



VIRGINIA UNION  
UNIVERSITY

# STUDENT HANDBOOK



**2023-2024**

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# Authority for 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 access the full scope 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, upon admission to the University, obligates himself or herself to adhere to the rules and regulations outlined in this document, the University Catalog, and other published regulations

and guidelines that inform both on and off-campus expectations. 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 new students via QR code during New Student Orientation and sent to all students by VUU email. This important document is also available on the VUU website.

<https://www.vuu.edu/vuu-student-handbook>

VUU does not discriminate based on race, gender, color, religion, national origin, age, disability, or veteran status in providing educational or employment opportunities or benefits. VUU also embraces and encourages student participation in policy development.

# Letter from the Dean of Students



**Dear Students of Virginia Union University,**

To each of you, I extend a warm and sincere Panther Welcome! As a Virginia Union University (VUU) student, you are members of a legacy built over the course of the past 150 plus years. Your presence on this historic campus suggests you are poised to add to that storied legacy of global leaders and world changers! The Office of Student Affairs is here to support you and your needs along this journey. I invite you to join us in partnership to help you accomplish your personal and professional goals.

Outlined in the comprehensive document that follows, we offer insight into our university, emphasizing our unique institutional culture and the expectations of all enrolled students. Please review the content in its entirety, as we describe the services available to all students. In addition, we identify the critical role students have in embodying our university's core values: Innovation, Spiritual Formation, Integrity, Diversity and Inclusion, and Excellence.

Within these hallowed grounds and dear old walls, we cultivate students and prepare them to be “majestic lights, sending rays throughout the land”. Our collective aim is to ensure that all VUU students are holistically supported throughout your educational journey. Together, we will grow and extend the legacy that is VUU!

*Yours in Service*

***Deborah M. Martin***  
*Dean of Students*

# Letter from the Chief of Police and Director of Campus Safety

## Welcome to Virginia Union University!

On behalf of my staff here at Virginia Union University's Police Department, we welcome you to campus. We are charged with creating and maintaining a safe and secure environment for VUU's students, faculty, and staff. Our mission is based upon principles of professionalism, integrity, and transparency and we are committed to treating all individuals with respect and dignity.

Our agency actively works to train our personnel to foster a culture of inclusion and care where every member of the VUU community feels protected and safe. We accomplish this through the around-the-clock efforts of dedicated and professional law enforcement professionals who create a very visible police presence and through partnering with all key stakeholders throughout the university.

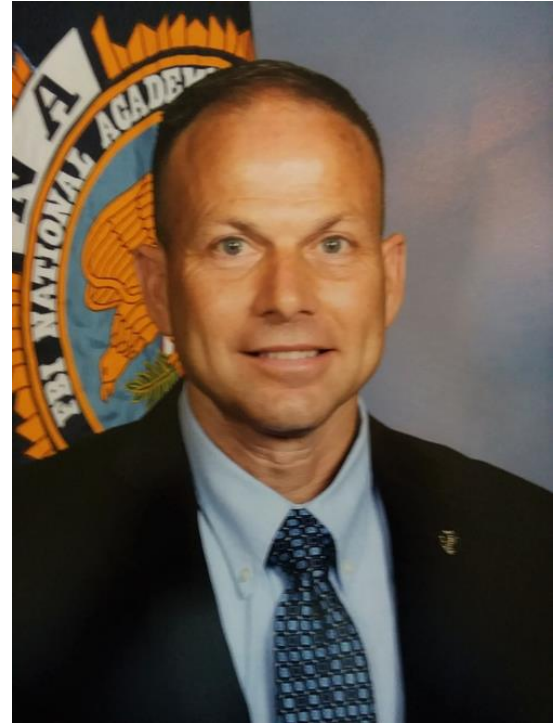
As a twenty-year veteran law enforcement officer, I've eagerly and with intent focused my experience and expertise in university settings. I appreciate, understand, and value the impact that this new experience as a college student will have on your life. During these few years, you will experience so much that life has to offer, making new friends and building lifelong relationships, supporting our talented athletic teams, participating in activities both on and off campus and doing it all while having the time of your life. In the area of student conduct, our team wants to ensure a more efficient process that is fair and transformative.

We want you to be successful in all that you do. We are excited to serve you and make a difference in our community and watch you make a difference in the world. My doors are always open to hearing from you as you matriculate through your studies and experiences.

*Yours in Service*

*Robert Cottrell*

*Chief of Police*



# SECTION 1: Student Rights & Responsibilities

## Student Rights

As a Virginia Union University student, I have the right to...

- Be treated with dignity and respect by those within the University community.
- Freedom of expression and belief, freedom of association and peaceful assembly, and freedom from personal force and violence, threats of violence and personal abuse.
- Privacy of confidential institutional records.
- Pursue academic and extracurricular activities that support intellectual, spiritual, emotional, and personal growth.
- Competent instruction, campus support services, and University facilities.
- Have fair notice of all institutional rules and regulations, including the range of sanctions for misconduct.
- A fair conduct process, if accused of a violation against the University's policies and regulations.
- Learn in a safe campus community.
- Participate in the governance of the University through engagement with and/or in the Student Government Association.
- Prompt and courteous responses from the University administration.
- Academic and administrative policies that support intellectual inquiry, learning, and growth.
- Exercise the right of free inquiry, expression, and advocacy in a manner that does not interfere with the orderly function of the University.
- Be free from discrimination on the basis of race, color, ethnicity, national origin, gender identity, gender expression, genetic information, religion, political views, sexual orientation, age, military or other uniformed service, disability or any other characteristic protected under applicable local, state, or federal law.
- 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:

- Upholding all Virginia Union University policies and regulations.
- Exhibiting classroom behavior that is conducive to the learning process.
- Learning the content of a course of study, according to the standards of performance established by the faculty.
- Treating all members of the University community with dignity and respect.
- Carrying and presenting the University identification to the University officials upon request.
- Working towards the actualization of the Nine Noble Achievements.
- Ensuring that guests on campus behave in a manner consistent with the University core values.

# SECTION 2: Introduction of Virginia Union University History

## 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	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. Joseph F. Johnson (Acting)	2016-2017
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, con-

## **Virginia Union University Administration**

Dr. Hakim J. Lucas, President/Chief Executive Officer  
Dr. Allia L. Carter, Executive Vice President/Chief Operating Officer  
Dr. Mignon Jacobs, Provost/Senior Vice President of Academic Affairs  
Dr. Robin Davis, Associate Provost  
Dr. Jeffrey Harlow, Assistant Provost  
Brent Jackson, Esq., Chief Legal Officer  
Gregory Lewis, Senior Vice President/Chief Financial Officer  
Joseph Taylor, Vice President of Intercollegiate Athletics and Community Wellness  
Ralph Dickerson, Vice President of Institutional Advancement  
Dr. Joseph Green, Vice President of Student Development and Success  
Mylaka Simpson, Associate Vice President of Enrollment Management  
Franklin Patterson, Vice President of Infrastructure Management and Planning

## **Virginia Union University Deans**

Dr. Ahkinyala M. Abdullah, Interim Dean of School of Arts & Sciences  
Dr. Robin R. Davis, Dean of Sydney Lewis School of Business  
Dr. Michelle McQueen-Williams, Interim Dean of Evelyn Reid Syphax School of Education  
Dr. John Guns, Dean of Samuel DeWitt Proctor School of Theology  
Dr. Deborah Martin, Dean of Students  
Dr. Corey Scott, Dean of University College  
Dr. Richard Price, Dean of Chapel

<b>Academic Affairs</b>	Pickford Hall First Floor	804-257-5606	
<b>Philanthropy and Strategic Development, Alumni Relations, Corporate &amp; External Affairs</b>	C.D. King Building Second Floor	804-342-3938	@vaunion1865
<b>Athletics</b>	Belgium Building First Floor	804-342-1484	@vuusports
<b>Academic Technology and University Media</b>	Ellison Hall, First Floor	804-342-3891	
<b>Book Store</b>	Adjacent to L. Douglas Wilder Library and Learning Resource Center Left Side	804-257-5725	
<b>University Pastor</b>	Kingsley Hall Second Floor	804-257-5708	@vuucampusministries
<b>Workforce Development</b>	Henderson Student Center First Floor, Room 1014	804-257-5616	@vuuworkforcedevelopment
<b>ITC Helpdesk</b>	Ellison Hall Rooms 109 and 215	804-257-5630	
<b>Counseling Services</b>	Henderson Student Center	804-342-3812	@vuu_counseling
<b>Admissions</b>	Henderson Student Center First Floor	804-342-3570	@vuuadmissions
<b>Events Booking (On Campus)</b>	Living and Learning Center	804-257-5869	
<b>Financial Aid</b>	Ellison Hall	804-257-5882	

	Room 106		
<b>Greek Life</b>	Student Engagement Henderson Student Center First Floor	804-257-92	
<b>Dean of Students</b>	Henderson Student Center	804-257-5875	@deanmayers_vuu
<b>Police</b>	Pickford Hall Ground Floor	804-257-5850	vuupolice
<b>CAHN Health Clinic</b>	Student Health Henderson Student Center Second Floor	804-257-5885	@cahn_va
<b>Library Services</b>	L. Douglas Wilder Library and Learning Resource Center	804-257-5822	
<b>Post Office</b>	Henderson Student Center First Floor	804-257-5825	
<b>Registrar's Office</b>	Ellison Hall First Floor	804-257-546	
<b>Housing &amp; Residence Life</b>	Ellison Hall First Floor	804-257-5608	@vuuresidencelife
<b>Samuel DeWitt School of Theology</b>	Kingsley Hall Room 100	804-257-5715	
<b>Evelyn Reid Syphax School of Education</b>	Ellison Hall Room 111	804-257-5742	
<b>School of Arts &amp; Sciences</b>	Ellison Hall 2nd Floor	804-257-5734	
<b>Office of Student Involvement</b>	Henderson Student Center	804-354-5926	

@vuupab

<b>Engagement</b>	Game Room		
Snu:lem Atcom1.ts,	First Floor		
	Ellison Hall	04-1. 5 11	
S m1eJ Le""is School of Bu_sm.e s	First Floor		
	P kford T.fall. Third Floor	804-257-571	
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<b>Federal TRiO Program, Student Support Services</b>	Second Floor		
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<b>Educational T:</b>	Second Floor		
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<u>Drnr1l - Services.</u>		804-414-2584	t
	Henderson Student Center 2nd Floor		vuu.dining
<b>University College</b>	L Dou 'J ',i]d.edbrat-., 211d Jloor	·04· 42-3885	@uc_V'11J
<b>Student</b>			
<b>Government Association</b>	Henderson Student Center	804-257-5895	heartunion
<b>Leaming Cent ;r</b>	1st Floor		
	L. Douglas Wilder Library, 2 <sup>nd</sup> Floor	804-257-5817	
<b>Student Experience</b>			
	Henderson Student Center 1 <sup>st</sup> Floor	804-605-7085	@mzspencer_vuu

# SECTION 3: Nine Noble Achievements & Culture of Excellence

## Nine Noble Achievements: A Model of Student Success

At Virginia Union University (VUU), the institution's mission, coupled with the value proposition for a unique student experience, can be leveraged for the purpose of student success. VUU has a proven record of immersing admitted students into the history and culture of our institution and propelling them towards fulfilling their academic and professional goals. This success is based on clear student expectations and a commitment to institutional capacity that bolsters student support. VUU has established an environment with resource alignment to assist students as they journey through their 4-year career, and the development of an infrastructure anchored in student recognition. The outcome-orientation model (or milestones of student success) for newly matriculating VUU students are referred to as the Nine Noble Achievements—attribute to the historic “Nine Noble Buildings”, the original structures of Virginia Union University.

<p>I</p> <p><b>Focus</b> All students must have a Financial Investment Plan.</p>	<p>I</p> <p><b>Wisdom</b> All students must have a mentor as a part of their circle of support.</p>	<p>I</p> <p><b>Access</b> All Students must have an active Personalized Education Plan.</p>
<p>IV</p> <p><b>Scholarship</b> All students must graduate with a 3.0 GPA</p>	<p>V</p> <p><b>Purpose</b> All students must graduate on-time.</p>	<p>VI</p> <p><b>Experience</b> All students must complete an internship.</p>
<p>VII</p> <p><b>Culture</b> All students must have a term-away experience.</p>	<p>V I</p> <p><b>Future</b> All students must have a career/graduation/professional school offer before graduation.</p>	<p>IX</p> <p><b>Experience</b> All career paths must average \$60,000.</p>



The Nine Noble Achievements are identified as markers of student success because they are known to spawn change—within the student and the academic enterprise. Each of the success markers are represented by a stone, such that a student who successfully completes each milestone, will earn a representative stone as a symbol of their successful matriculation through graduation. Each stone is deeply rooted in the lived experience of our students, yet, intentionally sets a standard consistent with Best-in-Class higher education experiences. We anticipate that student fulfillment of the Nine Noble Achievements will result in a marked shift in student's successful transition into the marketplace. Through this model, we aim to produce a cadre of students who possess the skills to be highly effective global citizens.

### **Characteristics of a “Unionite”**

A “Unionite” demonstrates:

- integrity through being truthful and ethically responsible throughout our campus community;
- accountability for their actions and decisions relative to university policies & procedures;
- civility through respectful interactions with our campus community;
- achievement through engaging in rigorous intellectual activities;
- perseverance through actively pursuing excellence despite the presence of difficulty.

# SECTION 4: Virginia Union University Honor Code

**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 the resources that are available to support and prepare me for a **limitless future**.

**Accept responsibility for all 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.

# SECTION 5: Campus Life

Campus life takes many forms, the greatest of which is academic excellence and the enduring friendships that are at the core of the Union experience. VUU intentionally cultivates engaged citizenship, beginning with New Student Orientation and continuing through graduation. Each year, students participate in activities that assist with many gaining valuable leadership skills while building community on campus and in the greater Richmond community and global society.

There are approximately 25 student-led organizations in our community in addition to the opportunities to become a member of academic clubs, organizations, and experiences in other areas. Engagement is a key aspect of the growth and development of all our students.

GET ENGAGED • DISCOVER • CONNECT • LEAD

The Office of Student Engagement works to enhance the out-of-classroom experience and learning for an ethnically and culturally diverse VUU Student population by providing comprehensive purposeful Student Engagement programs. It 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 Nine Noble Achievement model (Scholarship, Culture, Experience, Future, Wealth, Purpose, Wisdom, Access, and Focus). Virginia Union University defends the right to free expression, including the freedom to express dissent, within the context of the law and responsibility for one's actions. The university also reserves the right to specify time, manner, and place for the exercise of these freedoms, guided by factors that include safety, the rights of others, and the normal functioning of the university.

## **Student Center**

The Thomas H. Henderson Student Center is the facility, which houses both student space and administrative offices. As the hub of student activity outside the classroom and residence halls, the Student Center houses student space including the Student Activity Center, Student Government Association Office, the Panther Grille, multi-purpose rooms (operated 10 a.m. – 12 a.m.), a conference room, the student dining hall, and a snack bar. Administrative spaces housed in the student center include the Post Office, the Office of Student Affairs, Admissions, Workforce Development and Training, Health Services, Counseling Services, Greek Life, Residence Life, Student Engagement & Leadership, and Thompson Hospitality (the Dining Hall Contractor).

### **Hours of Operation**

Monday – Friday:  
8:30 a.m. – 10:00 p.m.  
Saturday & Sunday:  
12:00 p.m. – 6 p.m.

## **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 to develop leadership skills, encourage collaboration building and resource utilization.

All registered student organizations (RSO) 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 Campus Ministries. Use of University facilities and other services are available only to registered student organizations.

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 carefully study 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 Engagement for additional information about the Student Organization Handbook.

## **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 complement 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 the individual chapter, contact the Office of Student Engagement. 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 Office of Student Engagement.

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 Engagement.

## **Undergraduate Student Government Association**

The Student Government Association (SGA) is the governing body of undergraduate 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.



# SECTION 6: Campus Support Services

## 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.

## Dining Services

Location: Henderson Center

### Hours of Operation:

#### *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 & Sunday*

Brunch 11:30 a.m.-1:00 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 entrance 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.*

### **Campus 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's phone number is: 804-257-5777.

### **Wellness and Student Services**

Virginia Union University provides a nurturing intellectually challenging, spiritually enriching, active learning environment. As such, it considers the development of students and values their mental health and emotional well-being. The Office of Wellness and Student Services, under the leadership of the Director of Wellness and Student Services, is responsible for ensuring services all provided to enrolled students, through individual and/or group sessions.

### **Learning Center**

The Learning Center, located on the 2nd Floor of the L. Douglas Wilder Library, provides academic tutoring virtually or campus-based, by appointment or walk-in. The Learning Center also provides test proctoring and academic placement testing. Contact the Learning Center at: [LearningCenter@vuu.edu](mailto:LearningCenter@vuu.edu) or (804) 257-5817.

### **Inclusive Learning**

The Office of Inclusive Learning ensures that VUU Panthers with disabilities/learning differences have equal access to campus resources to ensure their academic success.

Documentation required to support accommodations requests:

- A copy of your Individualized Education Plan (IEP) or a 504 plan
- For medical or physical conditions, documentation by a physician that clearly indicates the diagnosis
- Explanation of how the disability and the recommended accommodations are linked (emphasizing those that are school-based accommodations and strategies that the student should utilize on their own). A completed copy of the "Request for Accommodations Form".

Please visit Ms. Roswitha Shelton at the University College located on the second floor of the L. Douglas Wilder Library or contact her via email at [RMShelton@vuu.edu](mailto:RMShelton@vuu.edu) for more information.

### **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:

To pick up packages, students must present a valid VUU I.D. card.

Students are not allowed to use their mailboxes as a means of assisting fellow students with mail pick up.

All mailboxes requiring a key require a \$25.00 key deposit when issued.

If a student misplaces his/her blue package slip, their items (packages) will be sent back to the original sender.

### **Student Records (FERPA)**

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 access 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 (FERPA) (Buckley Amendment) of 1974. Virginia Union University protects student records by maintaining physical, electronic, and procedural safeguards in accordance with applicable policies and standards. All VUU personnel (to include student workers) that have authorized access to student records are trained in the proper handling of such records and must sign appropriate confidentiality forms as it relates to the area in which the records are maintained. Information pertaining to the security of student records can be found in the Academic Catalog and at: [www.vuu.edu/ja.FERPA.pdf](http://www.vuu.edu/ja.FERPA.pdf).

According to FERPA, students are afforded the following rights:

To inspect and review the education records relating to the student maintained by the colleges the student attends or has attended;

To challenge and require the University 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;

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;

To be informed by the University of the rights afforded to the students under FERPA;

The right to file a complaint with the Family Policy Compliance Office (FPC), 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.

Student conduct records are confidential to the extent allowed by University policy and the law, and the con-

duct-related contents of student educational files cannot be shared unless the student signs a release permitting the information to be shared with specific individual's or, in the case of a student who is a minor, the eligible parent or legal guardian, except as stipulated by the Registrar's Office and with the following exceptions:

- Conduct related information may be shared with other educational institutions and other university personnel considered those who "need to know," such as a coach in his or her role as an advisor to a student athlete, or the Director of Athletics;
- Conduct-related information pertaining to repeated or major violations of the drug and alcohol policy may be shared with parents or other legal guardians. This exception may not apply if the student is 21 years old or over, or if the student can demonstrate that they are financially independent.
- Parental notification may occur if the student's actions result in hospitalization or arrest.
- Conduct-related information may be shared subject to subpoena or other court order.

### **University Chaplin**

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 or their designee is available for pastoral services to the entire University.

### **Workforce Development & Training**

Workforce Development and Training's (WFDT) mission is to provide students with meaningful work opportunities that will allow them to better serve the community, develop the necessary skills, habits, and experiences to be competitive in the global job market while establishing Virginia Union University (VUU) as the region's premier workforce pipeline.

Workforce Development and Training program is designed to enhance students' career pathways, as well as provide access to opportunities (internships) that will lead to gainful employment and reduction of student debt. Eligible students can participate as an Internship Awardee and receive a tuition stipend. For eligibility, please contact The Office Financial Aid Office at 804-257-5882 or via email at [finaid@vuu.edu](mailto:finaid@vuu.edu).

What We Offer:

Graduate, Undergraduate, and Alumni Services

- Career Counseling Appointments (Resume Critique, Cover Letter, and Interviewing Skills)
- Career Readiness Workshops
- Employer Led Career Development Workshops & Information Sessions
- Career Fairs
- Graduate School Resources & Assistance
- Professional Dress Career Closet
- Mentoring Program
- Internship Program

Contacts for Workforce Development and Training: [workforcedevelopment@vuu.edu](mailto:workforcedevelopment@vuu.edu), 804-257-5616, and [@vuuworkforcedevelopment](https://www.instagram.com/vuuworkforcedevelopment) on Instagram.

### **Student Experience**

The Office of Student Experience is an innovative resource to ensure overall student satisfaction utilizing campus-wide proactive interventions to address student concerns and support student needs. Students can contact this office to receive assistance in resolving both informal and formal complaints as well as provide feedback to improve the overall student experience at Virginia Union University. The Office of Student Experience can be reached at 804.257.5673.

# SECTION 7: Community Standards & Code of Conduct

Virginia Union University (VUU) 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 respect for 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 ("Code of Conduct").

The VUU Student Conduct Process exists to respond to alleged violations to the Code of Conduct. The aim of the Student Conduct 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 by its Code 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 Conduct Process does not preclude the possibility of a 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.

Behavior that violates the Student Code of Conduct listed here and elsewhere will be subject to disciplinary action through the appropriate 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.

**Exclusions** – Please note that this Conduct Process does not apply to grade appeals. In addition, outcomes of the appeal processes are not subject to further consideration through this Conduct Process. Relative to academic issues, the Student Conduct Process only applies to complaints of Academic Dishonesty to the extent set forth in the Academic Integrity Policy (as outlined below). Finally, this Student Conduct Process does not apply to complaints regarding Sexual Misconduct. For information regarding Sexual Misconduct, please see the Sexual Misconduct Policy and Procedures (Title IX) [www.vuu.edu/titleix](http://www.vuu.edu/titleix).

## Student Conduct Violations

In this section, we will define items, which violate the Virginia Union University Student Code of Conduct.

### **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 University controlled residential units or on University property. 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 minor VUU student is found responsible for alcohol and/or drug violation.*

### ***Disorderly Conduct***

Behavior that disturbs and disrupts the orderly functioning of the University, its offices, and normal operations to include, but not limited to: obstruction, disrespect or disruption of University activities, and other university public and private spaces 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 the 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, including but not limited to drug and/or alcohol paraphernalia, public intoxication to include drugs and alcohol. 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, assuming the student does not engage or no longer engages in unlawful possession, use, manufacture, distribution or dispensing of a controlled drug on the properties of Virginia Union University.

### ***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 a 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 Campus Police and Office of Student Conduct.

### ***Falsification of Records***

No student shall alter, counterfeit, forge, falsify, or cause to be altered, counterfeited, forged, or falsified, any record, form, or document used by the University.

### ***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 a situation on or off-campus that is demeaning to an individual, produces mental or physical duress, harassment, or ridicule and 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.

Violation of policies and regulations as stipulated in the Housing & Residence Life Handbook. **Click Here for Residence Life Policies.**

### ***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. No student shall alter, counterfeit, forge, falsify, or cause to be altered any record, form or document used by the University.

### ***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 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, sending emails in a manner that the University deems abusive, 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/with the written permission of the Dean of Students.

### ***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 and 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.

### ***Drug and Smoke Free***

Virginia Union University is a Tobacco and Smoke-Free Campus, committed to providing a healthy environment on campus (see aforementioned Smoking Policy). "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.

### ***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, fraud, 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 or damage to 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 (see social media policy referenced above) 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 pocketknives with blades less than three inches and knives normally used for cooking or dining), 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.

### *Prohibition of Food and Drinks (in teaching and learning spaces)*

Food and/or drinks in formal teaching and learning spaces is strictly prohibited. All food and drink consumption shall be restricted to dining facilities and events as designated.

### *Student Identification*

Identification cards are required for all students and must be presented at all times.

### *Unauthorized Entry or Use of University Facilities*

University facilities are available for student use during specified times and are only permitted to currently enrolled students.

### *Face-Coverings*

During public health crisis, everyone must wear face-coverings that cover both the nose and mouth to protect against communicable diseases.

## **Conduct Decision Procedure**

Initial conduct assessment is heard by the Dean of Students, (or university designee). The findings are reviewed to determine if a conduct violation has been committed. If it is determined that a violation has occurred a sanction may be rendered. During the Assessment, an accused student can either accept responsibility or dispute the allegations. If the student chooses to accept responsibility, the case may be resolved, and the Conduct Review Committee (CRC) will determine the appropriate sanction. If additional information becomes available after a resolution is reached, CRC reserves the right to refer the case for review by the Chief of Police.

The student may request a reconsideration review by the CRC. A reconsideration request must be made in writing via email within 48 hours of the original sanction rendered.

## **Review Process**

The duties of the Conduct Review Committee will be to review the request and findings to determine if the sanction given by Director of Student Conduct (DSC) should be upheld or if a formal hearing with the Chief is warranted within 24 hours of receipt of the request. The student will be notified by DSC of the CRC decision.

Requests for an appeal will be considered by the Dean of Students. A request for an appeal does not guarantee a change in sanction.

## **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.

Note: The DSC and Chief of Police have the authority to initiate an administrative withdrawal (or involuntary separation) process based on threats or behaviors that cause concern for the safety and well-being of an individual, and/or the campus community. While the aforementioned violations provide context for the Student Code of Conduct, it shall be clear that actions beyond the scope of this list shall be addressed by the authority of the DSC and/or the Chief of Police.

## **Dean of Students and Student Conduct**

### **Dean of Students**

The Dean of Students has primary oversight for the operations of the Director of Student Conduct. The Dean of Students 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.

### **Director of Student Conduct**

Reporting to the Dean of Students, the Director of Student Conduct is responsible for determining the appropriate sanctions for adjudicating alleged violations of University regulation. The Director of Student Conduct is charged with providing oversight and coordination of the conduct process. Any member of the VUU community shall bring complaints against a student or a group of students to the attention of the DSC, the Police Department, Office of Housing & Residence Life, or the Title IX Coordinator. To report an incident, send an email to [conduct@vuu.edu](mailto:conduct@vuu.edu) or use the reporting form <https://www.vuu.edu/incident-reporting-form>.

### **Decision Process**

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

# General Conduct Procedure

## 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 Code of Conduct to the Director of Student Conduct, Dean of Students, or any other University officer. If the conduct amounts to a criminal offense, then the University Police must be contacted. All reports of offenses must 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.

## Investigation

The Director of Student Conduct and/or University Police will conduct an investigation to gather information about the alleged violation(s). Following the investigation, the Director of Student Conduct and/or University Police, as appropriate, will make recommendations as to whether or not there is enough evidence to proceed. The DSC 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.

## Notification - Conduct Assessment

If the Director of Student Conduct determines that a reported misconduct merits a conduct assessment, the respondent will receive a written statement of violation and disciplinary action.

- Certain violations may require an emergency hearing and notice time may be amended. VUU emails are the official mode of communication for the University.
- 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.
- The decision reached at the fact-finding meeting 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 may be also notified.

## Decision Process Classroom Behavior and Academic Dishonesty

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any behavior that has the effect of disrupting a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from class or dismissal on disciplinary grounds must be preceded by hearings from the Director of Student Conduct and process set forth under Student Conduct Hearing Processes.

Academic dishonesty allegations are processed in accordance with procedures set forth in the Academic

Integrity Code. Students will be subject to both the Student Conduct Code and the Academic Integrity Code in cases where there is a combination of alleged violations of academic and non-academic regulations.

### **Student Groups and Organizations**

Student Groups and student organizations are expected to comply with all University policies. Allegations of policy violations by groups or organizations will be investigated and resolved through Student Conduct Hearing Processes and shall consist of the following:

- Members and officers of student groups may be held collectively and/or individually responsible for violations of the Code and/or other University policies;
- The misconduct occurred at or in connection with an activity or event funded, sponsored, publicized, advertised, or communicated about by the group or organization;
- The group or organization could reasonably have foreseen the misconduct and took inadequate reasonable precautions to prevent the incident;
- The misconduct resulted from a policy or practice of the group or organization;
- The misconduct was not reported to appropriate University officials despite one or more officers or members of a group or organization having knowledge of the alleged violation;
- Sanctions for group or organization misconduct may include but not limited to revocation or denial of registration or recognition.

# Student Conduct Violation System

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.

<b>Conduct Violations</b>	<b>Point Range</b>
Alcohol	1-5 points
Disorderly Conduct	1-10 points
Dress Code	1 point
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 and ammunition	5-10 points
Weapon: Firearms (Zero Tolerance)	10 points

# Conduct Sanctions

If the respondent 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.

Responsibility for violating the Student Code of Conduct may be assigned any of the following sanctions in addition to disciplinary conduct points:

## *Warning*

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

## *Campus Resource Referral*

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

## *Wellness and Student Services*

A student may be referred to the University Office of Wellness and Student Services for a determination to be made for third party mental health resources.

## *Account Hold*

Various departments on campus can place a hold on a student's account for many reasons to include failure to comply with departmental directives (i.e. 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.

## *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.

## *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.

## *Fine*

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

## *Restitution*

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

## *No Contact Order*

For complaints involving allegations between students, the Director of Student Conduct will issue a no-contact order. If it is deemed appropriate by the Director of Student Conduct

that a no-contact order should be issued, the complainant and respondent will each receive the order. Each party will be informed by the DSC once a no-contact order has been issued to the other party. Note: 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.

#### *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 Housing and Residence Life.

#### *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 Housing and Residence Life. 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 Housing and Residence Life. If the student is residing in housing at the time of the suspension or expulsion, no refund of the housing deposit or fee will be made.

#### *Housing 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.

#### *Housing Suspension*

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

#### *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 the Director of Student Conduct (DSC) 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.

#### *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.

#### *Title IX Referral*

Any complaints involving allegations of Title IX sexual harassment or sexual assault and other 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.

### *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 Director of Student Conduct which imposed the sanction. If a succeeding Director of Student Conduct or Conduct Review Committee finds the student responsible for violating the terms of the deferred suspension during the period set up by the preceding Director of Student Conduct or the Conduct Review Committee, the student may be suspended.

### *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 Dean of Students. A student suspended from the University before an academic semester end 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.

### *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 other than academic reasons may not enter campus grounds for any reason without the express written permission from the Dean of Students. 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.

## **Levels of Violations & Sanctions**

### *Level 1 Violations (1-3 points)*

The following provides examples of common Level 1 violations and possible outcomes:

- Improper Trash Disposal
- Improper Guest Behavior
- Improper disposal of bodily fluids
- Pet Policy
- Overnight Guest Policies

Possible Sanctions:

- Warning
- Housing Probation

### *Level 2 Violations (3-5 Points)*

The following provides examples of common Level 2 violations and possible outcomes:

- Smoking
- Alcohol Possession
- Drug Possession
- Improper Use of Technology
- 

Possible Sanctions:

- Referral to Wellness and Student Services
- Probation
- Housing Suspension
- Restricted Campus Access

### *Level 3 Violations (5-7 points)*

The following provides examples of common Level 3 violations and possible outcomes:

- Disorderly Conduct
- Theft
- Fire Safety Violation

Possible Sanctions:

- Housing Suspension
- Suspension
- Probation
- Restricted Campus Access

### *Level 4 Violations (5-10 points)*

The following provides examples of common Level 4 violations and possible outcomes:

- Physical Abuse/Fighting/Assault
- Drug Possession w/ intent to distribute

Possible Sanctions:

- Housing Suspension
- Restricted Campus Access
- Suspension
- Expulsion

### *Level 5 Violations (10 points, Zero Tolerance)*

The following provides examples of common Level 5 violations and possible outcomes:

- Weapon Possession (including but not limited to firearms and/or ammunition) Explosive Devices  
Chemical Weapons
- Hazing
- Sexual Assault

Note: The possession or use of firearms, guns, BB guns, water guns or weapons of any kind is prohibited at all times. These prohibited items shall include, but are not limited to, firearms, crafted weapons (e.g., baseball bats

or pool cues), bowie knives, switchblade knives, daggers, nunchaku, and metallic knuckles. Possession or storage of weapons by students is prohibited on any property owned or controlled by the University.

Maze used as a form of weapon or in a non self defense manner is deemed a violation of student conduct.

Possible Sanctions:

- Suspension
- Expulsion

# SECTION 8: General University Policies

## University Grievance Policy

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

### Procedures for Submitting Input and Complaints

When a student encounters a University-related problem 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 to communicate concerns calmly and honestly.

If the student remains dissatisfied after consultation with the staff or faculty member, the student may initiate the formal complaint process at VUU described in the next section. 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 or complaint about an event or condition related to University activities 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.

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

Prior to submitting a formal complaint, all on-campus offices shall be provided an opportunity to address student concerns (informal resolution). Outlined below is a high-level hierarchy of divisional responsibility. Please allow five (5) business days for a response from each level before proceeding to the next level.

#### Division of Academic Affairs

For all academic-related matters please adhere to the following hierarchy: speak first to the course instructor, department chair, academic school Dean. Issues about course registration, or transcript needs shall be expressed to the Registrar.

#### Division of Administrative Services and Business Solutions

For all issues regarding customer service, the following hierarchy shall be followed for an information resolution: For technical issues, the Director of Information Technology, followed by the Senior Director. Safety and security concerns shall be reported to the Chief of Police. Following the indicated individuals, students shall consult the Assistant Vice-President, followed by the Executive Vice President/Chief Operating Officer.

#### Division of Business Affairs

Issues related to campus cleanliness, sanitation, functionality shall be reported to the Facilities Director. Subsequently, the Vice President of Business Affairs shall be consulted.

#### Division of Enrollment Management

Any student concerns regarding Housing and Residence Life shall be reported to the Director of Housing and Residence Life. Financial Aid related matters (to include eligibility) shall be directed to the Director of Financial Aid. The Student Accounts Director is the primary contact for student fees, payment plans, refund checks, etc. Ultimately, the Vice-President of Enrollment Management shall be contacted to address any concerns therein.

#### Division of Intercollegiate Athletics and Community Wellness

All students who access athletics offices and facilities (to include the fitness center), as well as those members of sporting or performance teams, shall report concerns to the Athletic Director, following by the Vice President of Intercollegiate Athletics and Community Wellness.

#### Office of Student Affairs

The following offices are led by their respective directors, Workforce Development and Training, Student Engagement, Student Experience, University College and Office of Wellness and Student Services. Any challenges shall be addressed with the Directors, then the Dean of Students. Following the Dean of Students, the Chief Operations Officer shall be consulted. Beyond the indicated offices, the Dean of Students is the primary contact for student-specific challenges. The Dean of Students will address the student's needs accordingly. This includes concerns about student health services provided by Capital Area Health Network.

#### Step 2: Formal Complaint

- If a resolution is not reached, the student is encouraged to submit a written complaint using the online complaint form (see above) or by email to [grievance@vuu.edu](mailto: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 of the situation of concern. It is necessary to demonstrate how the student has already attempted to resolve the concern, including a description of the steps taken to follow the procedure as defined in Step 1.

#### Step 3: Formal Resolution

- The Dean of Students will investigate the complaint and refer the findings to the Grievance Committee. Complaints may be referred to the appropriate college/division for additional investigation and a proposed resolution. Formal complaints will be investigated within seven (7) workdays. The Dean of Students will advise the complainant within the seven (7) day period if additional time is needed for resolution. Once resolved, the student may appeal the resolution to the Vice President of Student Development

and Success.

#### Step 4: Appeal

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

***Certain complaints are not covered by this process.*** For information regarding grade appeals please refer to Office of Academic Affairs. For information regarding Sexual Misconduct, please see the Sexual Misconduct Policy and Procedures and refer to [www.vuu.edu/titleix](http://www.vuu.edu/titleix).

**The Office of Student Experience** serves as an innovative resource for students to discuss their campus life experience and provide interventions that aim to ensure a high-quality student experience. Operating a centralized call center, this office is also positioned to receive and respond to both informal and formal student complaints and/or issues.

**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.

### Sexual Misconduct Policy

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 Director of Student Conduct, 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](http://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.

## **Smoke Free Campus Policy**

### **Rationale**

Virginia Union University (VUU) is committed to providing a healthy environment on campus. We recognize the serious health implications of both the direct and indirect use of tobacco products and our responsibility to promote the health and well-being of our students, faculty, staff, and visitors. In February 2018, the University received a grant from Truth Initiative to be designated as a tobacco and smoke-free campus. As a leader in the community, Virginia Union strongly discourages the use of any and all tobacco, nicotine and marijuana products. VUU is committed to offering our students, staff and faculty helpful smoking cessation and wellness resources.

### **1. Definitions**

1.1. To “smoke” means: inhaling, exhaling, burning, or carrying any lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic. It also includes use of any such tobacco or plant product with a pipe or hookah; with an electronic smoking device which in any way creates an aerosol or vapor in any form; or any other oral smoking device, such as e-cigarettes, vaporizers, or other such devices.

1.2. “Tobacco-derived or containing products” means products that include, without limitation, cigarettes (including clove, bidis, kreteks and similar type products), electronic cigarettes, aerosol or vapor nicotine delivery devices, cigars and cigarillos, pipe tobacco, hookah-smoked products, and oral tobacco (spit and spit less, smokeless, chew, snuff).

1.3. Marijuana means all parts of the plant of the genus cannabis, growing or not; the seeds of the plant; the resin extracted from any part of the plant; and every compound, manufacturer, salt derivative, mixture, or preparation of the plant or its seeds or resin, including marijuana concentrate and the marijuana –infused products.

1.4. Marijuana-infused products mean a topical formulation, tincture, beverage, edible substance, or similar product containing marijuana and other ingredients and that is intended for human consumption.

“Alternative nicotine product” means any noncombustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means.

“Alternative nicotine product” does not include any nicotine vapor product, tobacco product, or product regulated as a drug or device by the U.S. Food and Drug Administration (FDA) under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

## **2. Policy**

2.1. This policy is for all VUU faculty, staff, students, vendors/contractors, and visitors to our campus.

2.2. Virginia Union University supports and is committed to wellness and a healthy environment. No person shall smoke, chew, or otherwise use tobacco, tobacco products, tobacco-derived or smoking simulation products or devices, and/or alternative nicotine, products on, in, or upon property owned or leased by Virginia Union University.

2.3. Marijuana is not permitted anywhere on campus property or at any campus sponsored events. Use of marijuana includes, but is not limited to, smoking in any form or any edible form. Marijuana smoking or use of marijuana is prohibited in any private vehicle, any college owned vehicle, or any vehicle located on college property. Marijuana is considered illegal in the state of Virginia, and its possession, use, and sale could carry prison time and/or other disciplinary consequences.

2.4. Student’s disciplinary consequences are set forth in the Student Code of Conduct. Disciplinary action may consist of payment of fines, verbal reprimand, restitution of damages, and restriction of privileges, disciplinary probation, suspension, dismissal and/or notation on the student’s record of dismissal or suspension.

2.5. This policy does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence. (See exemption for FDA-approved cessation products in the definition of alternative nicotine product, below.)

## **3. Monitoring**

3.1. The University reserves the right to monitor, intercept and review within the law, without further notice, on-campus student behavior that may warrant intervention.

## **4. Consequences of a Breach of Policy**

4.1. Any breach of this policy may result in disciplinary action up to and including suspension or expulsion.

4.2. Any disciplinary action will be taken in accordance with the procedures outlined in the Student Code of Conduct.

4.3. Where conduct may be illegal criminal offence, the University may report the matter to the police.

## 5. Reporting

5.1. Any complaints received under this policy will be reported on an anonymous basis where appropriate, to the relevant body within the University.

### Drug-Free Policy

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.

The Commonwealth Virginia Law prohibits the purchase, possession or consumption of beer, wine, or distilled spirits by persons less than twenty-one years of age. The Commonwealth of Virginia 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 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 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 that occurs while a student is enrolled at the University to the Chief of Police.
5. All students 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 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.

Students will not be expelled for voluntarily seeking assistance for a substance abuse problem. However, continued unacceptable, attendance and/or behavior problems, shall result in disciplinary action, up to and including termination or expulsion.

### **Tobacco and Smoke Free Policy**

Tobacco and Smoke-Free Campus: Virginia Union University is committed to providing a healthy environment on campuses. We recognize the serious health implications of both the direct use of tobacco products and indirect exposure to the use of tobacco products and our responsibility to promote the health and well-being of our students, faculty, staff, and visitors. 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, 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, and its possession, use, and sale carry prison fines and disciplinary consequences under Virginia Union University’s Zero Tolerance Policy.

We recognize the serious health implications of both the direct use of tobacco products and indirect exposure to the use of tobacco products and our responsibility to promote the health and well-being of our students, faculty, staff and visitors.

### **Zero Tolerance Policy**

Virginia Union University implemented a Zero Tolerance Policy in 2008. Zero tolerance policies are intended to make schools safer places to learn. Virginia Union University's "Zero Tolerance" policy includes guns/weapons, drugs, alcohol, and fighting. A zero tolerance policy requires university officials to —suspend or expel—a student when they break the rules. ”

#### **Guns/Weapons are not allowed**

§ 18.2-308.1. Possession of firearm, stun weapon, ammunition, explosives, knives, or other weapons on University property prohibited; and can be considered a penalty.

#### **Drugs and Controlled Substances are not allowed**

§ 18.2-255.2. § 54.1-3401. Prohibit the sale, manufacture, and use of controlled substances on or near University properties; and can be considered a penalty.

## Alcohol is not allowed

§ 4.1. The use of alcohol while on the properties of Virginia Union University is prohibited except when authorized by the University at designated functions. Students found responsible for driving under the influence, public intoxication, possession of false identification, or possession/consumption of alcohol in a university facility regardless of age is not allowed.

## Fighting is not allowed

§ 18.2-51. Fighting at the levels of Simple, Assault and Battery, or Aggravated on or off campus are not tolerated on campus and are punishable by law.

### Appropriate Attire Policy

Virginia Union University has a prescribed dress code, and some attire is considered inappropriate in specific settings on/off-campus. The University retains the right to define what is considered appropriate attire. 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 except in the residence halls and at designated University activities and events, on and off campus. These include, but are not limited to:

- 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),
- Sagging pants worn mid-hip with undergarments revealed,
- Sleeveless shirt meant to be worn as an undergarment 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/ 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 reveals 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 follow the guidelines below 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 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 are allowed to wear head attire due to religious affiliation or culture celebration.

### **Masks and Face Coverings**

Students, faculty, and staff may be required to wear face masks in all campus building and all common areas (hallways, elevators, study rooms, dining rooms, assembly rooms, etc.), classrooms/labs, office visits and all places where six feet of separation cannot be clearly maintained.

## **Student Records Policy**

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

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

According to FERPA, students are afforded the following rights:

- A. To inspect and review the education records relating to the student maintained by the colleges the student attends or has attended;
- B. To challenge and require the college to amend any portion of the education records concerning the student that is inaccurate, misleading, or otherwise in violation of the student's privacy rights
- C. To require the college to obtain written consent prior to the disclosure of personally identifiable information, except in those instances specifically noted in the statute.
- D. To be informed by the college, of the rights accorded to the students under FERPA
- E. The right to file a complaint with the Family Policy Compliance Office (FPCO), the division within the federal Department of Education charged with enforcement of FERPA, alleging denial of rights. The address for the Family Compliance Office is 400 Maryland Avenue, SW, Washington, D.C 20202-5901. 5.

## **Infectious Disease Policy**

This Policy is intended to prevent the spreading or outbreak of communicable or infectious diseases and will be interpreted and administered in order to protect the health and well-being of the University community.

**Definition:** "Infectious Disease" is defined as a disease of humans or animals resulting from an infection or an illness due to exposure to a specific disease agent which arises through transmission of that disease agent, either directly or indirectly, including but not limited to, hepatitis A, B and C, HIV/AIDS, tuberculosis, Rubella, chicken pox, influenza, measles, meningitis, and others

Virginia Union University will comply with all applicable federal and state laws in connection with an individual who contracts an Infectious Disease. Students, employees, and visitors are encouraged to immediately report information related to the potential occurrence of an infectious disease within our campus community. In the event of an infectious disease, the University will review and monitor the situation on a case-by-case basis and work with local, state, and federal authorities, as necessary, to determine the appropriate course of action.

As permitted by law, the University may take steps to identify and address potential infectious diseases, including but not limited to the following:

- Inquire about an individual's medical condition;
- Require an individual who has contracted an infectious disease to submit a physician's statement of health prior to returning to the University, which may include proof of appropriate vaccination;
- Require an individual to submit to an appropriate medical evaluation from a physician of the University's choosing.
- Consult with the individual's physician (with appropriate consent) regarding the infectious disease;
- Consult with a physician designated by the University, and such other persons or resources, including the public health department, to assist in determining the appropriate course of action;
- Institute quarantine or isolation protocol;
- Restrict travel to high-risk locations;
- Exclude individuals who are infected or at risk of infection from the classroom, workplace, or other University activities;
- Maintain the confidentiality of and/or disclose the identity and other information regarding the infectious disease as may be required by law;
- Follow guidance or directives from local, state, or federal authorities;
- Activate University Emergency Operations to consider measures such as social distancing, University closure, cleaning procedures, travel monitoring, class suspension, etc.; and/or
- Implement other temporary action(s) that is reasonably required to prevent unacceptable risk of exposure until the University is able to consult with a physician or local, state or federal authorities.

## Social Media Policy

### 1. Rationale

Virginia Union University (“University”) encourages the use of social media to connect with others, including students, employees, alumni, and the University. Social media sites are excellent venues to communicate and encourage engaging discussions about University current events, issues, accolades, organizations, and people. There is, however, an inherent risk involved in using social media; in that, it is an instantaneous and far-reaching form of communication and inappropriate use can impact staff, students, and the reputation of the University. This policy provides information for students as to the appropriate use of social media when connected to their status as a student of the University, or when directly or indirectly referencing the University.

### 2. Policy

2.1 For the purpose of this policy, social media is defined as any online interactive tool, which encourages participation, interaction, and exchanges. New forms of social media appear on a regular basis. Currently, they include Facebook, Flickr, Instagram, TikTok, YouTube, LinkedIn, Snapchat and Twitter, as well as blogs, discussion forums, instant messaging and any website which allows public commenting or posting.

2.2 This policy applies to all students and to any personal communications within a social media platform, which directly or indirectly reference the University. Additionally, this policy applies to social media communications made at any time, whether privately or publicly, and from anywhere, including away from campus and on personal devices, whether to an individual, to a limited group, or the world.

2.3 The University is committed to fostering an educational environment that allows for freedom of speech and expression in accordance with the First Amendment to the U.S. Constitution. However, the University will not tolerate any activity or posting that precludes First Amendment protection such as any unlawful, defamatory, or obscene (as defined by Virginia and federal law) activity or posting. The University reserves the right to refer social media activity to the applicable social media platform and/or appropriate authorities for appropriate action.

2.4 The University acknowledges that students may use social media in their private lives and for personal communications. Personal communications are those made on, or from, a private social media account, such as a personal page on Facebook or a personal blog. In all cases where a private social media account is used, which identify the University, it must be made clear that the account holder is a student at the University to avoid the impression that views expressed on or through that social media account are made on behalf of the University. Recommended language may include “The thoughts, opinions as expressions of this account are my own and do not represent the university in which I am currently enrolled.”

2.5 Employee Use – When using social media as a part of their official duties, and/or when presenting oneself in social media settings as a university representative, employees must comply with applicable University policies governing employee behavior and acceptable use of electronic and information resources.

### 3. Definitions

3.1 Social Media: A software system or service provided via the Internet used to communicate and share

information between people through interactions with video, audio, text, or multimedia. Examples include, but are not limited to: Facebook, Twitter, Google Plus, Flickr, Pinterest, Tumblr, Instagram, LinkedIn, YouTube, WordPress, petition sites and other similar services.

3.2 Copyright: A form of intellectual property law protecting original works of authorship including literary, dramatic, musical, and artistic works. A copyright does not protect facts, ideas, systems, or methods of operation – only the way these objects may be expressed.

#### **4. Social Media in Your Personal Life**

4.1 As a student, you should be aware of your association with and responsibilities to the University, and ensure that your profiles and related content are consistent with:

- the University’s policies, including but not limited to, data protection, dignity, electronic mail usage and information security
- your Registration Agreement with the University
- how you would wish to present yourself – including to future employers

4.2 You must also be aware of the potential impact and permanence of anything, which you post online.

Therefore, you should avoid posting anything online that:

- you would not wish to be in the public domain
- you would not be willing to say personally to the face of another individual
- You should also be aware that any digital material that you post online could reach a wider audience than you would have expected or intended. Once digital content has been created and shared, you will have limited control over its permanence and audience.

#### **5. Expected standards of behavior**

5.1 Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of behavior set out in this policy and the student Code of Conduct.

5.2 Communications on social media must be respectful at all times and in accordance with this policy. Use of social media must not infringe on the rights, or privacy of other students, or staff and students must not make ill-considered comments or judgments about other students, staff or third parties.

5.3 Students must take particular care when communications through social media can identify them as a student of Virginia Union University to members of staff, other students, or other individuals.

5.4 The following non-exhaustive list may, according to the circumstances (and subject to 3.1), be considered to be of an unacceptable nature and should never be posted:

- confidential information (which may include research not yet in the public domain, information about fellow students or staff or personnel matters, non-public or not yet approved documents or information);
- details of complaints and/or legal proceedings/potential legal proceedings involving the University;
- personal information about another individual, including contact information, without their express permission;
- comments posted using fake accounts or using another person’s name without their consent;
- material, including images that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity;
- any other posting that constitutes a criminal offense;
- anything which may bring the University into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff, and those connected with the University.

## **6. Cyber Bullying via social media sites**

6.1 The University will not accept any form of bullying or harassment by or of members of University staff or students.

6.2 The following examples illustrate the types of behavior, displayed through social media communications, which the University considers to be forms of cyberbullying:

- maliciously spreading rumors, lies or gossip
- intimidating or aggressive behavior
- offensive or threatening comments or content
- posting comments/photos etc. deliberately mocking an individual with the intent to harass or humiliate them

6.3 Cyber bullying may also take place via other means of electronic communication such as email, text, or instant messaging. Cyber bullying in these forms is not tolerated by the University.

6.4 Any student who is experiencing cyber bullying by another student or a member of University staff will have the full support of the University. The University Dean of Students is readily available to respond to a student if they feel they are being bullied, harassed, or victimized.

## **7. Intellectual Property**

7.1 All students must ensure that they have permission to share any third-party materials, including all images, photographs, text, and videos, before uploading them to or linking to them via social media and, where sharing is permitted, should ensure that such materials or shared links are credited appropriately.

7.2 In addition, all students must check the terms and conditions of a social media account and/or website before uploading material to it; by posting material to social media accounts and/or websites, you may be releasing ownership rights and control of the content. For this reason, you must exercise caution in sharing all information.

7.3 The University is not responsible for, nor does it hold any ownership, of any content posted by its students, other than content posted by students using University accounts, or in the course of their duties, as a form of professional communication.

## **8. Brand**

8.1 The University's name, identity and logo may only be used in accordance with the University's brand guidelines.

## **9. Roles and responsibilities**

9.1 All students are responsible for:

- ensuring that any use of social media is carried out in line with this and other relevant policies;
- informing the relevant staff member(s) when an institutional account is to be used;
- seeking relevant authorization for official posts prior to publication;
- regularly monitoring, updating, and managing content he/she has posted;
- adding an appropriate disclaimer to personal accounts when the institution is named (see section 2.4 above); and
- reporting any incidents or concerns.

## **10. Monitoring**

10.1 The University reserves the right to monitor, intercept and review within the law, without further notice, student activities using its IT resources and communications systems, including but not limited to social media postings, to ensure that its rules are being complied with and such activities are for legitimate purposes.

## **11. Consequences of a breach of this policy**

11.1 Any breach of this policy may result in disciplinary action up to and including suspension or expulsion.

11.2 Any disciplinary action will be taken in accordance with the procedures outlined in the Student Code of Conduct relative to “Misuse of Technology”.

11.3 Disciplinary action may be taken regardless of when the breach is committed and regardless of whether any University equipment, facilities, or platforms are used in committing the breach.

11.4 Where conduct may be an illegal criminal offence, the University may report the matter to the police. Beyond that, any member of staff, student or third party may pursue legal action against you if they choose to do so.

## **12. Reporting**

12.1 Any complaints received under this policy will be reported on an anonymous basis where appropriate to the relevant body within the University.

# 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

