

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-

demographic record transcript. These permanent course and grade records, whether paper or electronic, are kept in perpetuity and are safeguarded in fireproof cabinets or vaults. Temporary 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 outside 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 parents 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 participation 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 directory 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 recommendations 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 records 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-

- ful possession, use, or distribution of illicit drugs or alcohol by students and employees on College property or as part of any College activity;
2. a description of applicable legal sanctions under local, state, or federal 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, rehabilitation, or re-entry programs; and
 5. a clear statement of the disciplinary sanctions the College will impose on students and employees for violation of the College's applicable 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. Policies prohibiting the use of illicit drugs and the misuse of alcohol by students are published in the student handbook, *The Hornet*. A publication addressing the topics enumerated above is distributed annually to students by the Office of the Dean of Students.

Motor Vehicles

All non-resident (commuting) freshmen and all sophomores, juniors, seniors, and graduate students are eligible to register motor vehicles for use on campus. Registration options include a one-day permit, a temporary permit valid for two to thirty days, and an annual permit. Resident freshmen desiring "special permission" parking privileges must receive approval from the director of Campus Safety and Security. A letter of need from a parent or legal guardian 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 College 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 registration 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.

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:

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

*Student parking designations are further specified by decal type:

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

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 campus parking spaces indicated by blue lines are reserved

for individuals who have received handicapped parking privileges through their local Division of Motor Vehicles or state agency. Lack of convenient parking and lack of space in any particular area on campus do not excuse violation of the Lynchburg College Traffic Code.

Individuals desiring on-campus parking accommodation for a short-term, temporary handicap may request permission from Campus Safety and Security to park in faculty, staff, or student spaces as convenient. (Approval of a request does not permit parking in spaces designated in blue for handicapped drivers.) A mirror tag provided for approved short-term requests must be displayed while the vehicle is parked on campus. The College reserves the right to change or otherwise restrict parking designations and traffic patterns as conditions warrant. Parking where orange-, yellow-, or lime-colored cones have been placed will result in a parking citation.

The campus-wide speed limit is 15 MPH, and drivers must yield to all pedestrian traffic. Failure to stop as directed by a campus security officer or other College official, failure to drive on the proper side of the gate house, and driving in a reckless manner (including speeding) will result in issuance of a citation. Also, an incident report will be written for review by the appropriate judicial body. All vehicle accidents occurring on campus are required to be reported immediately to Campus Safety and Security. An incident report will be filed. Failure to provide accurate information regarding an accident may violate state and local laws, as well as College policies. Adjudication of violations of the Lynchburg College Traffic Code may result in loss of privileges to use a vehicle on campus. Any student receiving an excessive number of parking citations is subject to loss of his/her on-campus parking privileges. Wheel locks may be used at the discretion of the College for repeat offenses of the Lynchburg College Traffic Code. Lynchburg College is not responsible for damage resulting from installation of a wheel lock, which will not be removed until all fines are properly paid. All vehicles will be subject to tow at the owner's expense, after the receipt of four citations or more. Lynchburg College is not responsible for any damage resulting from towing and/or storage of the vehicle. All towed vehicles will be held in the Bee Line Towing, Inc impound lot located at 155 Airpark Dr., Lynchburg, VA 24502. Bee Line can be reached at 434/239-5386.

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 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 may do so by visiting their MyLC page then clicking on the Personal link, then the My Tickets tab and complete the online appeal form. All appeals must be submitted 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.