints involving allegations of Title IX sexual harassment or sexual assault and other conduct matters falling under Title IX of the Education Amendments of 1972, as amended. All Title IX student conduct matters are handled exclusively under VUU Sexual Misconduct Policy.

In cases involving allegations of sexual misconduct, the investigation will focus primarily upon the allegations of sexual misconduct. Students involved in a sexual misconduct case may qualify to receive amnesty for other violations of the Code of Conduct.

University Service Hours

A student may be required to perform a certain number of hours of work on campus for a designated University employee, department or organization.

Warning

Notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action

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

VIRGINIA UNION UNIVERSITY ACADEMIC INTEGRITY POLICY

Virginia Union University (the “University”) is committed to maintaining and strengthening an environment of scholarship and lifelong learning. Academic Dishonesty, as defined by this Academic Dishonesty Policy (this “Policy”) is antithetical to the values and standards of the University community and will not be tolerated.

This Policy outlines the University’s expectations for students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process.

I. University Honor Pledge.

Each student shall affix the following **Honor Pledge** upon each examination, paper, and assignment that he or she submits for academic credit:

I have neither given nor received any unauthorized help on this assignment and I pledge that I am in compliance with the VUU Honor System.

II. University Honor Creed.

Each student shall sign and abide by the Honor Creed, which is attached to this Policy as Appendix A.

III. Academic Dishonesty.

A. Forms of Academic Dishonesty. The following are considered forms of Academic Dishonesty (examples have been provided for purposes of illustration and are not intended to be all-inclusive):

- **PLAGIARISM**. Presenting the work of another as one’s own (i.e., without proper acknowledgement of the source).
 - o Typical Examples Include: Using another’s work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts, or other information without acknowledgement of the source; submitting as one’s own a paper purchased from a research or term paper service or other source. (Note that information obtained from websites must be properly cited, just like their counterparts in print.)
- **CHEATING**. Receiving, giving, or attempting to receive or give unauthorized assistance such as materials, devices, information, notes or sources related to academic matters.
 - o Typical Examples Include: Copying from another student’s paper or receiving unauthorized assistance during a quiz, test, or examination; using books, notes, or other devices (e.g., calculators, cell phones, tablets, or computers) when these are not authorized; procuring without authorization a copy of, or information about, an examination before the scheduled exercise; unauthorized collaboration on exams.
- **UNAUTHORIZED GROUP WORK**. Unauthorized collaborating with others with regard to academic matters.

- o Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.
 - **FABRICATION, FALSIFICATION, AND MISREPRESENTATION.** Unauthorized altering or inventing of any information or citation that is used in assessing academic work.
 - o Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of, or reporting false information about, practicum or clinical experiences; altering grade reports or other academic records; falsifying information regarding absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.
 - **MULTIPLE SUBMISSION.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission.
 - o Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.
 - **FACILITATION.** Intentionally helping or soliciting another person to commit an act of academic dishonesty. .
 - o Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information; signing an attendance sheet for a student not present; taking an exam for another student.
 - **ATTEMPTING** to commit any offense as outlined above.
- B. Procedures for Resolving Allegations of Academic Dishonesty.

1. Reporting.

- a) Any student who observes an instance of Academic Dishonesty must report such alleged violation to the instructor of the course at issue.
- b) Any instructor who receives information regarding an instance of Academic Dishonesty or who otherwise becomes aware of an instance of Academic Dishonesty should report such instance to the Chair of his or her department.
- c) The professor and the Chair will determine whether to proceed with the Informal Resolution or to refer the matter to the Dean of Students.

2. Informal Resolution.

- a) **Student Conference.** The instructor will promptly arrange a conference with the accused student. During such conference, the instructor will notify the accused student of the alleged instance of Academic Dishonesty, present the accused student with details regarding the alleged instance of Academic Dishonesty, and discuss this Policy with the student. The instructor and the student then will discuss the alleged violation.
- b) **Outcomes.** As a result of the student conference:
 - (1) The instructor may determine that the allegation appears

unsubstantiated, in which case the allegation will be dismissed and no record of Academic Dishonesty will be created. (The instructor must use the preponderance of the evidence standard in making this determination – i.e., he or she must determine that it is more likely than not that the student did not engage in Academic Dishonesty.)

- (2) The student may accept (i) responsibility for the alleged violation and (ii) the academic sanction proposed by the instructor. The instructor should consider the seriousness and frequency of the alleged violation in determining sanctions. The following sanctions are available in the Informal Resolution process:
 - (a) a written warning,
 - (b) a requirement that the student revise or replace the work at issue,
 - (c) additional academic work,
 - (d) a reduced grade (including a “0” or an “F”) for the work at issue, and
 - (e) a reduced grade (including a “0” or an “F”) for the course at issue.
- (3) The student may, in writing, accept responsibility for the alleged violation but contest the academic sanction proposed by the instructor. In such event, the student may appeal the sanction proposed by the instructor with the Chair of his or her department. .
- (4) The student may deny responsibility for the alleged violation. In such event, the case will be referred to the Dean of Students for the Formal Resolution.

3. Formal Resolution.

- a) **Academic Integrity Hearing.** An Academic Integrity Hearing will be held in cases in which (1) the accused student has a prior record of Academic Dishonesty, (2) the allegation of Academic Dishonesty is egregious or (3) the accused student denies responsibility for the alleged violation. The Academic Integrity Hearing will follow the Formal Hearing Process set forth in the Student Disciplinary Process, which is found in the University’s Code of Conduct. The Academic Integrity Hearing will be chaired by a faculty member serving on the Student Conduct Hearing Board. In addition to the sanctions otherwise available pursuant to the Formal Hearing Process, the following additional sanctions may also be considered by the hearing body:
 - (1) a requirement that the student revise or replace the work at issue,
 - (2) additional academic work,
 - (3) a reduced grade (including a “0” or an “F”) for the work at issue,
 - (4) a reduced grade (including a “0” or an “F”) for the course at issue,
 - (5) the withholding of the student’s diploma, transcript, or other records for a specified period of time,
 - (6) the suspension of the student’s degree (in cases where the violation is discovered after the degree is posted), and
 - (7) revocation of the student’s degree (in cases where the violation is

discovered after the degree is posted).

- b) **Appeals.** Findings of responsibility made pursuant to the Formal Resolution process may be appealed to the Assistant Provost within 48 hours of receiving a decision from the Formal Hearing Process. If the Assistant Provost determines that the accused student is responsible for Academic Dishonesty, a copy of the decision will be recorded with the student's files as a record of Academic Dishonesty. If the student is found to be not responsible for Academic Dishonesty, no record of Academic Dishonesty will be included in the student's record.

APPENDIX A

VIRGINIA UNION UNIVERSITY HONOR CREED

I am a Virginia Union Panther. And as such I will...

Pursue my academic and career goals: I came to Virginia Union University to develop an intellectual and professional foundation that will propel me into the future. I will take full advantage of this experience and perform to my **highest academic potential** by making my education and career preparation a priority. I will invest the time and effort required for my success. I will find and utilize all of the resources that are available to support and prepare me for a **limitless future**.

Accept responsibility for all of my actions: I recognize that my actions affect others, so I will be aware of and adhere to University policies, rules and regulations. I will make ethical decisions and conscientious choices. I understand and accept the consequences of my own behavior, and I will not blame others for my mistakes.

Nurture a climate of care, concern, and civility for others: I know that I will receive what I give. Being peaceful, calm and alert will foster the same for my environment; therefore, I will contribute to a campus atmosphere characterized by welcoming attitudes, cooperation, patience and an appreciation for others.

Treasure my University's spiritual and prestigious heritage: I understand and value my University's heritage and reputation. I recognize that I am a beneficiary of this **rich legacy**. I will be mindful of how I present myself, how I select associates and how I choose friends. **I will be a positive representative of Virginia Union University at all times.**

Honor individual and cultural differences and similarities: I am aware that our diversity is part of our strength and that we each have unique gifts. I will seek new ways to learn about others, to challenge stereotypes, to create bonds and to honor and value differences without criticism.

Embrace every opportunity to become an outstanding leader in and around my community: I know that leaders are essential to community and world progress. I am willing to participate in activities and events that will **promote service, cooperation and self-discipline** to build my leadership skills.

Respect the dignity, rights and property of all community members: I am an individual amongst a community of individuals. I will treat others as I wish to be treated, and I will treat their property as I would my own.

Seize every occasion to contribute to the safety and well being of others and myself: I know that a **safe and secure environment** is necessary for me to thrive, grow, and reach my goals. I will practice safety in everything I do and will use great caution when I am with others. I will not tolerate behaviors and/or activities that compromise the safety and well-being of the campus community and will alert the authorities when I witness any violations.

X _____
Student Signature

X _____
Date