

12/20/2017

# Virginia Union University

## Administrative Policies and Procedures

Dr. Hakim J. Lucas, President ~- Dr. Joy Goodrich, Provost  
HEWLETT-PACKARD COMPANY

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AREA OF RESPONSIBILITY:	OFFICE OF THE REGISTRAR
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	ACADEMIC PROGRESS – SECTION 4.16
EFFECTIVE DATE:	1/08/90
Reviewed:	1/30/09

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It is the policy of the University that the academic progress of a student is tracked by the student's advisor. The academic progress is presented to the student in a concise form to show the general education requirements, major and collateral requirements, and electives for a student's degree program, and the way in which the student is completing those requirements. This assessment provides accurate, up-to-date information to assist students and advisors in making wise academic choices.

At the end of the junior year, the advisor will send a progress report or Senior Assessment to the Office of the Registrar for the record, and for further confirmation through completion of the Senior Audit. The Senior Audit is sent back to the advisor for confirmation. It is the responsibility of the advisor to contact the student regarding changes in the assessment.

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AREA OF RESPONSIBILITY: OFFICE OF THE REGISTRAR  
RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR  
POLICY IDENTIFICATION: STUDENTS WITH DISABILITIES –  
SECTION 4.19  
EFFECTIVE DATE: 1/08/90  
Reviewed: 1/30/09

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Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require the University to provide academic adjustments and/or accommodations for students with documented disabilities. Students are requested to inform and provide the Office of Disability Services with the appropriate disability documentation such as, a 504 Plan, Individualized Educational Services Coordinator, a Faculty Accommodation Letter outlining academic accommodations will be drafted for the student within the first six weeks of the academic semester.

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AREA OF RESPONSIBILITY:	RESIDENCE LIFE
RESPONSIBLE CONTACT:	DIRECTOR OF RESIDENCE LIFE
POLICY IDENTIFICATION:	HOUSING CONTRACTUAL AGREEMENT - SECTION 9.7
EFFECTIVE DATE:	4/1/99
Reviewed:	1/30/2015

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It is the policy of the University to require all students residing in University housing to sign a contractual agreement. Students living on campus are subject to the rules and regulations related to Residence Life as described in the agreement, the Student Handbook and the Residence Life Manual.

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AREA OF RESPONSIBILITY:	RESIDENCE LIFE
RESPONSIBLE CONTACT:	DIRECTOR OF RESIDENCE LIFE
POLICY IDENTIFICATION:	STORAGE OF PERSONAL BELONGINGS - SECTION 9.8
EFFECTIVE DATE:	Revised 2/2/07
Reviewed:	1/30/2015

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The University makes no provision for storage of a student's personal belongings. For any period, which the University is closed except for Christmas Break and Spring Break, students are expected to remove their belongings from the room and University. The University assumes no responsibility for items left under assumption of storage.

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AREA OF RESPONSIBILITY: OFFICE OF RESIDENCE LIFE

RESPONSIBLE CONTACT: DIRECTOR OF RESIDENCE LIFE

POLICY IDENTIFICATION: PERSONAL ITEMS /BELONGINGS -  
SECTION 9.9

EFFECTIVE DATE: Revised 2/2/07

Reviewed: 1/30/2015

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The University allows students to bring an array of items to University except for prohibited items as described in the VUU STUDENT HANDBOOK, THE RESIDENCE LIFE MANUAL, and on THE RESIDENCE LIFE WEBSITE. The University assumes no responsibility for the safety or care of any personal items/ belongings. At the beginning of each semester, personal items may be marked for identification for University Police.

Students are encouraged to exercise care for belongings and to ensure the security of rooms.

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AREA OF RESPONSIBILITY:	RESIDENCE LIFE
RESPONSIBLE CONTACT:	DIRECTOR OF RESIDENCE LIFE
POLICY IDENTIFICATION:	CLEANING OF ROOMS – SECTION 9.11
EFFECTIVE DATE:	11/30/87
Reviewed:	1/30/2015

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It is the policy of the University that, upon occupancy, the residents of a room assume the responsibility for cleaning the room.

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AREA OF RESPONSIBILITY: RESIDENCE LIFE  
RESPONSIBLE CONTACT: DIRECTOR OF RESIDENCE LIFE  
POLICY IDENTIFICATION: ROOM CHANGES – SECTION 9.12  
EFFECTIVE DATE: 11/30/87  
Reviewed: 08/01/2019

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It is the policy of the University to consider room changes beginning two weeks after the close of registration. Room changes must be approved by the Office of Residence Life. There will be no changes to rooms after the add/drop period.

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AREA OF RESPONSIBILITY: RESIDENCE LIFE  
RESPONSIBLE CONTACT: DIRECTOR OF RESIDENCE LIFE  
POLICY IDENTIFICATION: FIRE DRILLS – SECTION 9.13  
EFFECTIVE DATE: 11/30/87  
Reviewed: 1/30/09

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It is the policy of the University that fire drills shall be conducted in each residence hall in accordance with state law and University safety rules and regulations.

For any scheduled drill, the University Police Office must be notified in advance and a report of the drill must be forwarded to that office. In the event of a false alarm, an incident report must be forwarded to the Office of Residence Life.

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AREA OF RESPONSIBILITY: OFFICE OF RESIDENCE LIFE

RESPONSIBLE CONTACT: DIRECTOR OF RESIDENCE LIFE

POLICY IDENTIFICATION: ELECTRICAL APPLIANCES  
SECTION: 9.14

EFFECTIVE DATE: REVISED 2/2/2015

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The University, for reasons of safety, prohibits the use of any electrical cooking appliances (hot plates, ovens, etc.) in Residence Hall rooms. Specific items prohibited are listed in the Residence Life Handbook and on the Residence Life Website.

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AREA OF RESPONSIBILITY: OFFICE OF RESIDENCE LIFE  
RESPONSIBLE CONTACT: DIRECTOR OF RESIDENCE LIFE  
POLICY IDENTIFICATION: VISITATION – SECTION 9.15  
EFFECTIVE DATE: 2/2/2015

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It is the policy of the University to allow co-ed visitation at designated times and in designated areas as established by the Office of Residence Life and residents. Residents and guests are held responsible for the behavior of their guests.

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AREA OF RESPONSIBILITY:	RESIDENCE LIFE
RESPONSIBLE CONTACT:	DIRECTOR OF RESIDENCE LIFE
POLICY IDENTIFICATION:	OVERNIGHT GUESTS – SECTION 9.16
EFFECTIVE DATE:	11/30/87
Reviewed:	1/30/2015

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It is the policy of the University to allow overnight visits by guests of the same sex in residence halls. Such visits must have prior approval from the roommate and guests must register in the office of the building coordinator. Residents who fail to register overnight guests are subject to being written up for violation of the Standard Code of Conduct for having an unauthorized occupant in the room.

After midnight, overnight guests must be accompanied by the person being visited to gain entrance into the residence hall. Guests are advised to have a picture ID for identification purposes.

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AREA OF RESPONSIBILITY: DIVISION OF BUSINESS AFFAIRS  
RESPONSIBLE CONTACT: VICE PRESIDENT FOR BUISNESS AFFAIRS  
POLICY IDENTIFICATION: STUDENT ACCOUNT REFUNDS – SECTION 10.6  
Revised Date: 02/06/2015

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It is the policy of the University to issue refunds to students when a credit balance exists on the student's account after all known charges have been posted and when the Comptroller's Office receives approval from the Office of Student Financial Aid.

#### How to Request a Refund

Students will automatically receive a refund after approval from the Director of Financial Aid and the Comptroller.

The Director of Financial Aid must approve all refunds for students receiving any form of financial aid.

Once the refund is properly authorized, the voucher will be processed within 14 business days of the date the credit appears on the Student's Account.

#### Withdrawing Students

Students who withdraw from the University without following the University's procedure for withdrawal are not eligible for refunds.

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