Students’ Rights and Responsibilities

STUDENTS’ RIGHTS AND RESPONSIBILITIES

Lynchburg College expects every member of the campus community to share in the College’s historic commitment to academic honesty, personal integrity, and behavioral maturity. As an educational institution, the College is concerned with both the formal, in-class education of its students and their growth into mature men and women who conduct themselves as responsible citizens.

The uniqueness of the academic community requires particular sensitivity to both the individual rights of students and the rights of the College community. Rules and regulations are imperative as a basis for the orderly conduct of College activities and for maintaining an environment conducive to study, recreation, and personal growth. For a list of student rights and additional information on student responsibilities, see The Hornet, the annually updated student handbook. All students are expected to know and abide by Lynchburg College policies published in The Hornet.

Lynchburg College Honor and Student Conduct Codes and Regulations

Standards of student conduct address three major areas of integrity. The Honor Code includes both academic and personal integrity. The Student Conduct Code addresses respect for the rights of the College and the people within the community. These standards of conduct are intended to encourage honesty in academic achievement as well as personal growth and development.

In accepting admission to Lynchburg College, a student agrees to learn and to abide by all College policies and procedures. In addition to controlling their own behavior, students are expected to do their utmost to help maintain a high level of conduct among fellow students. College policies are set forth in writing to give students general notice of prohibited conduct; they are not designed to define misconduct in exhaustive terms and should be read broadly.

When a violation of College policy is believed to have occurred, appropriate College officials or members of the Student Judicial Board review the alleged infraction. If confirmed, the violation results in educational sanctions intended to facilitate the positive growth and development of those involved. See The Hornet student handbook for the full text of the Lynchburg College Honor and Student Conduct Codes and Regulations.

Student Records: Practices, Rights, and Privacy

Lynchburg College annually informs students about the Family Educational Rights and Privacy Act of 1974 (FERPA). This act, with which the institution complies fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act.

A student’s permanent record consists of his/her Lynchburg College aca-
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demic record transcript. These permanent course and grade records, whether
temporary are kept in perpetuity and are safeguarded in fireproof
records are the supportive records of an applicant’s or enrolled student’s progress that are kept in various offices whose
functions dictate the record retention and disposal schedule.

Information contained in student records is maintained primarily for
educational purposes and is for the use of faculty and staff within the College
who have a legitimate need for information. Information is not released out-
side the College without the written request or consent of the student, except
as noted below and as may be required by law. The physical examination
and health history record and other pertinent medical information submitted
directly to the Student Health Service and maintained there are not available
to any non-medical personnel.

Directory-type information such as name; campus, off-campus, e-mail,
and permanent addresses; telephone numbers; names and addresses of par-
ents and guardians; dates of attendance; full-time or part-time status; student
classification; institutions previously attended; degrees and major fields of
study; awards and honors; anticipated graduation dates; past and present par-
ticipation in officially recognized sports and activities; physical description;
gender; photographic or videotaped image; and date and place of birth may
be released without consent to those who have a reasonable and legitimate
need for the information. Students who wish to prevent disclosure of direc-
tory information to persons outside the College may do so by completing the
proper form at the Registrar’s Office.

Students may inspect certain portions of their education records within a
reasonable time of presenting a request. Records not available for inspection
by students include student health, employment, or alumni records; financial
information submitted by parents; and confidential letters and recommenda-
tions associated with admission, employment or job placement, or honors for
which the rights of inspection and review have been waived.

Students who believe that their education records contain information
that is inaccurate or misleading or is otherwise in violation of their privacy or
other rights may discuss this with the Registrar’s Office for academic records
or the Office of the Dean of Students for other education records. When re-
cords are not amended as requested following such discussion, appeal may be
made to other administrative offices of the College.

Those needing additional information or those wishing to complete
forms to exercise any options outlined above, may contact the Registrar’s
Office concerning academic records or the Office of the Dean of Students
concerning other education records.

Drug Free Environment Statement

The Drug-Free Schools and Communities Act amendments of 1989, Public
Law 101-226, require that higher education institutions adopt and implement
a program to prevent unlawful possession, use, or distribution of illicit drugs
and alcohol by students and employees of the institution. This legislation
calls for the publication of:

1. standards of conduct that clearly prohibit, at a minimum, the unlaw-
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ful possession, use, or distribution of illicit drugs or alcohol by stu-
dents and employees on College property or as part of any College
activity;
2. a description of applicable legal sanctions under local, state, or fed-
eral law;
3. a description of health risks associated with the use of illicit drugs
and the abuse of alcohol;
4. a description of available drug or alcohol counseling, treatment, re-
habilitation, or re-entry programs; and
5. a clear statement of the disciplinary sanctions the College will im-
pose on students and employees for violation of the College’s appli-
cable standards of conduct with respect to the unlawful possession,
use, or distribution of illicit drugs or alcohol.

Lynchburg College complies with this legislation and supports all the
provisions included in the Drug-Free Schools and Communities Act. Specific
information and relevant policies regarding prevention of the use of illicit
drugs and the misuse of alcohol by students are included in the student hand-

Motor Vehicles

All non-resident (commuting) freshmen and all sophomores, juniors, seniors,
and graduate students are eligible to register motor vehicles for use on cam-
pus. Registration options include a one-day permit, a temporary permit valid
for two to thirty days, and an annual permit. Resident freshmen desiring “spe-
cial permission” parking privileges must receive approval from the director
of Campus Safety and Security. A letter of need from a parent or legal guard-
ian and a confirmation letter from an employer or attending physician must
accompany the request.

All vehicles driven and parked on campus by any student, faculty, or
staff member must be insured, have valid state license and inspection tags, be
registered with Campus Safety and Security, and bear a valid Lynchburg Col-
lege parking decal. LC decals may be obtained during fall semester check-in
periods, and at other times, at the Campus Information Desk, located on the
first floor of Hall Campus Center. A current state vehicle registration card,
valid operator’s license, and valid proof of insurance are required at the time
of vehicle registration. Each registered vehicle owner/operator is responsible
for maintaining proper insurance coverage to protect his/her vehicle from
damage such as vandalism, theft, and acts of nature. Lynchburg College is not
responsible for such acts that may occur while a vehicle is driven or parked
on Lynchburg College property. Registration will be delayed if any of these
required items is not presented.

Registration fees are $50 annual registration for full-time non-resident
(commuting) freshmen and all sophomores, juniors, seniors, $20 annual reg-
istration for part-time and graduate students, $10 registration for commuting,
part-time, and graduate students registering a second vehicle, $20 temporary
registration (2-30 days) for full-time non-resident (commuting) freshmen and
all sophomores, juniors, seniors, and $250 per semester or $500 annual regis-
tration for “special permission” parking for resident freshmen.
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A student may not register a vehicle owned by another student or for the use of another student. Adjudication of violations of this regulation or any other shall be left to the discretion of the appropriate judicial body. By completing vehicle registration, the vehicle owner indicates that he/she has read and understood the Lynchburg College Traffic Code. Failure to comply with the Lynchburg College Traffic Code and any posted vehicle regulations will result in issuance of a citation.

Parking decals are to be placed on the left bottom exterior corner of the vehicle’s rear glass. For vehicles such as pick-up trucks, Jeeps (soft top), convertibles, and vehicles with dark-tinted windows, decals should be placed in a location visible to Campus Safety and Security officers. Most state codes prohibit the application of a decal to the front windshield other than state inspection or city/county decals. Individuals concerned about proper placement of a Lynchburg College parking decal should contact Campus Safety and Security for advice.

If a registered vehicle is sold or traded for another vehicle, the original Lynchburg College decal needs to be removed and presented to the Campus Information Desk. The replacement vehicle will be registered and a new decal issued for a $1 fee.

Traffic and Parking Regulations

All parking areas on campus are designated for use by specific constituents; these designations are indicated by color-coded parking lines and decal type:

<table>
<thead>
<tr>
<th>Line Color</th>
<th>Parking Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>Student*/Special Event</td>
</tr>
<tr>
<td>Yellow</td>
<td>Faculty/Staff/Visitor/Special Event</td>
</tr>
<tr>
<td>Yellow Fire Lane</td>
<td>No parking at any time</td>
</tr>
<tr>
<td>Blue</td>
<td>Handicapped</td>
</tr>
<tr>
<td>Green</td>
<td>Reserved 24/7 for College vehicles/Visitor</td>
</tr>
</tbody>
</table>

*Student parking designations are further specified by decal type:

<table>
<thead>
<tr>
<th>Decal Type</th>
<th>Parking Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>Student spaces outside residence hall and academic buildings</td>
</tr>
<tr>
<td>Commuter</td>
<td>Student spaces in lots designated as “commuter” or “open”</td>
</tr>
<tr>
<td>Southside</td>
<td>Student spaces designated for one’s assigned College house, Courts apartment, or townhouse</td>
</tr>
<tr>
<td>Freshman</td>
<td>Limited 24/7 parking in “special permission” lot</td>
</tr>
</tbody>
</table>

All faculty/staff spaces designated by yellow lines are reserved from 7 a.m. to 5 p.m. Monday through Friday. At other times (i.e., 5 p.m. to 7 a.m. Monday through Friday and throughout Saturday and Sunday), faculty/staff spaces designated by yellow lines are available for use by students (except those with freshman decals) and visitors, unless indicated otherwise (e.g., by traffic cone). If a vehicle is parked in a space other than its assigned area, the vehicle registrant will be cited for parking in an undesignated space. All cam-
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Parking and Traffic Fines

Unauthorized parking in areas designated for fire lanes and for handicapped parking results in the following fines: *Fire Lane - $100 each offense; *Handicapped Space - $100-$500 each offense. All fines for the parking and traffic violations listed are $50 per each offense: Unregistered vehicle, parking in a faculty/staff space, parking in a student space, parking in a visitor’s space, parking in a 24-hour reserved space (indicated by green lines), parking in a reserved space – Coned off, parking in a loading zone, *parking in an undesignated space, *parking on the grass, *blocking driveway/roadway, *overtime parking, *expired temporary tag, *improperly displayed LC parking decal, *reckless driving, *speeding/ exceeding the posted Campus Wide Speed Limit (15 MPH), and *failure to stop at a stop sign. The violations marked...
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with an asterisk (*) are enforceable by Campus Safety and Security officers, other designated college staff and local/state law enforcement officers.

Payment of Fines
All parking and traffic fines will be billed automatically to faculty, staff, and student accounts. Payments may be made at the Cashier’s Office, located on the fourth floor of Hall Campus Center, during regular business hours or mailed along with the monthly bill. Anyone wishing to appeal a parking citation must obtain an appeal form from the Campus Information Desk, located on the first floor of Hall Campus Center. All appeals must be completed and returned to the Campus Information Desk within seventy-two hours of the date and time the citation was issued. Appeals received after seventy-two hours will not be considered. If a fine is reduced or dismissed upon appeal, the amount will be adjusted accordingly on the appropriate faculty, staff, or student account.